RUTHERFORD HOUSE

Helping to keep you safe

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At Manchester Science Park we understand that it can sometimes feel like there are a lot of ‘rules’ when it comes to health and safety in the workplace and it can be hard to work out what should happen and when. We’ve put together this guide to the key things you need to know about to help to keep you and other customers safe.

This document should be read and kept somewhere safe.

We’ve added a quick summary box at the end of the different things you should have in place, it’s useful to use this as a checklist when you move into your space.

1. BUILDING ACCESS
Rutherford House is fob accessed 24 hours a day.

2. CCTV & SECURITY
Your building is protected by CCTV 24 hours a day and monitored by the on-site security team based in Enterprise House. The security team carry out regular patrols around the campus and are available on site 24 hours a day. Contact the team on 07747 018 278 in an emergency or for security advice.

3. VISITORS TO SITE
We want your visitors to have a good experience when visiting the campus. We ask that visitors coming by car leave their vehicle in the designated visitor bays at Greenheys. All visitors will need to register their vehicle at Greenheys reception. Please contact our reception team for further information reception@mspl.co.uk or telephone 0161 226 1000.

4. GENERAL ENQUIRIES CONTACTS
For general enquiries including key/fob requests please contact our Front of House team based in Greenheys on reception@mspl.co.uk or 0161 226 1000.

To request additional car parking spaces or queries on existing allocated spaces please email carparking@mspl.co.uk or 0161 226 1000.

5. WEEKLY FIRE ALARM TEST
Rutherford House has a weekly fire alarm test at 10.30am every Wednesday. You'll know it's a test because the alarm will only last a couple of seconds. If you hear an alarm that lasts longer, please treat this as a real fire alarm and follow the fire evacuation procedures included in this document.

6. FIRE EVACUATION PROCEDURE
Planned fire evacuations will be carried out and recorded once every 12 months in your building. Your property manager will arrange for the planned evacuation and will record the essential information. Typically, a planned evacuation takes around 30 minutes and it's important that everyone in the building takes part as if it were a real evacuation and leaves the building using their own fire safety practices.

Your fire marshals should be on site during this day and follow your suite evacuation procedure. Whilst we know sometimes it can be a pain to be out of the building for a period of time, this is a necessary exercise to ensure that we can maintain the utmost safety standards for the building.

Some of the things we/you should be looking out for are;

- Any communication difficulties getting the message across to all customers in all areas of the building
- That everyone uses the nearest fire escape
- Any difficulties opening the fire escape doors
- The roles of the nominated people for each suite, helping with any gaps
- That everyone leaves the building as quickly as possible without collecting items that might mean they're inside the building longer than needed

There are designated meeting points that you should direct your teams to, accompanied by your designated fire marshals.

7. BOMB THREAT
Hopefully this is a process we won't ever have to put into place but if you receive a direct threat, e.g. a phone call, or view something suspicious, e.g. an unattended package, you should alert the front of house team immediately. The team will review the level of threat to the building and area and take appropriate action. If notified of a bomb threat via the police we will follow any instructions given. This may result in you having to stay

in the building should the threat be outside or to leave for a designated safe location provided by the police. The front of house team will contact each customer directly with the correct action to take. In all such such circumstances the level of threat can vary and so police guidance will be followed at all times and communicated to customers.

8. ASBESTOS REPORT
The on-site facilities management team carry out an annual asbestos audit and evaluate the condition of all identified asbestos within the building (if any). We then notify you so you can ensure this information is passed onto any contractors who may work on your behalf in the building. All we ask is that you sign an annual acknowledgement form confirming you have seen this report and agree to pass it on when appointing your contractors. If you think you may need to carry out works in your space, you'll need to check the asbestos register first. If you let our team know they'll be happy to check for you and let you know the appropriate action to take.

9. FIRE MARSHALS & FIRE SAFETY
Under the Regulatory Reform Fire Safety Order, 2005, each customer is responsible for making sure they complete their own fire risk assessment of their demise (your legally occupied space). It should cover things like having appropriate fire marshals, fire evacuation processes and making sure that everyone knows what to do in the event of a fire. If you have five or more staff, you'll need to complete a Fire Risk Assessment when you move into your new space. Part of your assessment should also consider DDA, PEEPS (Personal Emergency Evacuation Procedures) and should be written into your fire risk assessment. You need to share your fire risk assessments with us so we are aware of what processes you have in place. Supplying a list of fire marshals is also handy to have in advance. We've done a quick table below for you to refer to as a quick guide:

ACTION TO COMPLETE	HAS IT BEEN REVIEWED?
Fire Risk Assessment	
Fire evacution plan for your suite	
Confirmation and contact details of your fire marshalls	
PEEPS – are they needed and have they been written into your plan?	

10. ACCIDENT REPORTING
If you or your guest has an accident on site, you'll need to let our front of house team know. They'll put a note in the accident book and will need some information on where the accident took place. Our team will then assess if there is anything we need to do to prevent further accidents, possibly requiring more information on the incident from you. Each customer is responsible for having their own on site first aider.

11. CONTRACTOR MANAGEMENT
Whether you choose to use a Bruntwood SciTech contractor or your own, as you'd expect you'll need to complete some risk assessments and make sure that the contractor is up to date with all the required standards. If you choose not to use us, you do still need to tell us about the works you're having done and the schedule for getting them completed (See suite alterations). There will certain documents you need to complete that we'll need to see but the best thing to do is let us know when you're thinking of having work done and we can talk you through everything in a little more detail so you're happy with what you need to do and where we can support you.

12. ALTERATIONS TO YOUR SUITE
If you're considering making changes to your suite, you need to gain consent from us before undertaking any material alterations to your premises, to the services which come into it or to the building's common parts.

We need this because the changes may affect the structure, appearance or services of the building. They may affect

other customers or they may need to comply with Building Regulations. We also have an obligation to ensure that any party carrying out works is aware of their duties under Health & Safety regulations.

Some types of work may have to be done in ways that comply with the building's insurance policy. It is likely to be a requirement of your lease that written consent is received from Bruntwood SciTech before works to alter your premises start.

We'll also make sure that your application is looked at as quickly as possible and not to withhold our consent unreasonably. If we do need to say no we will always have a conversation with you to explain why and we'll do our best to come up with other practical solutions.

As soon as you've let us know that you want to make a change, we will need to ask our building surveyor to look at the proposed works. If we are able to say yes, we'll need to let our legal team know so that they can consider any changes to the terms of your lease before preparing, and agreeing with you, a Licence to Alter.

A Licence to Alter is a legal document providing Bruntwood SciTech's consent to you undertaking the works and detailing any conditions that have been agreed.

It is likely that when we do agree to works to your suite that there will be a cost to make the necessary changes. Rather than use external building surveyors and solicitors, we use our in-house teams which should help to minimise any costs. Due to the work we need to carry out to look into any applications it may mean that a fee is incurred even if the application doesn't go through. We will, of course, let you know how much the fees are likely to be before making a charge.

13. USE OF ELECTRICAL ITEMS

You're free to use your own electrical items in your suite, all we ask is that every item you use has been through PAT (Portable Appliance Testing) and that you are conscious of not overloading sockets. If you're using a contractor to do any works in your suite they'll also need to make sure that their equipment has been through PAT.

14. KEEPING EVERYONE'S SPACE LOOKING GREAT

The ground floor is nearly all given over to communal space that we encourage you to use as an extension of your own and a means of meeting the wider Manchester Science Park community. As with any communal space you might use, all we ask is that you're respectful of other people using the areas and that everyone does their bit to keep it looking great.

15. BINS AND RECYCLING

At Rutherford House, we offer general and recycling waste bins within the communal bin store, located within the Pencroft Way elevation – access passes will be required for your cleaners so please let the team know how many of these you require. Please note that your own cleaning staff are responsible for removing any general waste from your suite and placing it in the communal refuse facilities.

16. EMERGENCY LIGHITNG

The emergency lighting to common part areas is tested annually. We'll let you know in advance of any testing that might disrupt any of the communal areas or your own space.

17. WATER AND HVAC TESTING

The building's HVAC systems will be tested every quarter. The water temperature tests in communal areas are tested every month.

ONCE YOU'RE IN YOUR SPACE...

We know you'll have a lot going on when you move into your space and the last thing we want is to bother you while you're settling in. This quick reference guide to the essential documents we need from you should make moving in that bit easier and mean we can stay out of your way for the first few days.

WHAT WE NEED FROM YOU	NOTES
Fire Risk Assessment	
Appointed fire marshals' contact details	

WHAT YOU SHOULD HAVE IN PLACE	NOTES
Health & safety audit for your site	
General office risk assessment	
Disaster recovery plan	
Workstation assessments	
Accident book and first aid kits	
PAT log (They'll need doing every 5 years)	