| Name of Appendix: **Safety for guides leading groups on campus** | | |
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| Safety rules |  | Tours will take place solely if accompanied by a guide on behalf of the University. For specific groups interested in learning about particular issues, an additional guide will join as needed. For tours of construction sites, a guide on behalf of the University Engineer will take part. |
|  |  | The guide will ensure that the tour group will not include more than 30 people. |
|  |  | Children under the age of 8 will not be permitted to join the group, unless accompanied by an adult; under no circumstances will the adult be in charge of more than three children. |
|  |  | Before leaving for the tour, the guide will provide safety instructions for the group as follows:   1. It is required to remain in the group. 2. Smoking inside buildings is prohibited. 3. It is prohibited to touch installations, equipment and containers. 4. Avoid talking to employees near machines or instruments. |
|  |  | The guide will lead the group along the regular tour route. For special groups the route may be different, if approved in advance by the safety commissioner – this refers especially to laboratories, machine rooms, storerooms, animal rooms, zoological park, basements and roofs. Entry to laboratories requires updated approval from the head of the laboratory. |
|  |  | The guide on behalf of the University will be at the head of the tour group and will ensure that the person in charge of the group will be at the rear. |
|  |  | The guide on behalf of the University will be constantly alert to lead the group in the event of an emergency to the exit gate or to a nearby sheltered area, and will treat any person who is injured or ill. The guide will not leave the group in order to treat an injured or ill person until he has assigned a replacement who will guide the group or lead it to the exit gate. The guide may handover treatment of the injured or ill person to another suitable person. |
| Responsible for performance |  | The Development and Public Affairs Division is responsible for performance of this directive. |