

Introduction

This guidance provides a framework for managing relocations within the university. It defines the responsibilities of University Management and staff to ensure that relocations are conducted safely and efficiently.

Key Requirements

- **Clear Communication:** Relocation plans must be communicated clearly and well in advance, including timelines and specific requirements.
- **Health & Safety:** Safety is paramount throughout the relocation, including manual handling, fire safety, and the use of equipment.
- **Management Responsibilities:** Managers must ensure compliance with all relocation requirements and address any non-compliance.
- **Personal Furniture:** Personal furniture is generally not permitted in new areas unless specifically authorised by the Dean or Senior Management.

Duty Holders

Deans of Schools/Heads of Professional Services:

- Hold overall responsibility for the entire relocation process, ensuring all university requirements are met.

Heads of Operations or Senior Managers:

- Manage all relocation communications and ensure staff understand their roles.
- Oversee the relocation process and liaise with Estates/Domestic Services.
- Nominate staff to assist with tasks like moving heavy items and maintaining fire safety.
- Ensure that only authorised furniture is moved.
- Ensure that DSE Assessments are carried out.

Estates:

- Communicate with schools and departments well in advance and throughout the relocation.
- Ensure the health and safety of all involved.
- Provide clear instructions to contractors and oversee their work.

School & Department Staff:

- Follow university policies during the relocation.
- Assess the new space and decide what items will be moved.
- Ensure vacated areas are left in good condition.

University Staff Managing Removals:

- Understand health and safety responsibilities related to contractor management.
- Ensure contractors follow safety procedures and provide necessary information.

Planning

All relocations must be thoroughly planned before any work begins. This includes:

- Conducting risk assessments and assigning clear responsibilities.
- Notifying Domestic Services at least one month in advance to allow proper planning.

Relocation Considerations

Communication:

- Start communication early and continue until everyone is settled. Provide clear instructions on expectations, deadlines, and what can and cannot be moved.

Personal Furniture Restrictions:

- Personal furniture is not allowed unless explicitly approved and compliant with safety standards. Unauthorized furniture will be removed and either stored or disposed of.

Fire Safety Considerations:

- Maintain clear exit routes and ensure emergency access is not compromised. Identify and keep fire-prone areas clear during the planning stage.

Crates and Boxes:

- Consider the weight and content of crates. Label crates correctly and ensure they do not block corridors, doorways, or fire exits.

General Safety Considerations

- Do not stand on chairs to reach items; ask for assistance if needed.
- Only designated individuals should move heavy items or make modifications like removing shelving.
- Ensure all electrical equipment is PAT tested.

Desk Setup (Display Screen Equipment)

After setting up their workstation, staff should complete an ergonomic assessment to minimize the risk of discomfort or injury.

Auditing

The Health and Safety service will conduct audits to ensure compliance with this guidance and associated regulations.