

Health & Safety Guidance for the management of external clients leasing rooms/laboratories or equipment from the University

Definition/duties of a responsible person

1. Member of staff to assume this role requires to be appointed by the Dean/Director.
2. Have knowledge of the process and final outcomes.
3. Key operational contact between the University and the user.
4. Go through the induction form with External Client - Appendix of the [guidance document](#) (section "External clients – leasing rooms/labs/equipment"). Responsible Person (RP) to carry this out, prior to any work starting on site.
5. Have regular conversations with the External Client to ensure that they are carrying out what was agreed with them. Note: any changes require the Dean/Director to sign off, e.g. process changes, additional equipment etc. Notification and agreement with the university before proceeding with the changes to the equipment/processes.
6. Room/space condition survey prior to External Client moving in and survey when they finish the work, end of occupation survey.
7. Any chemicals/substances and materials brought on site to be assessed prior to bringing them on site and must have the specific Safety Data Sheet with them.

Chemicals/ substances registered on the Hazardous Database – RP to contact Health & Safety for access to the database. RP responsible for inputting the chemicals into the database and getting the user to update on any changes or new chemicals wanting used. This is a requirement, so that we can inform the fire service of chemicals/substances within the areas used by the External Client.

8. Accident/incident, dangerous occurrence and near miss reporting to the University through RP to the Health & Safety Office.
9. Communicate the fire and emergency procedures, ensure suitable extinguishing agents are available. If unsure, contact Health & Safety Office.
10. Remind the users that any failure to follow safe systems of work/compliance with legislation may result in contract termination.
11. Duration of contract – RP to carry out random checks to ensure safety requirements are being followed.
12. External Client risk assessments/safe system of work held with the RP.
13. All parties to sign off on the risk assessments that the External Client produces for the activities taking place on the university premises – External Client, RP and Dean/Director. The External Client will carry out a suitable and sufficient risk assessment (using either the external company's risk assessment or Health & Safety Executive five steps to risk assessment form). The university will provide information on any risks from activities carried out in the same or adjacent parts of

the building. The External Client to take into consideration and re-evaluate the External Client risk assessments, e.g. chemicals in adjacent rooms/working practices, etc.

14. Equipment used by the External Client must meet the requirements of the University and does not present risks that cannot be controlled. The External Client shall ensure that all necessary precautions are in place prior to commencement of work.
15. Disposal of any materials or substances require discussion and agreement with Property & Facilities.
16. External Client responsible to clear all equipment, chemicals/generated waste from the rooms and return room to original condition before ending the contract. Drain disposal – where license to dispose down a drain is required, Property & Facilities and Health & Safety to be consulted. This requires carrying out, prior to any works commencing. Responsibility for obtaining/costs associated with any license will be the responsibility of the External Client.
17. Connecting to the university electrics – RP contact Property & Facilities.
18. Connecting or using university IT and Wi-Fi – RP contact Information Services.
19. Lone working and working out with hours – RP need to consult with Property & Facilities.
20. Suitable and sufficient insurances in place – Research Innovation Office contact Procurement in Finance, the External Client will ensure that all relevant suitable and sufficient risk assessments are in place prior to work commencing. These assessments are forwarded to the RP.
21. Emergency contact details – person hiring the space must leave an emergency number if an issue arises in the space they occupy, e.g. fire, spillage, etc. That includes out of hours emergencies. Security to hold this information. If an emergency occurred, then security control would contact the person hiring the space directly.

Note: - Liability lies with the External Client using our premises and the University