

Appendix - Manor Road Building – March 2022

**Estates Services FM
Safety Functions and Executive Responsibilities
for
Manor Road Building**

This is a summary of OUES Facilities Management (FM) safety functions and executive responsibilities for the **Manor Road Building**. Full details are contained in the current service level agreement (SLA).

FM Safety Functions

1. FM carries out the following safety functions on behalf of the department. The Head of each occupying Department retains executive responsibility for these functions.

Topic	FM Safety Function Under SLA	Notes
Fire safety	Produce and maintain the building fire risk assessment. Issue to occupying departments.	Departments responsible for its implementation and risk assessing own areas.
	Agree and review the building fire evacuation plan with occupying departments via the building management committee.	Departments responsible for implementation of the agreed evacuation plan.
	Conduct weekly fire alarm test every Friday between 07:30-08:00 and maintain records.	
	Arrange and conduct the annual fire evacuation drill via the building management committee.	
	Provide and maintain evacuation chairs. Maintain records.	
	Provide training for evacuation chair users and operators, as nominated by departments. Training provided in house or by third party.	Departments request training and keep records.
	Advise and assist with production of PEEPs.	On request of department.
	Oversee OUES: <ul style="list-style-type: none"> • annual fire extinguisher maintenance checks • quarterly emergency lighting checks • dry riser inspection and maintenance 	

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Topic	FM Safety Function Under SLA	Notes
<u>Contractors</u>	Manage contractors working in the building, including access control, building induction and monitoring works.	In advance of any work Departments to: a. Notify FM of any contracted works they arrange b. Provide FM with all required safety documentation, e.g. RAMS; and c. Arrange and administer any permits to work required.
<u>Safety Inspection</u>	Conduct the annual safety inspection of the managed space with the department.	Departments to arrange with FM. Ref University Safety Policy.
<u>Accidents and Incidents</u>	All accidents, incidents and near misses to be reported on IRIS	Departments to report on IRIS and notify FM of anything affecting communal areas or other building users
	Assist with identification of remedial actions for building related incidents/accidents.	Departments conduct investigations.
<u>First Aid</u>	Provide and maintain first aid boxes in shared space. There is a First Aid room in the basement.	Departments manage their own first aid boxes.
	Assist occupying departments to produce and maintain a first aid needs assessment for the building.	Achieved via the building management committee.
	Contribute towards agreed level of first aid cover for the building by providing an agreed number of first aiders.	Departments provide first aiders, as agreed for the building, to meet the cover required by the first aid needs assessment.
	Provide and maintain AEDs in accessible places (located by main fire panel) for use by trained personnel. Maintain records.	
<u>Display Screen Equipment (DSE)</u>	DSE assessments are completed under the self-assessment program <u>University Safety Policy S8/09</u> for FM staff in the building.	Departments to complete for their own staff under the self-assessment program <u>University Safety Policy S8/09</u>

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Topic	FM Safety Function Under SLA	Notes
<u>Electrical Safety</u>	Periodic testing of University owned portable electrical appliances (e.g. computer equipment).	Departments inspect and test non-university appliances (e.g. personal chargers for mobiles etc.).
Statutory inspections and tests	Oversee OUES statutory inspections and tests for: <ul style="list-style-type: none"> • Lifts and lifting equipment • Pressure systems • Legionella • Fixed electrical system 	
Internal and external cleaning	Oversee the internal cleaning of the building using a University contractor.	FM responsible for cleaning of exterior areas.
<u>Hazardous waste</u>	Manage the safe storage in a secure designated area and the correct documented disposal of hazardous waste.	Heads of Departments are responsible for ensuring that waste produced by their department is disposed of in accordance with appropriate legislation.
Access control	Manage the maintenance, servicing and installation of building access control equipment. Monitor building access and carry out security checks.	

FM Executive Responsibilities for Safety

2. Strategic FM has executive responsibility for safety in Manor Road for the following areas and activities:
 - a) Circulation space
 - b) Shared meeting rooms
 - c) Workshops, (plant rooms DLO responsibility)
 - d) Shared kitchenettes
 - e) Office, store rooms and rest room allocated to FM
 - f) First floor kitchen and cafe
 - g) Reception areas
 - h) Interior roof space and access control
 - i) All corridors and stairwells
 - j) All toilets and washrooms
 - k) Water fountains/dispensers
 - l) Building access and egress points, including fire exit doors
 - m) General building maintenance ('DIY' type) work undertaken by FM

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- n) Venue safety for events (NB the event organiser is responsible for planning, managing, monitoring and coordinating safety for the event itself)
- o) Loading bay
- p) Carpark
- q) FM responsible for cleaning of exterior areas

Estates Services Executive Responsibilities for Safety

- 3. Estates Services (excluding FM) is responsible for fulfilling all building safety obligations delegated to it under Estates Standing Orders.
- 4. Estates Services (excluding FM) also has executive responsibility for safety in Manor Road Building for the following areas:
 - a. Plant rooms
 - b. External roof access
 - c. Gardens and grounds around the building