

Safety Services Guidance



Vacating and Occupying Premises

Key word(s) : Vacating premises, occupying premises, refurbishment, relocation, closure, decommissioning

Target audience : Heads of School, Heads of School Admin, Technical Resource Managers, Principal Investigators, School Safety Advisors

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Introduction

1. From time to time areas need to be vacated as a result of relocation, refurbishment or closure. Consideration must be given to all relevant health and safety issues throughout the process to reduce the risk of injury, or damage.
2. This guidance applies to the vacation and occupation of all premises owned or occupied by the University, from single rooms through to whole buildings and should be read in conjunction with the [University Arrangements Chapter 23](#) on the Interface between Estates and Facilities and building occupiers, and the Estates and Facilities [EPM GM4 – Space Allocation & Relinquishment Procedure](#).
3. Those vacating an area must ensure the space is left as free from hazard and risk, as far as is reasonably practicable, for either reoccupation or hand over to building contractors. Therefore ensure sufficient time is available to plan and carry out any identified action.
4. Those occupying an area expect, so far as is reasonably practicable, that it is free from risks created by the previous occupants.
5. Those occupying a new area will also need to manage their move appropriately giving due consideration to the new environment and any local arrangements.
6. For those in embedded accommodation (ie university employees working in premises controlled by other employers, subsequently referred to as 'guests'), co-operation between all parties is necessary and the advice of the relevant host personnel must be sought. For those in NHS accommodation see [University Arrangements Chapter 20: University and NHS Trust Shared premises](#)

Note: From 14 October 2013 ALL staff leaving the University must complete the mandatory [Staff Exit Checklist](#) to ensure all necessary steps are taken BEFORE they leave. The health and safety-related information may be completed in conjunction with the guidance in this document.

Responsibilities

7. The Head of School/Directorate is responsible for ensuring that this guidance is followed so that:
 - All redundant materials and equipment are disposed of correctly and, where required, decontaminated before disposal, relocation or disposal
 - Notifications are made to the appropriate University Services and Regulatory bodies

- Records that must be retained are transferred appropriately
8. It may be necessary to delegate duties to identified Supervisors and Managers and all involved must take responsibility for their own safety and that of others throughout the moving process

Guidance

9. Adequate planning is key if the move out of or into premises is to be successful and without incident or injury. This guidance will help those responsible for planning and managing the move to do so safely and in accordance with University requirements. A summary of the vacating premises process is in the flowchart in [Appendix 1](#).

10. The following information should enable the move to be as efficient as possible:

[Section 1 – Materials, Equipment and Premises Management](#)

Covers the disposal/transfer of materials (e.g. equipment, chemicals, radioisotopes, biological agents, samples) and decontamination of facilities (e.g. fume cupboards, containment facilities)

[Section 2 – Systems Management](#)

Covers informing relevant people and/or enforcing authorities when certain work (e.g. radioactive, biological) has been undertaken. It also includes who to inform when people move who perform safety-related tasks (eg first aiders, evacuation marshals).

[Section 3 – Record Management](#)

Helps identify those records that must be kept and transferred for archiving.

11. A checklist to use as an *aide memoire* and monitoring aid for each of the sections is available at <http://documents.manchester.ac.uk/display.aspx?DocID=22284>, together with [Appendix 2](#).
12. The advice of School and other specific safety advisors, including those of a host should be sought as soon as practicable after the decision to vacate/refurbish the premises has been confirmed.

Preparing to move

13. A major activity associated with moving out of or into new premises is moving everything e.g. equipment, samples, paperwork, to the new location. Items are often heavy and/or bulky which, combined with high activity in a short timescale increases the risk of personal injury or item damage.

14. Therefore at the planning stages consider:

- How big is the task? How many rooms will be vacated and/or occupied?
- What needs to be moved?
 - Have items been identified? Are they heavy, bulky, difficult to grip etc? Do they need disconnecting from building services? Is the help of specialist removal companies needed?
 - Are there security, data protection etc. issues to consider?
- What hazards are associated with the items being moved? E.g. chemicals, Biological/GM samples, ionising radiation. What specialist advice is required?
- Who will do the moving?
 - Can the risk be transferred to a reputable removal company?
 - Are sufficient numbers of people trained in manual handling techniques available to pack and move items? Does additional training need to be arranged?
 - Are there adequate suitable trolleys etc available for people to use?
- Where are things being moved from and to?
 - What route will people take? Are there e.g. obstacles in the way, changes in level (e.g. steps, stairs) which will make the task difficult?
 - Will any building issues need addressing to facilitate the move e.g. access widened, doors removed, lift access or interior protection?

Section 1 – Materials, Equipment and Premises Management

15. Follow the links below for information on common issues

[Alterations to premises](#)

[Biological and GM agents](#)

[Building services](#)

[Chemicals](#)

[Compressed Gases](#)

[Decontamination](#)

[Embedded accommodation](#)

[Fire](#)

[General laboratories](#)

[Land](#)

[Machinery workshops](#)

[Offices and general areas](#)

[Radioisotopes](#)

[Refrigerators / Freezers](#)

[Risk assessments](#)

[Security](#)

[Shared facilities](#)

[Training](#)

[Waste disposal](#)

Section 2 – Systems Management

Informing statutory bodies

16. When premises are vacated it may be necessary, to inform statutory bodies that specific work will cease or transfer to another location on a certain date. Contact the following for advice

- The Radiation Safety Unit for radioactive materials and sources
<http://www.radiationsafety.manchester.ac.uk/>
- Safety Service and/or the Compliance and Risk Office for items requiring compliance returns <http://www.healthandsafety.manchester.ac.uk/>
- The University's BioSafety Advisor for activities involving Biological Agents, Genetically Modified Organisms and biological material

17. For guests in embedded accommodation, the responsibility for informing the relevant bodies may rest with the host institution depending upon the arrangements in place. Therefore seek the advice of the relevant host personnel.

18. Once guests have vacated areas in embedded accommodation, the University requires the host to provide written confirmation that the University no longer has responsibility for that area.

Updating University registers

19. People often perform additional roles or act in a number of capacities in the University. The relevant University personnel should be informed when people relocate or relinquish these roles so continuity of service may be maintained. This applies to those acting for example as:

- Evacuation marshals
- First aiders
- Display screen assessors
- Data Protection Officers
- Disability Coordinators
- All other relevant roles or responsibilities

Section 3 – Record Management

20. The following will help ensure that recorded information is considered and reduce the likelihood of it being lost in a move.

Transportation and Storage

21. The person responsible for the safekeeping of records must make sure that retained records are transported and stored appropriately. If records will be lodged with another person, they must agree to accept responsibility and provide suitable safe storage facilities.

22. Where necessary, controls must be in place to prevent inadvertent disclosure of sensitive information. This is important when relocating and storing information.

23. Data relating to named individuals must be handled in accordance with the Data Protection Act. See <http://www.dataprotection.manchester.ac.uk/>

24. Access to confidential information must be restricted.

25. Paper records can be securely boxed and clearly labelled (avoid using black bags, even for temporary storage, as they may be inadvertently removed by others). Contact IT Services for advice on storing electronic information and action to take if a computer is being left in-situ or shared.

Timescales for keeping records

26. All records should be retained in accordance with the University record retention advisory information at <http://documents.manchester.ac.uk/display.aspx?DocID=6514> which includes timescales for a number of records including:

- Risk Assessments
- Accident Records and Investigation reports
- Health Surveillance and Exposure Records
- Training Records
- Radioisotope Contamination

Disposal of Unwanted Records

27. Consideration should be given to the disposal route of unwanted records. Paper copies should be shredded or removed by an approved commercial service.

28. Confidential waste *must not* be placed in polythene bags. See information at <http://www.estates.manchester.ac.uk/services/operationalservices/envsvcs/waste/confidential/> or follow the host's arrangements in embedded accommodation

29. Contact IT Services to dispose of any device which has been used to hold confidential data. This includes PC's, laptops, removable hard drives, USB sticks, CD's, DVD's, floppy disks, video etc. Devices must be held securely until collected by I.T. Services. CD's containing confidential information *must not* be placed into any of the CD recycling bins/containers on campus.

Other Related documents and information

30. The following documents are available to use during the process. The Vacating Premises Checklist is useful for monitoring the progress of activities. The Certificates are for displaying once the activity is complete and is helpful in reviewing progress.

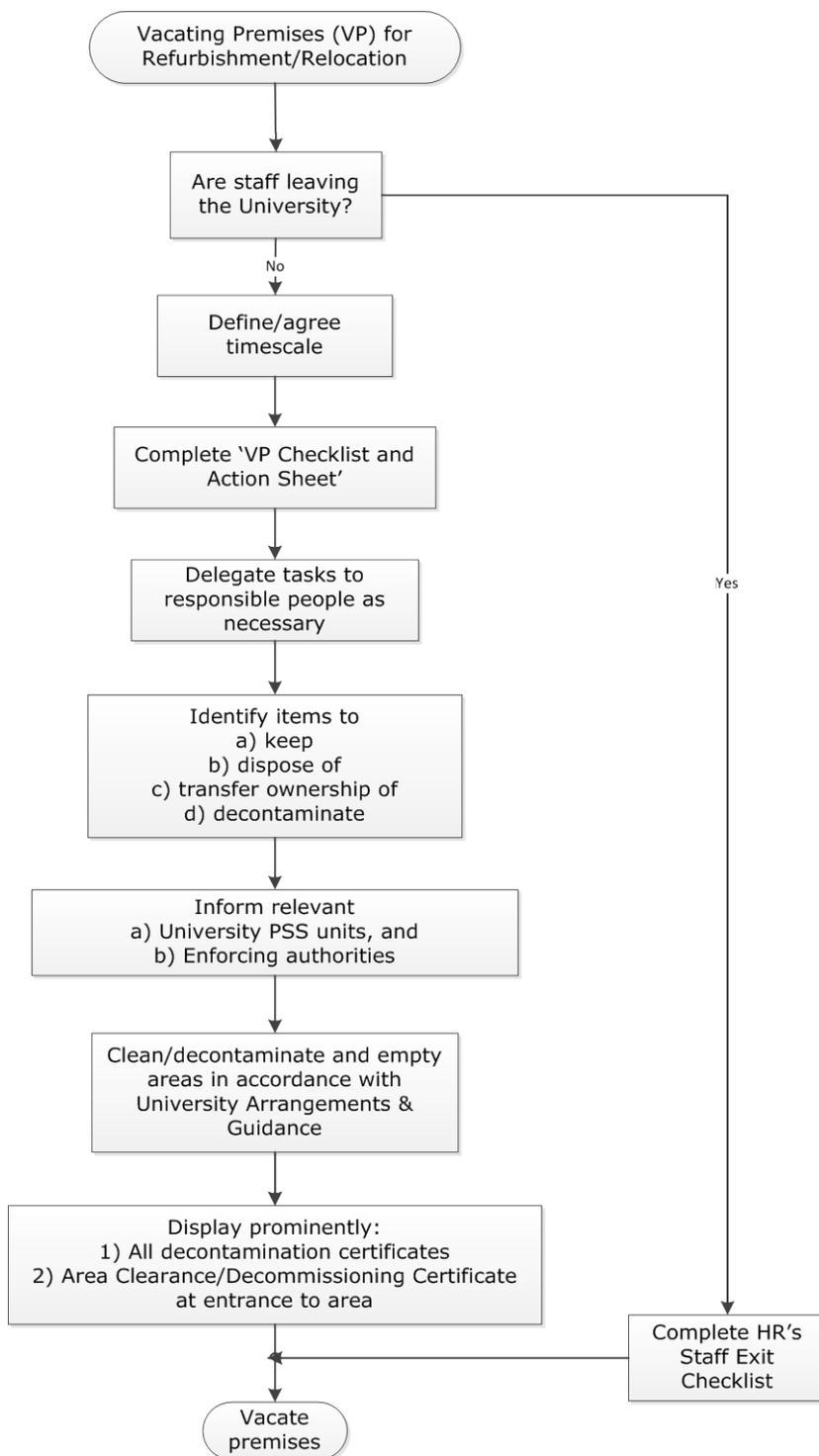
[Vacating Premises Management Checklist](#)

[Equipment Decontamination Certificate](#)

[Area/Laboratory Decontamination/Decommissioning Certificate](#)

Document control box	
Title	Guidance on Vacating an Occupying Premises
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Appendix 1 – Flowchart to aid vacating premises process



Appendix 2 – Issues to consider when managing materials, equipment and premises

Note: This list is indicative and may not be not comprehensive

Issue	Vacating Premises	Occupying Premises
Training	<p>The risk assessment carried out when planning to vacate an area should identify any training needs for people undertaking the move e.g. manual handling, safe disposal/transport of chemicals, etc.</p> <p>This also applies to office-based areas.</p>	<p>All new occupants to receive appropriate induction training including fire evacuation, safety and security arrangements</p> <p>Review other training needs and provide training/information/instruction accordingly for the new premises.</p>
Waste Disposal	<p>Those managing the vacation of an area will ensure all waste is removed prior to displaying an area/room safety clearance notice.</p> <p>The Estates & Facilities website http://www.estates.manchester.ac.uk/services/operationalservices/envsvcs/waste/ has details of waste disposal routes.</p> <p>Non-hazardous waste - Can be disposed of locally via building attendants. For large quantities contact Estates to make arrangements.</p> <p>Hazardous waste - see http://www.estates.manchester.ac.uk/services/operationalservices/envsvcs/waste/hazardous/</p>	<p>Seek advice from the person responsible for the area or School/Local Safety Advisor (SSA) regarding waste segregation and correct disposal routes. See also the information for Vacating premises to the left.</p>
Alterations to Premises	<p>Where building alterations are needed to vacating the premises these should be co-ordinated through the local</p>	<p>Where building alterations are needed to facilitate the occupation of premises these should be co-ordinated through</p>

Issue	Vacating Premises	Occupying Premises
	Faculty Estates Team	the local Faculty Estates Team or host, in the case of embedded accommodation.
Building Services	Any alterations to building services required when vacating premises should be co-ordinated through the local Faculty Estates Team	Any alterations to building services required when occupying premises should be co-ordinated through the local Faculty Estates Team or host, in the case of embedded accommodation
Fire	<p>Any fire-related issues that arise when vacating premises should be raised with either the University Fire Officer (for building issues) or USC (for people issues) as appropriate.</p> <p>Vacating an area may require changes to the building's fire risk assessment. The person responsible for the area should notify the University Fire Officer of the move.</p> <p>The risk assessment carried out when planning to vacate an area should identify fire safety issues associated with the task eg transporting flammable solvents, etc</p> <p>Notify the Fire Training & Evacuation Co-ordinator that fire evacuation marshals are moving.</p>	<p>Any fire-related issues or risks that arise as a result of moving into a new area should be discussed with the SSA who will liaise with the University Fire Officer (for building issues) or USC (for people issues) where necessary.</p> <p>Introduction of new activities or modification for new occupants may require a review of the building's fire risk assessment. The SSA should notify changes to the University Fire Officer.</p> <p>The risk assessment carried out in preparation for occupying new premises should identify any fire safety-related issues.</p> <p>It is recommended that emergency arrangements for Containment Level 3 laboratories be discussed with a senior local fire officer. This should be arranged with the University's Fire Officer and BioSafety Advisor where applicable.</p> <p>All personnel should be familiarised with the fire safety arrangements for the new location on arrival.</p> <p>Those with disabilities which could affect their escape in the</p>

Issue	Vacating Premises	Occupying Premises
		<p>event of an emergency should have a Personal Emergency Evacuation Plan (PEEP) - contact the SSA and Disability Support Co-ordinator for information.</p> <p>Notify the Fire Training & Evacuation Co-ordinator of any new fire evacuation marshals and associated training needs.</p>
Security	<p>Inform Security of any changes or additions required to building security systems prior to vacating the premises, particularly when moving valuable or sensitive equipment or items.</p>	<p>Staff should understand the security arrangements in place for the new facilities/building and any access arrangements.</p> <p>Guests in embedded accommodation will usually follow their host's security management system. However discussion of the correct security level or protection of assets may be required based on assessment of risk.</p> <p>If the work introduced involves materials controlled by anti-terrorism regulation, the local Counter Terrorism Safety Advisor must be informed and appropriate security measures agreed and implemented. Contact the Compliance and Risk Officer for advice http://www.staffnet.manchester.ac.uk/services/compliance-and-risk/</p>
General Offices and Laboratories	<p>Clearly label all items eg 'Keep and move to new premises', 'For disposal', 'Ownership transferred to (insert name)', as appropriate.</p> <p>Isolate electrical equipment where necessary.</p>	<p>An Area/room Decontamination/Decommissioning Certificate should have been completed for any area previously occupied.</p> <p>The new occupants should check with the Technical Resource Manager or person responsible for the area that this process</p>

Issue	Vacating Premises	Occupying Premises
	<p>Empty offices/laboratories of all equipment that has not been formally transferred into new ownership.</p> <p>Clean all benches, sinks and other laboratory fixtures and fittings of contamination (chemical, biological, radiological). Where decontamination is unsuccessful inform the appropriate local safety advisor and indicate location on the area clearance certificate.</p> <p>Ensure drains are clear of chemical contamination by flushing sinks with an appropriate disinfectant, followed by water for 8 hours (or other time period determined by risk assessment).</p> <p>Seek the advice of the Building Superintendent if assistance is required to remove general waste or unwanted equipment, or engage a professional removal company, especially if specialist lifting equipment will be required.</p> <p>Once vacated place a Area/room Decontamination/Decommissioning Certificate at a strategic point stating that the laboratory/area is, as far as is reasonably practicable, free from any contamination.</p>	<p>was completed and any outstanding issues resolved before occupying the space.</p>
Radioisotopes	<p>Liaise with the local Radiation Protection Supervisor (RPS) who will inform the Radiation Safety Unit (RSU) of the move*.</p>	<p>Prior to introducing any radioisotopes to the area liaise with the School Radiological Protection Supervisor (RPS) and Radiation Safety Unit (RSU) of the new requirements* and arrange for designation of facilities if required.</p>

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	<p>Radioisotope source relocation or disposal:</p> <p><i>Sealed & Unsealed sources</i> Seek RSU advice on how to arrange safe storage, disposal, or transfer to another facility. This may involve removal by a specialist contractor and financial cost may be incurred.</p> <p>Radioisotope Facilities: Decontamination The RPS will ensure those responsible remove radioactive sources appropriately and all areas and equipment are monitored and, where necessary, decontaminated. Any contamination that cannot be removed must be reported to the RSU who will advise further.</p> <p>An Area/room Decontamination/Decommissioning Certificate should be displayed when the area/room has been decontaminated/cleaned.</p> <p>De-designation If de-designation of the facility is required, contact the RSU. Once de-designated remove any redundant signage.</p>	<p>Before radioisotope work commences liaise with the local RPS and refer to http://www.radiationsafety.manchester.ac.uk/ for the University's arrangements for work with ionising radiation.</p>
	<p>*This is essential to ensure the University remains within its site authorisations and consents to hold and dispose of radioisotopes.</p>	
Biological agents and Genetically	<p>Liaise with the School/Local Biological Safety Officer (BSO) prior to vacating the area.</p>	<p>Prior to introducing any Biological agents or Genetically Modified Organisms into to the workplace the person</p>

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<p>Modified Organisms (GMOs)</p>	<p>Sample transfer, whether internally or external to the University - placed in appropriate packaging and clearly label. Reputable couriers can assist with this process.</p> <p>BSOs may contact the University BioSafety Advisor or their University Safety Coordinator (USC) for further advice.</p> <p>Disposal of biological material: Non-pathogenic material - Dispose of via appropriate local biological waste route. Pathogenic material - Autoclave then dispose of as non-hazardous waste. Genetically Modified material - All GM material must be inactivated.</p> <p>Bio/GM facilities: Arrangements for the cleaning and, where appropriate, disinfection of the facilities should be made by the person responsible for vacating the area. Once complete an Area/room Decontamination/Decommissioning Certificate is required.</p> <p>See Section 2 – Systems Management re project transfer/approvals requirements</p>	<p>responsible for their introduction must liaise with their School/Local Biological Safety Officer (BSO) who will also inform the University's BioSafety Advisor of the new work.</p> <p>Before work with Biological or GM organisms commences liaison with the local BSO is required. Refer to http://www.healthandsafety.manchester.ac.uk/toolkits/biogm/ for the University's arrangements for work with Biological agents or GMOs.</p> <p>See Section 2 – Systems Management regarding project transfer/approvals requirements</p>
<p>Chemicals</p>	<p>Prior to vacating the area review the stocks of chemicals held and dispose of those not needed or out of date. Disposal must</p>	<p>Prior to introducing any chemicals to the new location suitable storage facilities must be available (eg Solvent cabinets,</p>

Issue	Vacating Premises	Occupying Premises
	<p>be done safely and where necessary in accordance with the University guidance on the disposal of hazardous waste.</p> <p>Chemicals being moved to a new location(s) must be segregated by type, packaged and labelled appropriately and transported in a safe manner by an approved courier. Procedures may be required to deal with any emergency situations such as accidental release.</p> <p>SSAs/Faculty Safety Managers can provide details of chemical disposal companies.</p>	<p>vented storage units, lockable cabinets etc) and robust procedures for stock ordering, rotation and inventory keeping adopted.</p> <p>Minimum quantities of chemicals should be held.</p> <p>COSHH and DSEAR assessments for <i>all</i> chemicals and processes <i>must be carried out or existing ones reviewed</i> before introduction and use for the new location as changes may be required.</p>
<p>Compressed Gases</p>	<p>Compressed gas cylinders must not be relocated to a new area unless within the same building. Cylinders must be returned to the supplier or Central Stores facility.</p> <p>Note: cylinder rental may continue to be charged until returned to the supplier or stores.</p>	<p>Use of gas cylinders should be reviewed prior occupying new facilities and only essential gasses introduced.</p> <p>Where reasonably practicable, gasses should be stored externally and installation of piped systems considered. Where cylinders are held, emergency arrangements / procedures are required in case of accidental release or fire situation. This may require installation of gas detection and alarm systems.</p> <p>University guidance on safe use of gases should be followed.</p> <p>Rooms containing cylinders should be identified with appropriate signage to inform others of their presence (eg fire crews attending an emergency).</p>

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Refrigerators / Freezers	<p>All refrigerators/freezers must be thoroughly cleaned and decontaminated using suitable disinfectants before disposal, removal from or relocation within the University.</p> <p>Arrangements for disposal can be found at http://www.estates.manchester.ac.uk/media/services/estatesandfacilities/A%20to%20Z%20of%20Waste%20Types.pdf. This has to be done in accordance with the legislative requirements on ozone depleting substances. A small charge is made for this service. An Equipment Decontamination Certificate is required for disposal of laboratory fridges/freezers (See Appendix 2)</p>	<p>Review of refrigeration / freezer requirements should be made before the move to new premises.</p> <p>If inheriting equipment from a previous occupant, where necessary the previous owner should have completed an Equipment Decontamination Certificate. If this is not available do not use until its previous use has been verified.</p> <p>Ensure fridges are spark-proof if storage of flammable substances is needed.</p>
Machinery Workshops	<p>The requirements of the Purchase and Use of Work Equipment Regulations (PUWER) must be followed for all machinery being transferred to a new location or disposed of.</p> <p>Dispose of equipment in accordance with the guidance at http://www.healthandsafety.manchester.ac.uk/toolkits/equipment/</p> <p>Machinery should be decontaminated by those vacating the area irrespective of whether the equipment is being kept, disposed of or transferred into new ownership and an Equipment Decontamination Certificate affixed to confirm this has been done.</p> <p>Workshops should be thoroughly cleared of all waste,</p>	<p>Any work equipment that is to be re-located and re-used must meet the requirements of PUWER with regard to guarding and operation see http://www.healthandsafety.manchester.ac.uk/toolkits/equipment/</p> <p>Machinery should have been decontaminated before transfer into the new location and an Equipment Decontamination Certificate should accompany the equipment to the new location.</p>

Issue	Vacating Premises	Occupying Premises
	<p>unwanted items and decontaminated where necessary before an Area/room Decontamination/Decommissioning Certificate is displayed</p>	
<p>Decontamination, Decommissioning of equipment and work space</p>	<p>Disinfection or decontamination must be done using processes and methods applicable to the work carried out eg effective disinfectants used at appropriate concentration to kill the agent used. Correct equipment or area notices must be displayed once each task is complete.</p> <p>Fixed Equipment Fume cupboards, static centrifuges, local exhaust ventilation systems etc: risk assessment of previous use will determine decontamination requirements.</p> <p>E.g. for fume cupboards: Empty completely. Clean all surfaces and sinks thoroughly using appropriate means to remove contaminants. Flush sinks/drains with a suitable disinfectant, as required, followed by water for 8 hours, or period of time determined by individual risk assessment. Ensure gas and water taps are switched off.</p> <p>Where Estates & Facilities staff or contracted maintenance engineers are involved in disconnecting or decommissioning they must be informed of the risk from any residual contamination before work commences. This should be</p>	<p>When moving to previously occupied premises check before moving in that the area/equipment was adequately decontaminated/decommissioned. Issues found should be addressed before occupation.</p> <p>An Area/room Decontamination/Decommissioning Certificate should have been displayed for previously areas previously occupied areas.</p>

Issue	Vacating Premises	Occupying Premises
	<p>recorded on the decontamination certificate together with details of any control measures needed.</p> <p>Microbiological Containment facilities The advice of the School Biological Safety Officer should be sought when these facilities are vacated.</p> <p>Microbiological safety cabinets must be decontaminated before relocation or handover to other responsible person. Ensure any HEPA filters are correctly disposed of.</p> <p>All areas and moveable or fixed equipment should be decontaminated or decommissioned before the premises are vacated and an Area/room Decontamination/Decommissioning Certificate displayed</p>	
<p>Offices and General Areas</p>	<p>When planning to vacate any areas, a manual handling risk assessment must be done for any moving operations. Any records are to be kept in accordance with University Arrangements</p> <p>Any boxes etc used for moving should not be overloaded and suitable manual handling equipment, eg a trolley, should be used to transport them.</p>	<p>All areas need to provide suitable : -</p> <ul style="list-style-type: none"> - Heating, lighting and ventilation - Space to undertake activities safely - Workstations and seating - Floors coverings and traffic routes - Welfare facilities etc <p>for the planned tasks</p> <p>See www.hse.gov.uk/pubns/indg244.pdf</p> <p>Review/Undertake any DSE workstation assessment as necessary.</p>

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Shared Facilities	Where a multi-user workspace is being vacated the person responsible for the move must carefully check all samples or equipment and ensure they are appropriately designated eg to keep, dispose of, or transfer ownership. If it is unclear who is assigned to manage the area, the Head of School should determine responsibility.	Arrangements for working in multi-user facilities should be clarified before occupation. This includes arrangements for sharing health and safety information and any local safety arrangements.
Land	Under certain circumstances it may be necessary to determine whether land has been contaminated by the activities of those vacating the site. Past usage should be considered, particularly if chemicals have been stored. Heavy contamination of land is unlikely but the potential should not be over-looked. Where land contamination is suspected seek advice from the local Faculty Estates Team.	Where appropriate new occupants should make every effort not to cause land contamination.
Risk Assessments - including COSHH, DSEAR, Manual Handling DSE etc	Assess the risks associated with the activities relating to vacating the premises and put appropriate controls in place. Make arrangements to keep assessments relating to work undertaken before vacating the premises for the appropriate length of time. See Section 3 on record retention.	Ensure assessments are carried out for all new activities undertaken in the new location. If the work is a continuation of that carried out previously elsewhere, existing risk assessments should be reviewed, and revised as necessary for the new location.
Guests embedded in host accommodation (i.e. University personnel in premises not owned by the	University guests embedded in accommodation not owned by the University should notify their host of their intent to leave and of any issues relating to the move that could impact on the host institution. This includes e.g. disconnection from building services, cleaning and decontamination issues.	Guests in embedded accommodation should liaise with their host regarding safety management and local arrangements to understand how the two will work together safely. Guests should follow the host's safety policy and local arrangements for day-to-day issues. Risk assessments must be carried out for all University-related activities and findings communicated to relevant

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University)		<p>parties.</p> <p>Work with radiation or biological agents must be discussed and agreed with the host prior to work commencing. It may be necessary to inform both host and University in some instances e.g. in the event of an accident, incident or near miss.</p> <p>Local induction arrangements should ensure guests are familiarised with host emergency procedures, first aid arrangements, local rules etc. If in doubt, seek clarification from your University Safety Co-ordinator.</p> <p>Depending upon the number of guests and work activities, it may be appropriate to agree to a representative attending the host's safety committee(s).</p>