

Health and Safety Services  
Safety Team  
The University of Manchester  
Waterloo Place,  
180, Oxford Road,  
Manchester M13 9GP

[www.manchester.ac.uk](http://www.manchester.ac.uk)

To Deans of Faculty, Heads of Schools & Directorates, Safety Advisors, Safety Representatives (via safety co-ordinators)

From Dr Susan Robson, Director of Health & Safety Services

Date 16<sup>th</sup> August 2006

Distribution Dr M Taylor, Prof P Heggs, Prof M Case, Prof M Hebbert, J Brider, R Valentine, A Pollitt, C Ray

Reference Circular 14/2006

## Evacuation Marshals : high visibility vests

Safety Circular 1/2006 introduced the University's new Fire Safety Code to managers, and the requirement to appoint evacuation marshals. That circular is available at [http://www.campus.manchester.ac.uk/healthandsafety/Safety\\_Circulars/1-06fire\\_code.doc](http://www.campus.manchester.ac.uk/healthandsafety/Safety_Circulars/1-06fire_code.doc)

At the May 2006 meeting of the Fire Safety Advisory Group, it was agreed that the Code should be amended to include the provision of high visibility vests for evacuation marshals. These are considered essential, so that individuals can be easily identified by attending Security or fire crews, and bestow additional authority to the wearers. In further discussions with the Chair of the University Health & Safety Committee, it was agreed that the vest style should be consistent across the campus, and identified with the University. Considerable savings can be made if these vests are purchased in bulk, rather than by each school or unit. The safety team has therefore agreed with the Procurement Office that the Central Stores in Sackville Street Building could purchase an agreed vest style in bulk and distribute on request across the whole campus, with a recharge to the school.

In order for us to negotiate the best price, Central Stores need an indication of the numbers of vests likely to be ordered through them. An indication is all that is required at this stage, as there will inevitably be some turnover and replacements over time.

**Action required** : Please notify the Safety Office of numbers of evacuation marshals appointed in your area(s) and requiring high visibility vests, by emailing [Melanie.j.taylor@manchester.ac.uk](mailto:Melanie.j.taylor@manchester.ac.uk). If the number is definite, please also notify a charge code, so that a requisition can be raised for Central Stores to supply these as soon as they are available. Unit price is likely to be in the order of £7-8. A response by end of August would be appreciated.

Please also notify Staff Training and Development Unit of the names of appointed evacuation marshals who still need to attend the training course, so that future training sessions can be planned.

Dr Susan Robson  
Director of Health & Safety Services