

To Deans, HoFAs, HOSs, Directors of Research Institutes

From Dr Melanie Taylor, Head of Safety Services

Date 3 Sept 2012

cc Mr W Spinks, Prof N Thakker, Dr D Barker, Mrs D Hampson, Mr B Wills, School Safety Advisors, Safety Representatives

Reference Safety Circular 5/2012

University health & safety arrangements : Chapter 23 on the interface between Estates & Facilities, and building occupiers

ACTION: Please

- (1) discuss this draft chapter with your safety personnel and others and send your comments to your University Safety Co-ordinator, **by 17 Sept 2012**
- (2) suggest additional topics for inclusion, as appropriate.

Chapter 23 has been drafted as part of this year's overhaul of health & safety documents. It is also in response to a number of specific incidents where confusion has been identified as a causal factor in a significant near miss or incident investigation. Typically, this confusion has led to assumptions that "someone else" is responsible, and no-one has authorised the necessary preventative or routine maintenance, or statutory inspections.

The A-Z of topics has been developed to date through discussions between Estates and Facilities and Safety Services. There may be other topics of interest or concern to occupiers, and I'd welcome your suggestions and comments. It is of particular relevance to occupiers with laboratory facilities, but schools in Humanities will also be interested in some of the general services listed.

The latest draft is accessible from the Safety Services webpage at <http://www.campus.manchester.ac.uk/healthandsafety/index.htm> (you may need to scroll down with some browsers).

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