

To Vice-Presidents/Deans, Heads of Schools and Research Institutes, Directors in PSS, HoFAs

From Dr Melanie Taylor

Date 12 February 2010

cc Prof M Case, Dr D Barker, School Safety Advisors, Safety Representatives

Reference Safety Circular 2/2010

- (1) Health & safety management across organisational boundaries
- (2) Health & safety procedure, 2009/10

Action: HOSs and other senior managers are asked to note:

- new guidance on managing health and safety across organisations boundaries, and to ensure colleagues involved in such situations are made aware of this, and
- updated general procedure for implementing the University's health & safety policy

- (1) A number of managers have requested guidance on the practicalities of managing staff and students who are not co-located with them, or work off site in buildings controlled by others. Typical examples on campus include research staff attached to one school but working in a research institute, or PSS staff working in a unitary but devolved directorate such as finance or HR. Off-campus examples include staff involved in collaborations where some of their work takes place in an industrial or commercial setting.

Safety Office and Compliance and Risk staff have developed University guidance, at http://www.campus.manchester.ac.uk/healthandsafety/CoPs&Guidance/H&S_management_across_organisation_boundaries.pdf

- (2) Please also note that the general procedure for implementing health & safety policy has been updated with fairly minor amendments reflecting organisational changes and some clarifications. This year's document is at http://www.campus.manchester.ac.uk/healthandsafety/h&s_policy_current/procedure.pdf

Further advice and assistance is available from your usual safety co-ordinator.

Dr Melanie Taylor
University Safety Advisor