



Manchester
Metropolitan
University

Health and Safety Policy and Schedule of Responsibilities



Health & Safety Policy

The University is committed to achieving high standards of health and safety by ensuring effective management of its health and safety risks and driving cultural maturity; aligned with its values and strategies. The University will ensure this by:

1. Providing active, visible and effective leadership and governance for managing health and safety.
2. Using effective risk management systems to identify and mitigate risks to prevent injury and ill health to employees, students, contractors and visitors.
3. Providing a safe working environment.
4. Ensuring that employees are aware of their health and safety responsibilities and are able, through training and development, to manage health and safety risks.
5. Complying with all relevant legislation.
6. Undertaking programmes of inspection and auditing to assess compliance with its Health and Safety Policy.
7. Ensuring timely and accurate reporting and investigation of occupational ill-health, accidents and near misses to prevent re-occurrence and learn lessons to prevent further harm.
8. Ensuring effective and timely consultation with stakeholders on proposed changes to health and safety arrangements.
9. Measuring and tracking performance by developing a set of appropriate lead and lag indicators to drive improvements.
10. Ensuring that continual improvement and regular review of the Health and Safety Policy is part of the University plans and strategies.
11. Fostering an ever-maturing safety culture through operational practices, mindset and behaviours.



*Professor Malcolm Press CBE
Vice-Chancellor*

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Schedule of Health and Safety Responsibilities

This schedule of Health and Safety roles and responsibilities ensures that people who work or study at Manchester Metropolitan University understand their responsibilities in continually ensuring a safe and secure working environment. Each section below sets out the particular responsibilities for staff, students and visitors.

1.0 Health and Safety Responsibilities of our People

1.1 Vice-Chancellor

The Vice-Chancellor, as the most senior officer of the University, is responsible to the Board of Governors for implementing the University Health and Safety Policy and associated Management Arrangements.

The Vice-Chancellor is also responsible for ensuring that health and safety matters are given the appropriate level of strategic importance and resourcing.

The health and safety responsibilities of the Vice-Chancellor include, so far as is reasonably practicable:

1. Ensuring that the Health and Safety Policy is being effectively implemented across the University.
2. Identifying and communicating the health and safety responsibilities of the senior management team for managing health and safety.
3. Establishing a structure and culture for the University that ensures clear accountability for, and consideration of, the health and safety implication of management decisions and change initiatives.
4. Ensuring that the senior management team have the right competency to implement effective leadership and management of health and safety.

5. Ensuring suitable and sufficient resources are provided to ensure effective management of health and safety risks.

6. Holding accountable the Deputy Vice-Chancellor, Chief Operating Officer, Chief People Officer, Director of Finance and Pro-Vice-Chancellors (PVCs) for delivering their responsibilities.

The Vice-Chancellor has devolved executive duties and authority as detailed below to the University Executive Group.

The Deputy Vice-Chancellor directly supports the Vice-Chancellor in fulfilling these responsibilities.

1.2 Chief Operating Officer

The Chief Operating Officer is accountable to the Vice-Chancellor and has the general oversight of the development of Health and Safety policy and practice across the University. In so far as is reasonably practicable, the Chief Operating Officer working closely with the Chief People Officer will ensure that the structure for the management of health and safety is embedded within the University. However, other PVCs and senior staff will continue to retain primacy for health and safety within their own area of responsibility.

1.3 Chief People Officer

The Chief People Officer is directly responsible to the Chief Operating Officer for the development, review and monitoring of the University Health and

Safety Policy, management arrangements and plans. They have a key role in helping establish a positive health and safety culture.

The health and safety responsibilities of the Chief People Officer include so far as is reasonably practicable:

1. Being the executive level champion of health and safety management, ensuring participation and co-operation of the Director of Finance, PVCs and senior staff.
2. Managing a competent health and safety team that provides advice and support in ensuring that the University meets its health and safety obligations.
3. Ensuring that members of the Health and Safety Team have an appropriate level of competence and training and engage in continuous professional development.
4. Ensuring the Health and Safety Team have suitable and sufficient resources to enable them to effectively support, staff, students and contractors on health and safety matters.
5. Take executive action where necessary to prevent serious harm to people at the University.
6. Providing executive level input where necessary to ensure risks are being identified, recorded, prioritised and managed accordingly.
7. Co-operation and consultation with trade unions on health and safety management.

1.4 Director of Estates, Facilities and Capital Development

The Director of Estates, Facilities and Capital Development supports the Chief People Officer in relation to health and safety by ensuring that the University's building fabric and permanent installations are managed and maintained to the required standards to provide a safe and secure working environment for the occupants.

The health and safety responsibilities of the Director of Estates, Facilities and Capital Development include so far as is reasonably practicable:

1. Allocating financial resources where improvements are required with regards to building safety.
2. Managing a competent Estates and Facilities Directorate Team that ensure the ongoing safety and integrity of buildings, grounds, infrastructure and services.
3. Ensuring that members of the Estates and Facilities Directorate have an appropriate level of training and engage in continuous professional development through the University's Professional Development Review Scheme.
4. Ensuring the formal selection, appointment and supervision of competent contractors.
5. Ensuring the formal selection, appointment and management of External Senior Technical Authorities in key disciplines.
6. Ensuring the provision and implementation of fire strategies and fire risk assessments across the University estate.

7. Ensuring the provision of Asbestos Policy, Management Plans and Strategy.
8. Ensuring the provision of a Legionella Management System and its monitoring.
9. Ensuring the provision of air quality testing within occupied buildings where required.
10. Ensuring the maintenance and inspection of electrical systems, water systems, Heating Ventilation and Cooling (HVAC) systems, lifting equipment, working at height equipment, fire detection, fire containment and firefighting equipment.
11. Ensuring that all food and drink preparation and service points conform to the relevant food hygiene standards.
12. Ensuring the provision of security for both buildings and occupants, including visitors.
13. Ensuring the development and implementation of appropriate business continuity plans.
14. Ensuring the provision of estates development that conforms to and exceeds compliance with Construction Design and Management Regulations 2015.
15. Ensuring the provision of adequate welfare arrangements.

1.5 Chief Finance Officer

The Chief Finance Officer supports the Chief People Officer in relation to health and safety by ensuring that financial resources are made available where required to ensure the University's

requirements for the management of health and safety are met.

The health and safety responsibilities of the Chief Finance Officer include so far as is reasonably practicable:

1. The provision of financial resources where improvements are required for health and safety management.
2. Prioritising financial resources, which ensure the health, safety, wellbeing and security of staff, students, visitors and contractors.
3. Providing financial resources that are strategic to the longer-term health and safety management, such as avoiding 'value engineering' that may leave foreseeable residual risks.
4. Ensure sufficient and proportionate insurances are in place to manage loss, legal disputes and claims.
5. Provide project and risk management support during change management.

The Assistant Directors of Finance directly support the Chief Finance Officer in fulfilling these responsibilities.

1.6 Faculty Pro-Vice-Chancellors

The Faculty Pro-Vice-Chancellors (FPVCs) support the Chief People Officer in relation

to health and safety by ensuring that appropriate health and safety, arrangements are in place at each Faculty and its associated buildings to ensure the safety and security of staff, students, contractors and visitors.

The FPVCs may delegate specific roles to their Faculty Executive Group (FEG) members and their subordinates where deemed appropriate to ensure the management of health and safety is adequately resourced.

The health and safety responsibilities of the FPVCs include so far as is reasonably practicable:

1. Providing suitable and sufficient resources for the management of health and safety across the Faculty and associated buildings.
2. Chairing the Faculty's Health and Safety Panel meeting held each academic term.
3. Co-operation and consultation with trade unions on health and safety management.
4. Being the custodian of the Faculty's 'Unresolved Issues' Register and ensuring key risks are identified, managed, reported upon and mitigated.
5. Enabling the Estates and Facilities Teams to undertake their duties satisfactorily to manage the health and safety requirements of buildings and infrastructure.
6. Ensuring risk assessments are in place and being regularly reviewed to manage risk in key areas.
7. Ensuring appropriate local procedures are in place for key areas of risk including emergency evacuation and response, security arrangements and lone working.
8. Identifying and communicating to team members their responsibility for managing health and safety including the communication of

health and safety arrangements to students, contractors and visitors.

9. Establishing a local operational structure for the Faculty/services that ensures clear accountability for, and consideration of, the health and safety implications of management decisions and change initiatives.
10. Ensuring that team members have a suitable level of knowledge and understanding to effectively carry out their duties within this schedule and undertake all the relevant health and safety training.
11. Ensuring health and safety is a standing agenda item at Faculty Executive Group (FEG) meetings.
12. Making arrangements to investigate accidents and near misses in areas within their control.

The Heads of Departments and Technical Managers directly support the FPVCs in fulfilling these responsibilities.

1.7 Thematic Pro-Vice-Chancellors

The Thematic Pro-Vice-Chancellors (TPVCs) support the Chief People Officer in relation to health and safety for ensuring that appropriate health and safety arrangements are in place for the effective health and safety management of research and knowledge exchange projects, international work and studies, student experience and staff and student mobility.

The health and safety responsibilities of the TPVCs include so far as is reasonably practicable:

1. Ensuring suitable and sufficient resources for the management of health and safety across their areas of responsibility.
2. Implementing the requirements of the Health and Safety Policy and associated management arrangements.
3. Collaborating with other support functions such as Human Resources and Organisational Development, Health and Safety and Security Teams on health and safety management to ensure positive staff and student experience.
4. Development of proportionate and appropriate health and safety measures to enable research and knowledge exchange projects to be undertaken responsibly.

1.8 Director of Health and Safety

The Director of Health and Safety is directly responsible to the Chief People Officer for providing competent leadership and direction that enables the University to manage its health and safety risks and meet or exceed its legal obligations.

The health and safety responsibilities of the Director of Health and Safety include so far as is reasonably practicable:

1. Providing University-wide oversight in respect to all health and safety matters.
2. Providing dedicated proactive and professional advice to members of the University Executive Group and senior management.
3. Ensuring that coaching is provided to the PVCs and Senior

Management to manage risks appropriately.

4. Ensuring that appropriate measures are taken to promote an effective health and safety culture.
5. Ensuring the University is compliant with its health and safety regulatory obligations.
6. Development and implementation of the University Health and Safety Plan.
7. Ensuring that the University Health and Safety Policy and management arrangements are regularly reviewed and remain fit for purpose and comply with regulatory requirements.
8. Ensuring that effective inspection and audit systems are in place.
9. Ensuring that appropriate training is provided to members of the University
10. who have significant responsibilities in the management of health and safety.
11. Ensuring that Professional Services and Faculties are supported in the development of health and safety plans, policies and procedures.
12. Ensuring that the University is kept up-to-date concerning health and safety legislation as appropriate.
13. Co-operation and consultation with trade unions on health and safety management.
14. Working with the University Occupational Health provider to prevent and reduce work-related ill health.

15. Providing reports to the People, Finance and Resources Committee, UEG, FEGs and Senior Leadership Teams to report on health and safety performance and compliance.

The Health and Safety Team directly support the Director of Health and Safety in fulfilling these responsibilities.

1.9 Principal Fire Safety Manager

The Director of Estates Facilitates and Capital Development has appointed the Principal Fire Safety Manager who will act as “competent person” under the Regulatory Reform (Fire Safety) Order 2005. Other duties include:

1. Maintain, audit and update the Fire Safety Management Plan and Policy.
2. Ensure so far as is reasonably practicable that appropriate management actions are in place for Fire Safety.
3. Identify and develop Fire Safety mitigation strategies where management is not appropriate.
4. Investigate and report on any Fire Safety incidents and emergencies.
5. Manage and assess suitability of Fire Safety consultants and their work.
6. Manage and assess suitability of Fire Safety contractors and their work.
7. Identify needs and develop content of Fire Safety and Fire Prevention training for staff and students.

8. Provide technical fire safety support for all employees and projects.
9. Maintain professional competence and keep up to date with industry and legislative changes.
10. Promote a positive fire safety culture.

1.10 Senior Managers

Senior Managers (which includes Heads of Departments, Director of Technical Services and all other Directors/Heads of Service) play a vital role in the implementation of health and safety management.

The health and safety responsibilities of all Senior Managers include so far as is reasonably practicable:

1. Working in partnership with the Director of Health and Safety and the Health and Safety Team to ensure effective health and safety management.
2. Providing leadership within their area for health and safety management.
3. Escalating significant health and safety risks outside of their control to ensure they are managed appropriately by the Faculty/Professional Service.
4. Ensuring processes are in place so that all activities are appropriately risk assessed and reviewed.
5. Having oversight of incident investigations within their area and ensure investigations are undertaken and actions resolved.
6. Assessing the health and safety impact of new projects at the

- planning stage and when purchasing new equipment.
7. Liaising, cooperating and collaborating with other Line Managers, Heads of Department and local Health and Safety Coordinators to align practice with the Faculty/service and across the University.
 8. Ensuring that team members have a suitable level of competence, knowledge and understanding to effectively carry out their duties.
 9. Ensuring that team members undertake all the relevant training as required.
 10. Co-operation and consultation with trade unions on health and safety management.

1.11 Line Managers

Line Managers are responsible for implementing the relevant and specific health and safety arrangements and procedures within their authorised areas of responsibility and for monitoring and checking their effectiveness.

The health and safety responsibilities of all Line Managers include in so far as is reasonably practicable:

1. Ensuring any activities planned and organised that involve a significant risk to the health and safety of staff, students and others are appropriately risk assessed. This specifically includes:
 - a) Identifying any hazards associated with work or study that staff, students, visitors and contractors may be exposed to, and assess the level of risk that they may cause.
 - b) Implementing measures to eliminate or reduce any significant risk to an acceptable level.
 - c) Communicating effectively to any staff, students, visitors and contractors affected, ensuring they are aware of the measures in place for minimising risk of exposure to hazards.
 - d) Evidencing the identification, control and communication of hazards through the completion of documented risk assessments.
 - e) Following safe systems of work.
 - f) Ensuring all relevant documentation and risk assessments are up-to-date and readily available.
2. Promptly communicating any health and safety incidents to the Health and Safety Team and Head of Department.
3. Identifying and communicating to team members their responsibilities for managing health and safety.
4. Ensuring staff are provided with health and safety training and health surveillance if identified in risk assessments.
5. Leading the programme of inspections and be involved in audits when asked.
6. Lead on investigations into incidents where their team members were involved and document any findings.

7. Ensuring that the programmes for planned maintenance and statutory testing of equipment and infrastructure is carried out in an orderly and timely fashion.
8. Monitoring training plans and making sure health and safety inductions are carried out.

1.12 All Staff and Students

All staff have a responsibility for their own health and safety and to ensure that their actions do not impact the health and safety of others who may be affected.

All students in accordance with the Student Code of Conduct have a responsibility for their own health and safety and to ensure that their actions do not impact the health and safety of others who may be affected.

The health and safety responsibilities of all staff and students include so far as is reasonably practicable:

1. Ensuring their own health and safety requirements, and that of others, are met.
2. Not undertaking any activity that might pose an uncontrolled risk to their own or others health and safety.
3. Co-operating with their Line Manager, Academic Supervisor or any other colleagues on health and safety matters including investigation of any incidents.
4. Participating in all inductions, health and safety training and emergency drills as required.
5. Ensuring they are familiar with and adhere to University Health and

Safety Policies and Procedures at all times.

6. Following all health and safety procedures and protocols.
7. Not interfering with or misusing any equipment provided for health and safety.
8. Identifying and reporting to their Line Manager or Academic Supervisor any unsafe acts or conditions, accidents or incidents using the Accident/Incident Reporting System as appropriate.
9. Providing and communicating suggestions for health and safety improvement to their Line Manager or Academic Supervisor.

1.13 Health and Safety Representatives

The role of the Union-appointed Health and Safety Representatives, either appointed by Trade Unions or elected by employee is to act independently of management, represent the interests and concerns of their co-workers and respond to health and safety issues on their behalf.

The health and safety responsibilities of all representatives includes so far as is reasonably practicable:

1. The representation of the workforce on health and safety generally or make representations on potential hazards and risks.
2. Attend health and safety training courses as required.
3. Have contact with Health and Safety Executive (HSE) Inspectors where required.

4. Represent employees generally on specific matters that will affect the health and safety of the employees.
5. Represent employees when Health and Safety Inspectors from HSE or Local Authorities consult them.
6. Investigate accidents, near misses and other potential hazards and dangerous occurrences in the workplace.
7. Investigate complaints made by an employee they represent about their health and safety in the workplace and present the findings to management.
8. Carry out health and safety inspections of the workplace.
9. Attend both Site and University Health and Safety Committee meetings as a representative of the employees.

1.14 Departmental Safety Co-Ordinator's (DSCs)

For guidance on the role of Departmental Safety Co-Ordinators and supporting the Senior Manager follow this [link](#).

The above referenced guidance document forms part of the arrangements to implement the University Health and Safety plan and Schedule of Responsibilities and must therefore be adhered to accordingly. It contains additional responsibilities for Pro-Vice Chancellors, Senior Managers (including Senior Managers (including Heads of Departments, Director of Technical Services and all other Directors/Heads of Service).

1.15 Contractors

The University has a duty to provide so far as is reasonably practicable a safe environment for contractors working on University managed property/site, or externally on behalf of the University. All contractors must be informed of known hazards so that they may include these in their risk assessments and method statements. All risk assessments and method statements should be provided to the University so that there is an effective dialogue on safety issues before work commences.

2.0 Health and Safety Responsibilities of our Governance, Assurance Groups and Committees

2.1 Board of Governors

The Board of Governors has overall strategic oversight of all matters relating to health and safety for the University and carries ultimate responsibility for the health and safety of employees and people who could be harmed by University activities, both on and off University occupied premises.

In accordance with the Articles of Government and the Health and Safety at Work, etc. Act 1974, the University's Board of Governors is responsible within the conditions imposed, for the health and safety of all University employees, students and other persons who use the University's premises and resources or are engaged in activities, which are under the supervision of the University. The Board discharges this duty through the Finance and Resources Committee.

2.2 People, Finance and Resources Committee

The People, Finance and Resources Committee is responsible on behalf of the Board of Governors for ensuring so far as is reasonably practicable compliance with the University's legal obligations in relation to health and safety.

It undertakes this role by:

1. Recommending for approval by the Board of Governors, the Health and Safety Policy and Management Arrangements and Responsibilities.
2. Receiving an annual Health and Safety Update.

2.3 University Executive Group

The University Executive Group is responsible so far as is reasonably practicable for ensuring that health and safety is managed in accordance with University Policies and Regulatory requirements. The health and safety

responsibilities of the University Executive Group are:

1. Providing leadership and governance to ensure health and safety management is integral to the Faculty or services' activity.
2. Receiving reports on health and safety performance.
3. Recommending for approval by the People, Finance and Resources Committee new Health and Safety Management Arrangements and Protocols.

2.4 University Health and Safety Committee

The University Health and Safety Committee oversees the development, approval, implementation and monitoring of Health and Safety Policies and Procedures within the University, keeps under review the measures taken to ensure the health and safety of all persons when on University premises, and of its staff and students engaged in off-site activities required by their work or study for the University.

1. The Health and Safety responsibilities of the University Health and Safety Committee include:
2. To consider, advise and approve University policies relating to health and safety, both statutory

- and otherwise, and monitor and review their effectiveness.
3. To review existing and forthcoming legislation, assess its implications and, where necessary, to recommend and approve the establishment of policies and formal guidance in relation to health and safety.
 4. To promote health and safety training in the University at all levels.
 5. To receive updates on security, particularly where it could impact on the health and safety of students, staff and visitors.
 6. To keep under review the effectiveness of the University's emergency evacuation procedures including the implementation of Personal Emergency Evacuation Plans (PEEPs).
 7. To receive, as necessary, detailed reports of investigations into all reportable accidents, dangerous occurrences and cases of reportable diseases and to consider the effectiveness of any action taken to prevent future similar incidents.
 8. To receive reports of all other recorded accidents or occurrences and to consider the effectiveness of any remedial action taken to prevent future similar incidents.
 9. To approve and receive regular updates on the University's Health and Safety Plan.
 10. To receive the annual University-wide Health and Safety Audit Report and to request formal inspections of work places as the

Committee think appropriate and to receive reports of such inspections.

11. To consider and keep under review building work that may be needed to conform to good health and safety practice.
12. To keep under review communications and publicity relating to health and safety in the University and, where necessary, to recommend any improvements or changes.
13. To receive the Annual Report of the Radiation Protection Adviser.
14. To appoint working groups to study specific health and safety problems as may be required from time to time.
15. To request the presence of specialist advisers or experts to advice on specific health and safety issues.

The University Health and Safety Committee reports into the University Executive Group and People, Finance, and Resources Committee.

2.5 Site Health and Safety Panels

The Site Health and Safety Panels, chaired by the FPVCs, Directors or deputies, are responsible for ensuring the health and safety of persons on University premises and for ensuring the effective management of health and safety through implementation of the Universities Policies and Procedures.

The health and safety responsibilities of the Site Health and Safety Panels include:

1. Ensuring that local arrangements are in place to adequately manage health and safety through appropriate procedures and training.
2. Providing adequate resources to ensure the implementation of the University's Policies, procedures and plans.
3. Reviewing incident data and ensuring that all relevant actions have been identified and resolved.

The Site Health and Safety Panels report into the University Health and Safety Committee.

3.0 Health and Safety Arrangements

The [Health and Safety intranet pages](#) will be used to support the implementation of this policy. The site provides guidance on:

1. Compliance with specific legislative and statutory requirements.
2. Action necessary to ensure compliance with the relevant health and safety legislation.
3. Policy and guidance in relation to building and estate matters.

4.0 Responsible Persons for our Buildings

4.1 The Role of the Director of Estates, Facilities and Capital Development

Responsibility for the upkeep and maintenance of building fabric and permanent installations lies overall with the Director of Estates, Facilities and Capital Development. Any buildings in the process of being purchased/leased or unoccupied due to serving notice or to be sold, remain the responsibility of the Director of Estates, Facilities and Capital Development.

4.2 The Role of the Building Controller/Occupier

Members of the University Executive Group are not accountable for managing the condition of the buildings; they are accountable only for the standards provided for them in the buildings and shall ensure any defects in the buildings are brought to the attention of the Estates, Facilities and Capital Development Directorate as appropriate.

Working with The Director of Estates, Facilities and Capital Development, the building controller/occupier will:

1. Consult before making any changes to building structure, use, layout or services.
2. Cooperate to enable the building is maintained in a safe condition and report any defects.
3. Cooperate to establish and define the responsibility for managing equipment and services that may be unclear whether they form part of the building or viewed as the occupier's equipment.
4. Take into account the constraints of the building design when undertaking risk assessments.
5. Organise work, processes and equipment to prevent harm.
6. Establish and maintain procedures to ensure building and building services work is authorised by The Estates, Facilities and Capital Development Directorate.

The precise boundaries between The Director of Estates, Facilities and Capital Development and building controllers/occupiers is sometimes difficult to define precisely and in the interests of health and safety both parties must work together to implement an appropriate safe system of work.

Building	Senior Staff Responsible
6 Great Marlborough Street	Director of Estates, Facilities and Capital Development
70 Oxford Street	Pro-Vice-Chancellor for the Faculty of Arts and Humanities
All Saints Building (including All Saints Park and All Saints Library)	Director of Estates, Facilities and Capital Development
Archway Halls	Director of Estates, Facilities and Capital Development
Bellhouse Building	Pro-Vice-Chancellor for the Faculty of Arts and Humanities
Birchall Way	Director of Estates, Facilities and Capital Development
Birley Student Accommodation and Birley Fields Retail Units	Director of Estates, Facilities and Capital Development
Bridgewater House	Director of Estates, Facilities and Capital Development
Brooks Building (including Energy Centre)	Pro-Vice-Chancellor for The Faculty of Health and Education
Cambridge Street North and South Halls of Residence and Cavendish Halls of residence	Director of Estates, Facilities and Capital Development
Cavendish South Building and Righton	Pro-Vice-Chancellor for the Faculty of Arts and Humanities
Chatham and Benzie Buildings	Pro-Vice-Chancellor for the Faculty of Arts and Humanities
Geoffrey Manton Building	Pro-Vice-Chancellor for the Faculty of Arts and Humanities
Grosvenor Building	Pro-Vice-Chancellor for the Faculty of Arts and Humanities
Institute of Sport	Director of Estates, Facilities and Capital Development
John Dalton (including Tower, Central and New Workshop)	Pro-Vice-Chancellor for the Faculty of Science and Engineering
Business School and Sandra Burslem	Pro-Vice-Chancellor for the Faculty of Business and Law
Ormond Building and Cavendish North	Director of Estates, Facilities and Capital Development
Platt Lane Sports Complex	Director of Estates, Facilities and Capital Development
School of Digital Art (SODA)	Pro-Vice Chancellor for the Faculty of Arts and Humanities

Students' Union Building and Salutation Pub	Director of Estates, Facilities and Capital Development
Turing House	Director of Information Systems and Digital Services
Under Mancunian Way	Director of Estates, Facilities and Capital Development
Manchester Technology Centre (2nd and 3rd Floors)	Director of Estates, Facilities and Capital Development
Manchester Central Library Space	Director of Estates, Facilities and Capital Development

4.3 Shared Premises

Where the University shares premises with another employer or is a tenant of other employer, arrangements should be in place with the other party to ensure there is appropriate co-ordination and cooperation in relation to health and safety of all University staff, students and visitors.