Loughborough University

# Office Relocation Guidance Document

Copyright © Loughborough University. All rights reserved.
Version No: 1

| Document Details | |
|---|---|
| Reference | Building Relocation Guidance Document |
| Version Number | Version 1 |
| Effective From | TBC |
| Approval Date | TBC |
| Review Date | TBC |
| Author | TBC |

| Document Revision History | | | |
|---|---|---|---|
| Date | Revisions Made | Revisions made by | Approved by |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

**Copyright © Loughborough University. All rights reserved.**

# Contents

## Table of Contents


1. Introduction....4
2. Key Requirements....4
3. Duty Holders....4
4. Planning....7
5. Relocation considerations....7
6 Moves Flow Chart....10
7. Moves Check list.....11


**Copyright © Loughborough University. All rights reserved.**

# 1. Introduction

This guidance is to provide a framework for the management of relocations and define the responsibilities of University Management and staff to ensure that all relevant guidelines are laid out to ensure that relocations are conducted safely and managed appropriately by School and Department Management and their staff.

The London Campus has its own arrangements arranged through their management team.

# 2. Key Requirements

- The communication regarding relocations is clear and concise and that all staff are notified well in advance of the requirements, details including timescales.
- Health & Safety and Wellbeing is key for the whole relocation process this includes Manual handling, use of steps, fire requirements etc throughout the move.
- That Management understanding their responsibilities at all stages of any relocations to ensure that all requirements are enforced.
- The requirements around staff's personal furniture that should not be part of any move to a new area or building unless authorised by the Dean or Senior Management as a requirement of their role.

# 3. Duty Holders

When managing relocations, the University, Contractors, and any Sub-contractors will **all** have health and safety responsibilities. Therefore, it is essential to have in place robust procedures, protocols or arrangements that clearly allocate responsibility, facilitate the exchange of information, and ensure co-operation and co-ordination amongst these parties.

## 3.1 Deans of Schools/Head of Professional Services

Deans of Schools/ Heads of Professional Services shall:

- Have overall responsibility for all aspects of the relocation from start to finish.
- Ensure all requirements as prescribed by the University are followed and intercede when staff do not comply with the agreed parameters as specified.

**Copyright © Loughborough University. All rights reserved.**

## 3.2 Heads or Operations or Senior Manager

Heads of Operations or Senior Managers shall:

- Manage all communications regarding the relocation laying out all information and ensuring all staff understand the requirements prior to during and on completion of the relocation.
- Have overall responsibility for the relocation to ensure that all aspects of the relocation are managed and in place including risk assessments for all aspects of the relocation.
- Nominate staff to function as points of contact for those needing additional support for example in removing heavy items from on top of shelves etc. These staff will also ensure that fire safety is not compromised by ensuring access and egress routes remain clear and that combustible material does not accumulate to an excessive level.
- To meet with the Domestic Services manager to discuss the requirements for any move and confirm all the requirements for the relocation, this should not be delegated.
- Work with Estates and Facilities Management/Domestic Services at all stages of the relocation to ensure that the correct information is being received and sent to ensure that the relocation proceeds safely.
- Escalate to the Dean or Head of Department if there are issues regarding the relocation that need to be resolved.
- Review items that have been labelled prior to move to ensure that only agreed furniture is to be moved.
- Archibus request giving full details of the requirements for the move must be raised for all moves this must be completed 1 month before the proposed move.
- Once the move to a new location has been completed a new DSE assessment for all staff affected by the move needs to be arranged and conducted.

## 3.3 Estates

Estates are responsible for:

- Communication with the School or Departments regarding the requirements of the relocation well in advance of any relocation and at all stages throughout the relocation
- Clearly identifying the nature and extent of the activities to be contracted.
- Considering the health and safety of Staff, Students, and others during the move.
- Showing that “reasonable steps” have been taken to ensure that the appointed Contractor is competent, (this will depend upon the level of contract/agreement and level of risk).
- Providing contractors with clear information on the required work, any relevant known hazards or constraints of the University's premises or activities, and relevant local health and safety arrangements including emergency provision.
- Escalating to the Senior Management any issues that arise.

## 3.4 School & Department Staff

School and Department staff are responsible for:

- Following the University policies/procedures as communicated by Senior Management
- Seeking health and safety information from School and Department safety officers as required or directed.

**Copyright © Loughborough University. All rights reserved.**

- Evaluating the new assigned space (which may be smaller or shared) and rationalising the items requiring to be moved to the new area.
- Arranging for the removal of any personal furniture that is in the current area. – Personal furniture is not allowed within the new area unless specifically authorised in writing by the Dean or Director or Head of Professional Service and will not be moved to the new area.
- Understanding their own personal health and safety responsibility when moving items and asking for assistance as required.
- Ensuring that the area being vacated is left in a reasonable condition and that waste has not been allowed to accumulate and has been disposed of properly.

## 3.5 University staff managing removals.

University staff or representatives that manage contractors may include Contract or Project Managers, Managers and Supervisors.

University staff or representatives managing contractors shall:

- Have an understanding and knowledge of their health and safety responsibilities as managers and supervisors, in respect to contractor management and where necessary the knowledge and skills commensurate with this role.
- Review and accept the safety documentation associated with the work they are managing.
- Appoint a suitable competent person (if not themselves) responsible for day-to-day management, liaison, and supervision of contractors while the work is in progress.
- Ensure contractors are supervised to a level appropriate with the type of work to ensure they are implementing their safety arrangements.
- Ensure contractors are provided with appropriate safety information e.g. local site hazards such as laboratory hazards, asbestos, to enable them to undertake their work safely in accordance with the objectives of these arrangements.
- Ensure contractors are inducted and provided with appropriate instruction and information, to enable them to work in accordance with university procedures and protocols, including familiarity with the University's evacuation procedures and the designated assembly points and other safety procedures.
- Ensure contractors have provided suitable risk assessments and method statements appropriate to the works Ensuring contractors are easilyidentifiable to the University community when on site.

## 3.6 Safety Officers

All Safety Officers are responsible for:

- Providing local assistance, advice and support to staff managing contractors.
- Co-operating with the University Staff to provide, upon request,local safety information.
- Reporting any incidents involving contractors using the on-line reporting tool (Evotix system.)

**Copyright © Loughborough University. All rights reserved.**

## 4. Planning

All relocations should be planned, and the planning activity should be completed before any work begins.

**Consideration should be given to:**

- The scope and extent of risk assessments, which should clearly identify the hazards present and those associated with the move.
- The allocation of responsibilities and actions - who controls what? Every residual risk should be allocated an owner. Shared ownership should be avoided.
- Specifying health and safety conditions and providing information relevant to the relocation area.
- Domestic Services require people to give 1 months' notice to allow the correct planning to take place. Where more urgent moves are required, these will be managed on a case-by-case bases by the Domestic Services Manager.

### 4.1. Access to relocation areas

**Before commencing activities on site**.

- Colleagues must not enter the areas being cleared and those being occupied during the relocation process itself, staff should only return to their new location when notification is given by the Estates team that the moving process is complete. Should access be required during the actual move period formal authorisation must be obtained from the Estates project manager/Domestic Services Manager
- The School / Department should consult with the Estates Project Manager/ Domestic Services Manager at all times throughout the relocation process.

## 5. Relocation considerations

This section outlines the management process and provides some definitions to terms mentionedin the roles and responsibilities above.

### 5.1 Communication

Communication is the key to any successful relocation. It is important to clarify and manage the expectations of everyone involved in, or affected by, any relocation.

Moving offices can be a stressful event. To minimise the anxiety and disruption involved the following should be communicated as a minimum: -

- Dates of all the elements of the relocations including deadlines that staff are expected to meet.
- Details of exactly what is expected of the colleagues involved in the relocation process.
- Clear instructions on what can and cannot be moved during the relocation. Personal furniture is not allowed and will not be moved to the new office space.
- Where staff can go for help and assistance when packing their belongings.
- How to raise any concerns or special requests with the Estates team ahead of the move.
- The importance of considering the weight of removal crates – especially when packing books.
- Details of weight limits for crates and information on how to manage larger items.
- The importance of maintaining good access and egress during the relocation process.
- Communication should start well before the planned relocation and continue until colleagues are safely settled in their new accommodation.
  Where various departments and schools share buildings, they should make other building users. Aware of the activities that are taking place and the potential impact on those building users.

**Copyright © Loughborough University. All rights reserved.**

## 5.2 Personal Furniture restrictions

- Personal furniture is not allowed in staff offices. This includes items such as sofas, lounge chairs, tables, large rugs, electrical equipment, bookcases etc. Personal furniture will not be moved during office relocations.
- Any personal furniture removed from relocated offices will be placed in a storage area by estates pending collection by the member of staff or after a period disposed of.
- Personal furniture will only be allowed with the specific written permission of the Dean or Director of Head of Professional Service. This permission should only be given on an extremely limited basis and only where the furniture is fully complaint with current standards (e.g. current fire standards).

## 5.3 Fire Considerations

- During relocations clear exit routes should be always maintained for areas that are likely to be occupied Emergency access and egress should not impacted. Fire doors should not be left wedged open.
- Certain areas must be kept clear of material, so called fire sterile. These areas include but are not limited to staircases and dead-end conditions. Such areas should be identified during the planning stage of the relocation.
- The layout of both individual and shared office spaces should be such that persons are not impeded upon making their escape in emergency, i.e. routes to doors should be kept clear of hazards which may lead to slips, trips, and falls.
- The Furniture and Furnishings (Fire Safety) Regulations 1988 (amended 1989, 1993 and 2010) are designed to ensure that upholstery components and composites used for furniture supplied in the UK meet specified ignition resistance levels and are suitably labelled. All furniture in university spaces, including in communal areas and office space, must meet these standards and bear the appropriate label.

## 5.4 Crates and Boxes

The following should be considered when using crates:

- Consideration should be given to the content and weight of crates as these will need to be moved throughout the relocation process. The correct equipment should be used such as trollies and sack trucks etc.
- When delivered, empty crates should only be stacked at a height where staff can reach them without overreaching. If this is not the case, then the Estates project manager should be contacted.
- Crates must be labelled correctly.
- Crates should not be left in a way that blocks corridors, doorways, or fire exits.
- If crates need moving prior to the final relocation, the designated person within your area can arrange for them to be moved.

**Copyright © Loughborough University. All rights reserved.**

## 5.5 General Safety Considerations

- Colleagues should not stand on chairs to reach items. If items are out of reach colleagues should ask a trained designated person for assistance. Trained designated people should be identified during the planning stage of any move. Designated individuals will be able to access steps for working at height.
- Crates, heavy items or try furniture should only be moved by designated individuals.
- Fixed items such as shelving, pictures, or white boards etc should only be removed or installed by competent people. Your local contact / designated individual will arrange removal or installation with the relevant Estates team. This is important to ensure that any potentially asbestos containing material is identified and managed.
- Extension cables, 4-way adaptors and trailing leads must not be used. If more outlets are required, the designated person can arrange this with the Estates team.
- All electrical equipment must be electrically tested to ensure equipment is safe to use (often referred to as PAT tested).
- Areas need to be left clear of rubbish when the moves process is complete arrangements need to be made if assistance is required.
- During the relocation process areas must be left secure, any sensitive material should be stored securely. Security should be notified of all relocations.

## 5.6 Desk Set Up (Display Screen Equipment)

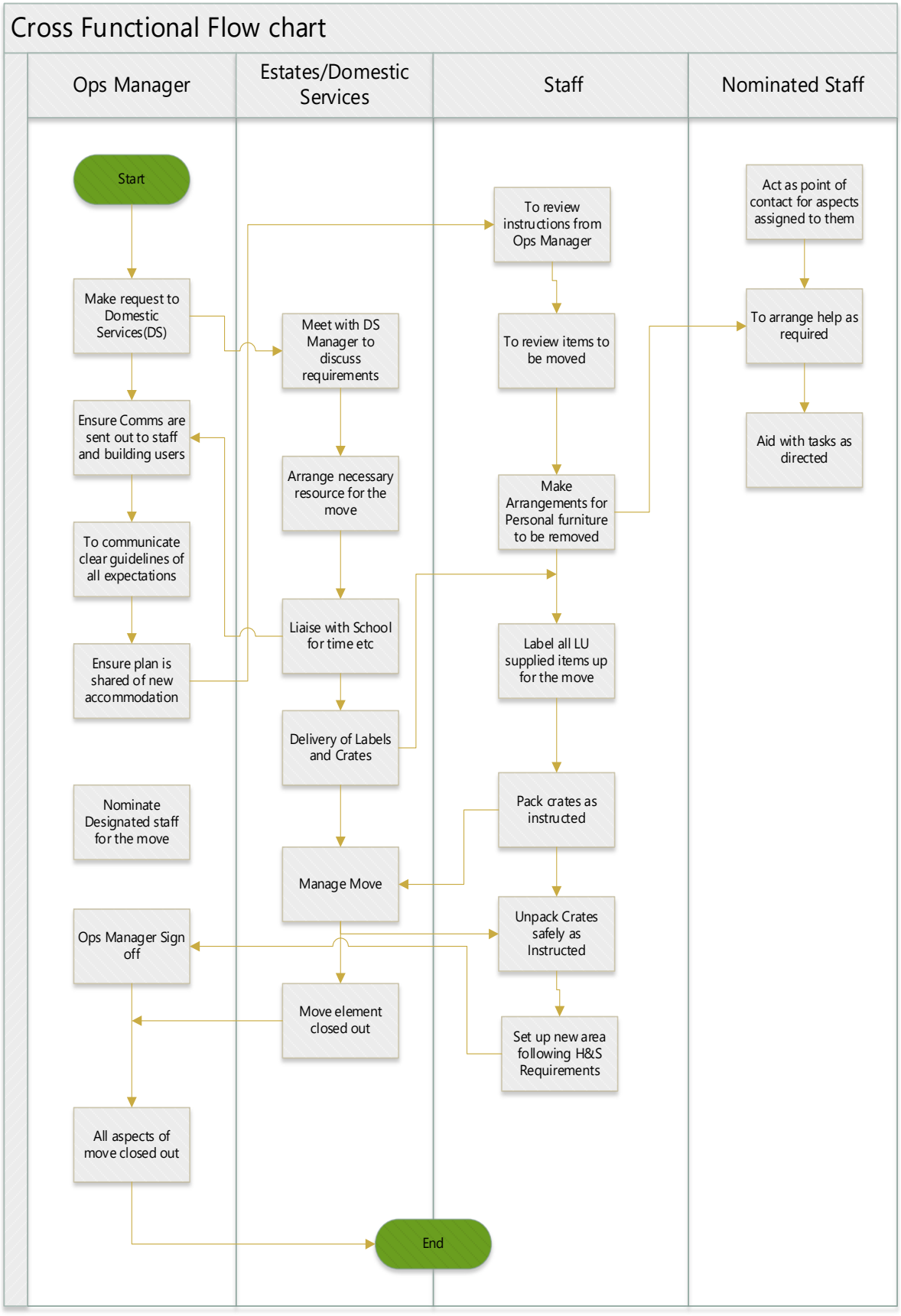
Colleagues should undertake an ergonomic (DSE) assessment once they have set up their workstation. This can be conducted online through the Cardinus hub. Completing this assessment will help to minimise the risk of discomfort and harm. All current adjustments must be carried forward to the new work area.

## 5.7 Auditing

The Health and Safety service will audit for compliance with this guidance and the associated underpinning regulations.

**Copyright © Loughborough University. All rights reserved.**

## 6 Moves Flow Chart




**Copyright © Loughborough University. All rights reserved.**

## 7. Moves Check list.

| Action | Responsibility of | Date |
|---|---|---|
| Scope agreed with Domestic Services | Ops Manager | |
| Send Out Communication to all Affected staff about all aspects of the move | Ops Manager | |
| Nominate Designated Persons | Ops Manager | |
| Arrange Resources Required for Move | Ops Manager | |
| Pre move inspection reference non-LU owned furniture to prevent this being moved. Unless agreed by The Dean | Ops Manager | |
| Post Move Inspection of new areas to ensure instructions have been followed | Ops Manager | |
| DSE Assessments to be arranged and conducted | Ops Manager | |
| Final Sign off all aspects of Move | Dean | |

**Copyright © Loughborough University. All rights reserved.**