

## Estates Services FM

### Safety Functions and Executive Responsibilities

#### For Mathematical Institute, Andrew Wiles Building (550)

This is a summary of OUES Facilities Management (FM) safety functions and executive responsibilities for the 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
<a href="#">Fire safety</a>	Together with the department maintain the building fire risk assessment.	Departments responsible for its implementation.
	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 times of 8am & 9am and maintain records.	If this is conducted by an approved University contractor this will be detailed in the FM budget
	Arrange and conduct the annual fire evacuation drill via the building management committee.	Departments responsible for annual fire evacuation implementation
	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.
	Through approved University contractors provide maintenance services for: <ul style="list-style-type: none"> <li>• Fire evacuation chairs</li> <li>• Emergency lighting maintenance</li> <li>• Smoke vent maintenance</li> <li>• Fire curtain maintenance</li> <li>• Café fire suppression system maintenance</li> <li>• Living roof maintenance (to remove dry matter)</li> </ul>	Departments responsible for ensuring adequate budget within FM budget

Annex for UAS Departmental Statements of Safety Organisation

Topic	FM Safety Function Under SLA	Notes
	<p>Provide inspection, testing and maintenance of:</p> <ul style="list-style-type: none"> <li>• Sprinkler system weekly testing</li> <li>• Monthly fire safety inspection ( reduce risk of blocked fire exits)</li> </ul>	
	<p>Oversee OUES:</p> <ul style="list-style-type: none"> <li>• annual fire extinguisher maintenance checks</li> <li>• sprinkler system maintenance</li> <li>• dry riser inspection and maintenance</li> <li>• fire evacuation lift maintenance</li> </ul>	<p>The responsibility for inspection and testing remains with the Estates Building services team. More detailed information is found in the <a href="#">Estates Standing Orders</a></p>
<a href="#">Safety Inspection</a>	<p>Conduct the annual safety inspection of the managed space with the department alongside a suitable Departmental representative.</p>	<p>FM to arrange with Departments</p>
<a href="#">Contractors</a>	<p>Supervise contractors working in the building, including access control, building induction and monitoring works.</p>	<p>In advance of any work Departments to:</p> <ol style="list-style-type: none"> <li>a. Notify FM of any contracted works they arrange</li> <li>b. Provide FM with all required safety documentation, e.g. RAMS; and</li> </ol> <p>Arrange and administer any permits to work required.</p>
<a href="#">Accidents and Incidents</a>	<p>Complete online accident/ near miss incident forms</p>	<p>Departments inform FM of any incidents relating to the managed building or site.</p>
	<p>Assist with identification of remedial actions for building related incidents/accidents.</p>	<p>Departments conduct investigations.</p>
<a href="#">First Aid</a>	<p>Provide and maintain first aid boxes in shared space.</p>	<p>Departments responsible for ensuring adequate budget within FM budget</p>
	<p>Assist occupying departments to produce and maintain a first aid needs assessment for the building.</p>	<p>Achieved via the building management committee.</p>
	<p>Contribute towards agreed level of first aid cover for the building by providing an agreed number of first aiders.</p>	<p>Departments provide first aiders, as agreed for the building, to meet the cover required by the</p>

## Annex for UAS Departmental Statements of Safety Organisation

Topic	FM Safety Function Under SLA	Notes
		first aid needs assessment.
	Provide and maintain AEDs in accessible places for use by trained personnel. Maintain records.	
<a href="#"><u>Electrical Safety</u></a>	Periodic testing of non-IT portable electrical appliances in accordance with the list maintained by FM and updated via the annual building inspection. Typical items include kitchen and washroom appliances, lamps and fans.	Departmental IT equipment inspected and maintained as part of annual and continuous departmental IT processes and monitoring.  Other low-risk non-university appliances (e.g. personal chargers for mobile phones and laptops) to be visually inspected and maintained by individual owners who may request a formal PAT of the device as appropriate.
<b>Statutory inspections and tests</b>		OUES conduct statutory inspections and tests for: <ul style="list-style-type: none"> <li>• Lifts and lifting equipment</li> <li>• Pressure systems</li> <li>• Legionella</li> <li>• Fixed electrical system</li> </ul>
<b>Internal and external cleaning</b>	Maintain the internal cleaning of the building using a University approved contractor. FM responsible for cleaning of exterior areas adjacent to the building	The Department to agree the cleaning specification and provide budget in the FM budget.
<a href="#"><u>Hazardous waste</u></a>	Manage the safe storage in a secure designated area and the correct documented disposal of hazardous waste.	Departments notify FM of any hazardous waste for removal and disposal.

### FM Executive Responsibilities for Safety

2. Strategic FM has executive responsibility for safety in University Offices for the following areas and activities:
  - a) Circulation space including corridors, stairwells and entrance foyer
  - b) Basement car park and other basement areas
  - c) Offices, store rooms and rest room allocated to FM and caterers

- d) All toilets and washrooms
- e) Shared kitchenettes
- f) Mezzanine café kitchen
- g) Water fountains/dispensers
- h) Building access and egress points, including fire exit doors
- i) General building maintenance ('DIY' type) work undertaken by FM
- j) First Aid room

### **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 University Offices for the following areas:
  - a. Plant rooms and risers
  - b. External roof access
  - c. Gardens and grounds around the building