

To Deans, HoFAs, HOSs, Directors of Research Institutes
From Dr Melanie Taylor, Head of Safety Services
Date 18 November 2014
cc Mr W Spinks, Prof N Thakker, Dr D Barker, Mrs D Hampson, Mrs J Makin, Ms C Gamble, School Safety Advisors, Safety Representatives
Reference Safety Circular 4/2014

Vacating and occupying space

Please note that:

- (1) Safety Services has developed a new toolkit on the health & safety issues of vacating and occupying space, at http://www.healthandsafety.manchester.ac.uk/toolkits/vac_premises/
- (2) When staff move into different accommodation, managers will need to refresh the fire safety awareness of their staff, and familiarise themselves with the emergency exit procedures and routes.

Moving to and from workplace offices, labs and workshops is part of normal work experience, but with the prospect of an intensive period of moves over the next few years, Safety Services has updated its guidance on vacating space and moving to new accommodation. The guidance and checklists linked from our new toolkit page are designed to assist managers with the health & safety aspects of moving, with four key objectives:

- the vacated areas are left in a safe condition for others to move into (or for Estates & Facilities personnel or contractors to carry out work)
- the newly occupied areas are suitable for the type of work activities to be carried out
- any statutory notifications or returns are made in good time, and
- the appointment of fire evacuation marshals, first aiders and safety advisors can be reviewed and new training requirements identified, and the University's lists of such appointments can be updated without undue delay.

Please do remember to notify Janet Makin (x58912, janet.makin@manchester.ac.uk) if your moves affect your first aid cover, and Carolyn Gamble (x64018, carolyn.gamble@manchester.ac.uk) if they affect your fire evacuation marshal cover.

Please also take the opportunity to refresh your fire safety awareness and that of all your staff by booking them onto the on-line course, [THS41E Fire Awareness e-learning](#). If you prefer a face to face workshop, please book onto [THS41](#). (University log in required).

(For individuals leaving the University, see also the HR exit checklist and guidance notes, at <http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=17573>.)

Dr Melanie Taylor
Head of Safety Services