

HEALTH, SAFETY AND WELLBEING MANAGEMENT ARRANGEMENTS

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Ref:	HS-MAN-001		
Date EIA Approved			
Date approved by UEG	20/12/2016	Date approved by: (Board/Committee) Finance and Resources	To be reviewed September 2017
Date for Review:	September 2017		

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1. Foreword by University Vice-Chancellor

Health and safety at work is a fundamental priority for me. Making our University a safe and healthy place to work is the right thing to do; it is socially responsible and makes good business sense. It helps us to provide a better learning and teaching environment, generate knowledge that is novel and impactful, and ensure that colleagues from partner organisations feel safe and secure working with us.

We are all responsible for ensuring that we are familiar with the systems that we have in place to optimise health and safety at work. We need to be able to identify, assess, and control risks.

People are fundamental to the success of our University. We need to work together to protect our most valuable resource and this policy plays an important role in doing so. Please engage actively. Each and every one of us has the potential to make a difference and to make us an organisation that leads the way forward for others to follow.

Professor Malcolm Press
Vice-Chancellor

2. Framework in Place to Implement the University's Health, Safety and Wellbeing Policy

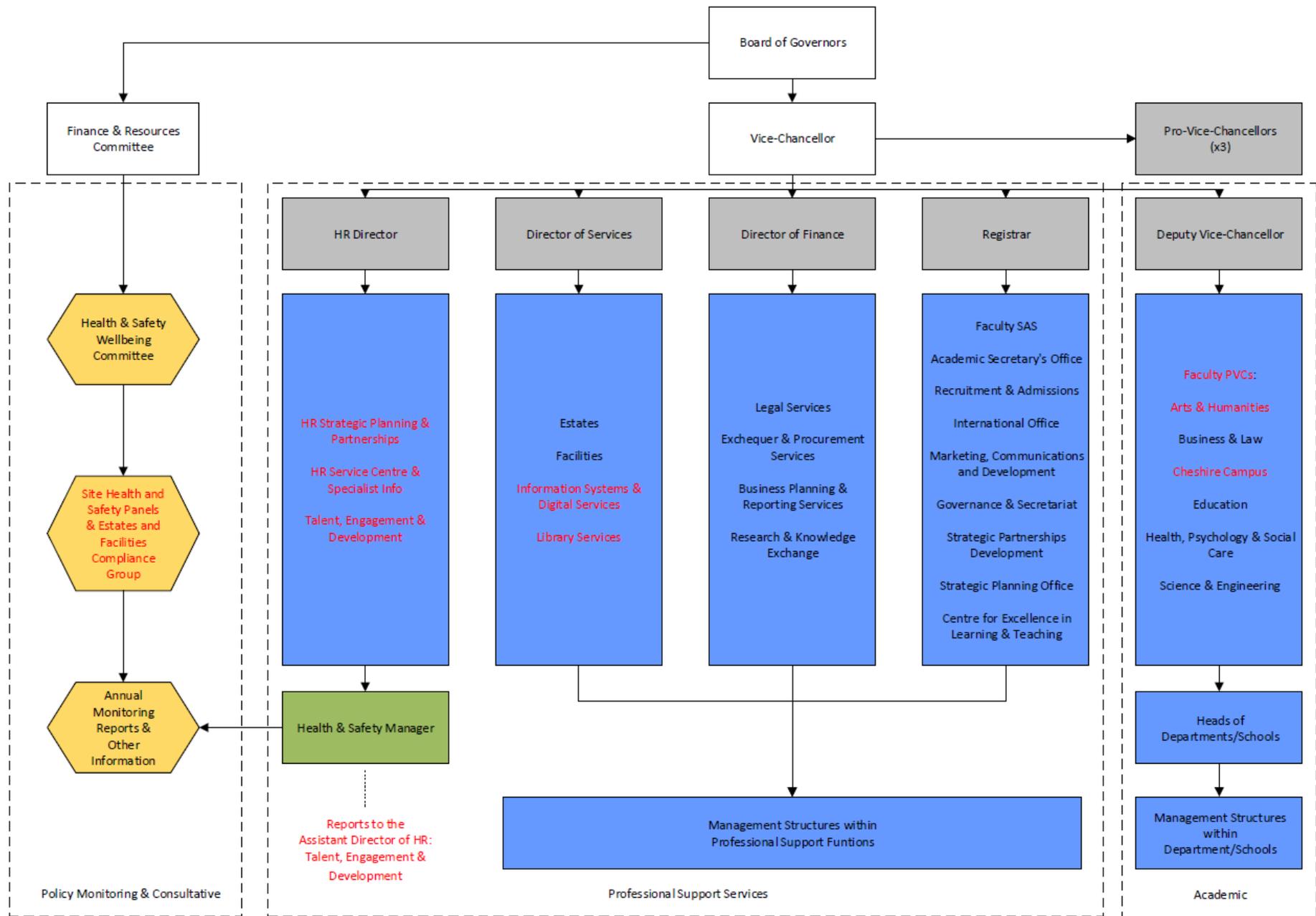
Roles and Responsibilities for Health, Safety and Wellbeing

Introduction

- 2.1 Under section 2(3) of the Health and Safety at Work etc. Act 1974, the University must describe the organisation and arrangements for implementing its health and safety policy, and make this information available to employees.
- 2.2 Every member of the University community has a responsibility to achieve good health and safety practice. This responsibility increases incrementally through the levels of the University line management structure.
- 2.3 In consultation with its recognised trade unions and its Health, Safety and Wellbeing Committee, Manchester Metropolitan University has adopted the principles of the Health and Safety Executive HSG 65, Managing for Health and Safety, the 'Plan, Do, Check, Act' approach. This Policy has also taken account of specific sector guidance as follows:
- Leadership and management of health and safety in higher education institutions;
<http://www.ucea.ac.uk/download.cfm/docid/483823C4-D2A7-4F87-ABB27BE6AA959F4B>
 - Health and Safety Management Performance Standards (HASMAPP) auditing package as promoted by UCEA and USHA(new guidance to be launched in 2016)
 - Safety representatives' Charter by Health and Safety Commission
<http://www.hse.gov.uk/involvement/hsrepresentatives.htm>
 - Responsible research - managing health and safety in research: guidance for the not-for-profit sector;
<http://www.ucea.ac.uk/download.cfm/docid/1E5FD181-4991-45A8-8FCEDC2628269136>

This list of documents will be regularly reviewed and updated by the Health, Safety and Wellbeing Committee and are available from the Health and Safety Unit web pages

- 2.4 The line management arrangements, roles, and responsibilities are summarised in the chart below. There is a description of key roles in the following section.



3. Health and Safety Responsibilities

3.1 Board of Governors

The Board of Governors has strategic oversight of all matters relating to health, safety and wellbeing for the University and carries ultimate responsibility for the health and safety of employees and people who could be harmed by University activities, both on and off University occupied premises.

In accordance with the Articles of Government and the Health and Safety at Work, etc. Act 1974, the University's Board of Governors is responsible within the conditions imposed, for the health, safety and wellbeing at work of all University employees, students and other persons who use the University's premises and resources or are engaged in activities, which are under the supervision of the University. The Board discharges this duty through the Finance and Resources Committee.

3.2 The **Vice-Chancellor**, as the most senior officer of the University, is responsible to the Board of Governors for securing compliance with legislative provision for safety and for achieving the objectives of the University Health, Safety and Wellbeing Policy. The Vice-Chancellor is also responsible for ensuring that health and safety matters are given the appropriate level of strategic importance. The duties that relate to this are:

- Be satisfied that the Health, Safety and Wellbeing Policy is being effectively implemented across the University.
- Identify and communicate to team members their responsibilities for managing health, safety and wellbeing.
- Establish an operational structure for the University that ensures clear accountability for and consideration of the health and safety implication of management decisions and change initiatives.
- Ensure that team members have a suitable level of knowledge and training.
- Ensure suitable and sufficient resources are provided to team members to effectively meet the health and safety needs of their respective faculty/services.
- Hold accountable the Deputy Vice-Chancellor, Director of HR, Director of Services, Director of Finance, Registrar, Faculty Pro-Vice-Chancellors (F-PVCs).

In order to fulfil these responsibilities the Vice-Chancellor has devolved certain executive duties and authority as detailed below (and to the University's external Radiation Protection Adviser on matters concerned with ionising radiation).

3.3 The **Director of Human Resources** is directly responsible to the Vice-Chancellor for the development, implementation and monitoring of the University Health and Safety Policy. The Director of Human Resources acts as the 'Health, Safety and Wellbeing Director' and has a key role in helping establish a positive health and safety culture. The duties relating to this are to:

- Act as executive level champion of health, safety and wellbeing initiatives ensuring participation and co-operation of the Registrar, Directors, F-PVCs and senior staff.
- Establish and maintain an effective central team for the provision of health, safety and wellbeing.
- Ensure that members of the central team engaged in the provision of health and safety support have an appropriate level of competence and training, and that they engage in continuous professional development.
- Ensure the central team is provided with suitable and sufficient resources to enable it to effectively support managers, staff and students on health, safety and wellbeing matters.
- Take executive action where necessary to prevent serious harm to individuals at the University.
- The Assistant HR Director will support the Director of Human Resources to fulfil these responsibilities.

3.4 The **Director of Services** is responsible for ensuring that the University's buildings are maintained to the required standards and for ensuring appropriate provision of resources to meet health and safety obligations and requirement.

Estates is responsible for ensuring:

- The safety of buildings, grounds, infrastructure.
- The integrity of building services.
- The appointment of competent contractors.
- The provision and maintenance of satisfactory fire detection and firefighting equipment.

3.5 **Members of the University Executive Group**

3.5.1 Members of the University Executive Group are responsible, on a day-to-day basis, to the Vice-Chancellor for ensuring compliance with the requirements of legislation, and of the University Health, Safety and Wellbeing Policy, and associated documentation within their faculty/service. They are responsible for the activities of the people and equipment in the buildings detailed in Appendix A.

- Responsibility for the up keep and maintenance of the building sits with the Director of Services, and while members of the University Executive Group are not accountable for managing

the condition of the buildings, they are accountable for the standards provided in the buildings and should ensure any defects are brought to the attention of Facilities.

- Have responsibility for health, safety and wellbeing, which includes ensuring that there are effective health and safety management systems in place to provide a safe and healthy environment for employees, students and third parties.
- Members of the University Executive Group may delegate their authority and actions (but not their responsibility) for day-to-day health and safety compliance to Heads of Department or core staff who have the necessary competencies, experience and knowledge.
- Advice on how this effective system should look is available from the University Health and Safety Manager.

3.5.2 In particular members of the University Executive Group must:

- Provide leadership and governance to foster a culture in which health, safety and related wellbeing issues are seen as essential and integral parts of the faculty or service's activity.
- Communicate with Heads of Department, Student and Academic Services and Professional Services in respect of their responsibility for bringing health, safety and wellbeing information and requirements to the attention of employees, students and third parties.
- Produce and disseminate a faculty or service health and safety plan along with satisfactory procedures, mechanisms and guidelines in line with the University Health, Safety and Wellbeing Policy and associated documentation.
- Liaise with and work in partnership with the Health and Safety Manager and Health and Safety team and other professional advisors for health and safety services, as appropriate.
- Put in place mechanisms (e.g. through the Health and Safety Panels) to assure and monitor the implementation of the Policy and supporting policies and procedures.
- The F-PVCs to chair their Faculty Health and Safety Panels with the Director of Services chairing the central Panel covering non-academic areas.
- Ensure that appropriate structural and operational arrangements are in place to support the management of health, safety and wellbeing. As a minimum, this should include the establishment of a site health and safety panel, (in faculties or services that are more complex, this might involve specific local health and safety panels being set up that report into the main safety panel).
- Ensure there are nominated employees to carry out, specific health and safety functions including as a minimum in each faculty: Health and Safety Co-ordinators, Fire Coordinators,

Fire Marshals, First Aiders and as appropriate, Radiation Protection Supervisors.

- Ensure that employees are competent to undertake tasks safely and that adequate time, resources and support are allocated for all requirements to be carried out.
- Monitor and review health and safety performance within their remit (examples of how to monitor are contained in section 4.8).
- Promote the importance of accident and near miss reporting and be involved in accident and near miss investigation as appropriate.
- Personally attend specific training, and ensure and record that employees and students receive appropriate training and induction relating to the normal functioning of their school/ service along with local instructions as necessary.
- Ensure that procedures and risk assessments are in place to identify and reduce significant risks to 'as low as is reasonably practicable'.
- Liaise with appropriate employee representatives on health and safety matters.
- Ensure they follow the duties laid out in the relevant policies and procedures.

Further information on the management arrangements for health and safety and site health and safety panels is contained within section 4 of this document. Section 7 of this document contains advice on local health and safety arrangements and procedures. Advice on how these responsibilities should be implemented will be provided from the University Health and Safety Manager.

3.6 **Senior Managers** (this includes Heads of Departments, Heads of Faculty SAS and the Head of Technical Services and Directors/Heads of Service) play a vital role in the local implementation of this Policy and its supporting procedures and practices. Their duties are to:

- Work in partnership with the Health and Safety Manager and Health and Safety Specialist for their area and Health and Safety Coordinator.
- Provide leadership within their area for health, safety and wellbeing and plan arrangement to manage health and safety including preparation of an annual health and safety plan.
- Include appropriate health, safety and wellbeing risks in faculty/service risk register.
- Ensure processes are in place so that all activities are appropriately risk assessed and controls implemented.
- Have oversight of accidents and incident investigations.
- Assess the health and safety impact of new projects at the planning stage and when purchasing new equipment.

- Liaise, cooperate and collaborate with other line managers, Heads of Department and local health and safety coordinators to align practice with the faculty/ services and across the University.
- Ensure that team members have a suitable level of competence, knowledge and understanding to effectively carry out their duties within this Policy.
- Ensure that team members undertake all the relevant training identified in faculty/service health and safety annual plan, ensure health and safety training is recorded and liaise with the Health and Safety team in regard to training records.

3.7 **Line Managers** (this includes for example Technical Group Managers, Technical Managers, Department Heads, Supervisors) are responsible for implementing the University Health, Safety and Wellbeing Policy within their authorised areas of responsibility, the implementation of local safety management arrangements and for monitoring and checking their effectiveness. Their duties are to:

- Ensure any activities planned and organised that involve a significant risk to the health, safety and wellbeing of staff, students and others are appropriately risk assessed. This specially includes:
 - Identifying any hazards associated with work or study that staff, students, visitors and contractors may be exposed to, and assess the level of risk that they may cause.
 - Implementing measures to eliminate or reduce any significant risk to an acceptable level.
 - Communicating effectively to any staff, students, visitors and contractors affected, ensuring they are aware of the measures in place for minimising risk of exposure to hazards.
 - Evidencing the identification, control and communication of hazards through the completion of documented risk assessments.
 - Following safe systems of work.
- Ensure all relevant documentation and risk assessments are up to date and readily available.
- Promptly communicate any health and safety accident or incident to the Health and Safety Unit.
- Identify and communicate to team members their responsibilities for managing health and safety.
- Provide staff with training and with health surveillance if identified in risk assessments.
- Lead the programme of inspections and be involved in audits when asked.
- Lead on investigations into accidents and other reports (e.g. near misses).

- Ensure that the programmes for statutory testing of equipment such as local exhaust ventilation, pressure systems and lifting equipment is carried out.
- Monitor training plans and safety inductions.

3.8 **All Staff** have a responsibility for their own health, safety, and wellbeing, and those around them who may be affected by acts and omissions. The duties for all members of staff are to:

- Take care of their own health and safety and that of others; to observe and maintain satisfactory standards of health, safety and wellbeing within their authorised areas of responsibility as defined by the University Health, Safety and Wellbeing Policy.
- Not undertake any activity that might pose an uncontrolled risk to anyone's health and safety.
- Cooperate with their line manager and other colleagues on health and safety matters including investigation of any incident.
- Ensure they are familiar with and adhere to this Policy, induction information codes of practice and method statements as they apply to our work activities.
- Not interfere with or misuse anything provided in the interests of health and safety.
- Identify and report to their line manager any unsafe acts or conditions accidents or incidents using the accident/ incident reporting form as appropriate.
- To inform all students, contractors and visitors regarding the health and safety arrangements that are in place in their place of work.

3.9 **All Students**, as regular visitors to the University premises and participants in activities, have responsibility for their own health and safety and for those who might be affected by their acts and omissions.

They must not undertake an activity that might pose a significant risk to anyone's health and safety. They must:

- Cooperate with the organisers of University activities particularly with regard to any health and safety instructions issued.
- Not interfere with or misuse anything provided in the interests of health, safety and wellbeing.
- Identify and report to their academic supervisor or other University staff any unsafe acts or conditions, accidents or incidents.
- Treat other students, staff and others with respect.

4. Management Arrangements

4.1 The **Finance and Resources Committee** is responsible for providing assurance to the Board of Governors that:

- The University is managing the delivery of all its responsibilities in respect of health, safety and risk management.

- The University has the necessary systems, policies, and staffing to ensure adoption of good practice and compliance with its statutory responsibilities.
- The Health, Safety and Wellbeing Strategy approved by the Board is being implemented effectively by the University Executive Group.

4.2 The **University Executive Group** is individually and collectively responsible for ensuring that health and safety is managed in an appropriate manner and in accordance with the Health and Safety at Work Act, the Management of Health and Safety at Work Regulations, Safety Representatives and Safety Committee Regulations and other associated regulations.

The University Executive Group will monitor health and safety performance through the minutes of the Health, Safety and Wellbeing Committee and the annual University Health, Safety and Wellbeing Report.

4.3 The **University Health, Safety and Wellbeing Committee** ensures the development, implementation and monitoring of Health, Safety and Wellbeing policies and procedures within the University. It keeps under review the measures taken to ensure the health and safety of all persons when on University premises, and of its staff and students engaged on activities required by their work or study for the University.

4.4 **Site Health and Safety Panels** are established by senior staff to promote the health, safety and wellbeing of persons when on University premises, and of staff and students when engaged in activities relevant to the site their faculty/department activities. The Panels also provide assurance that health, safety and wellbeing are being managed through inspections and audits.

Site Health and Safety Panels should ensure that local arrangements are in place to adequately manage health and safety through appropriate procedures and documentation.

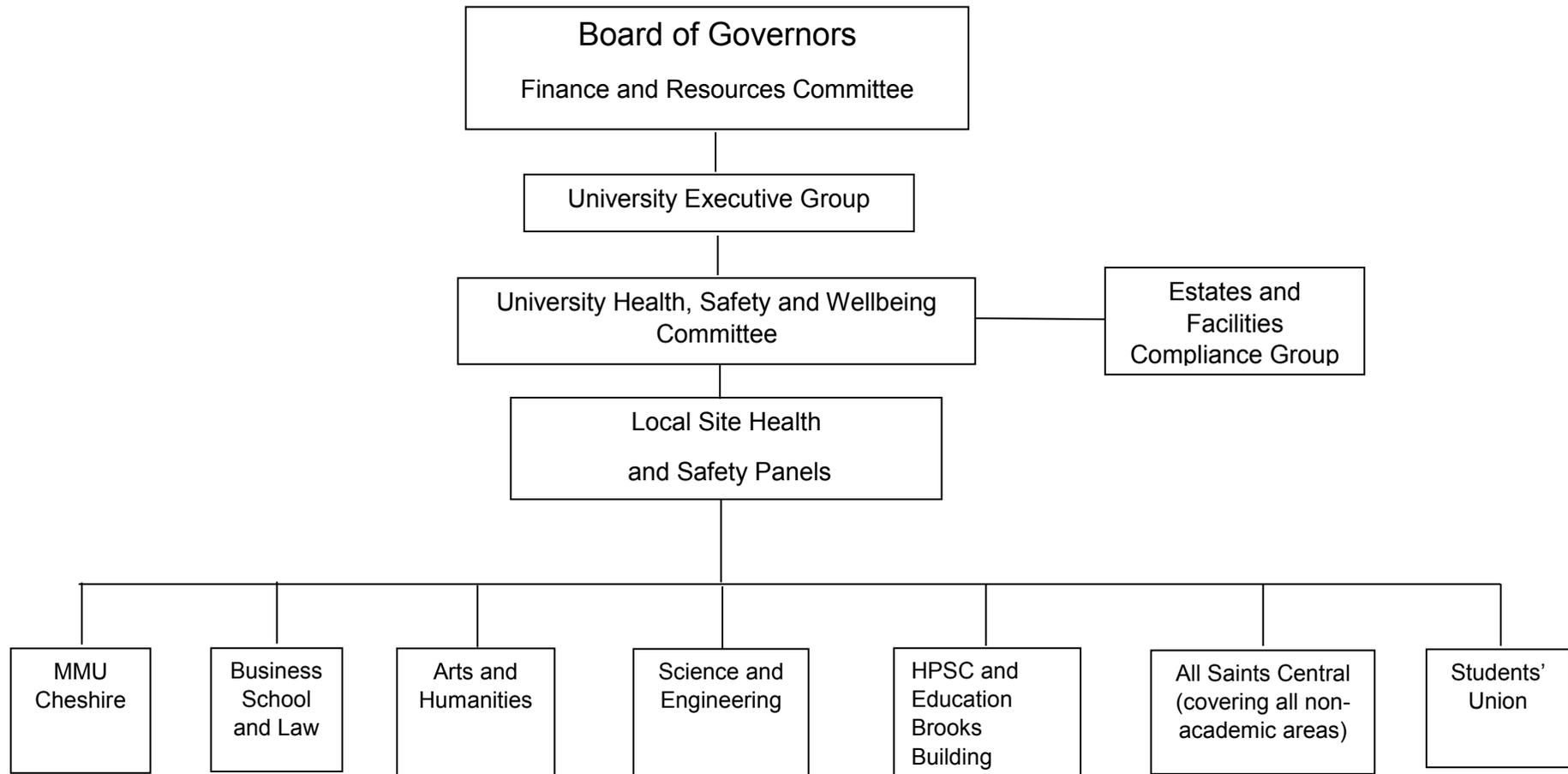
Larger faculties or units may want to set up activity specific safety panels or groups, which are established to monitor health and safety standards in their areas of responsibility. These groups or panels should report to the site Health and Safety Panels.

4.5 An annual Health and Safety Plan is produced. The aim of the plan is to identify University-wide health, safety and wellbeing priorities for the forthcoming academic year. The priorities are risk-based and must be achievable within the timescale. The Health and Safety Plan is submitted to the Health, Safety and Wellbeing Committee and the University Executive Group for consideration and approval.

The status and outcomes of the priorities contained within the plan are monitored by the University Health, Safety and Wellbeing Committee as part of its assessing health and safety performance against known objectives.

- 4.6 A Health and Safety Audit is carried out each academic year. The audit concerns itself with examining the health and safety standards, arrangements and compliance levels of a faculty or service. The subject for each annual audit is determined by strategic priorities and agreed by the University Health, Safety and Wellbeing Committee.
- 4.7 In addition, a single subject compliance audit is undertaken annually. The subject for the compliance audit is agreed by the University Health, Safety and Wellbeing Committee as part of the Health and Safety Plan. The subject will be selected based on statutory obligations the University needs to meet in discharging its responsibilities as an employer.
- 4.8 Monitoring and reviewing of health and safety performance:
- Senior staff and Heads of Department /Services to monitor accident data for trends or areas of concern in conjunction with sickness absence and workplace health.
 - Senior staff and Heads of Department /Services look at the number and type of near miss reporting.
 - Contribution that senior staff make towards the health and safety agenda.
 - Health and Safety Inspections are the responsibility of Heads of Department/Services who run these ongoing checks of the 'on-the-ground' situation. Trade union representatives must be invited to these inspections. Inspections highlight areas of good practice or concern and enable control measures to be put in place before harm can be caused. They can include spot-checks as a type of mini-inspection.
 - Once a year, F-PVCs, Heads of Service, the relevant senior managers, senior academics and the Health and Safety managers meet to look at the current health and safety position and assess progress against objectives and support future planning.
 - F-PVCs and senior managers undertake an annual health and safety walk around.
 - F-PVCs and senior staff and Heads of Department/Service ensure there is a faculty/service wide health and safety risk register that identifies health and safety issues and which must be reviewed at least annually.

CONSULTATIVE ARRANGEMENTS FOR HEALTH AND SAFETY



5. Health and Safety Support Roles

- 5.1 The **University Health and Safety Manager** is responsible to the Vice-Chancellor and the Director of Human Resources for a general oversight and advice in respect of all health and safety matters, key responsibilities include:
- Providing an institutional oversight in respect of all health and safety matters.
 - Providing dedicated proactive and professional advice to members of the University Executive Group.
 - Ensuring that appropriate measures are taken to promote an effective health, safety and wellbeing culture.
 - Development of the University Health, Safety and Wellbeing Strategy. The monitoring and implementing of the three year Health, Safety and Wellbeing Strategy, supported by the Health and Safety action plan.
 - Ensuring that the University Health, Safety and Wellbeing Policies and Procedures are reviewed regularly and remain appropriate and fit for purpose, and comply with legislative requirements.
 - Ensuring that effective communications, implementations, inspection and audit systems are in place.
 - Delivering support to ensure consistent translation and implementation of University Health, Safety and Wellbeing policies and procedures.
 - Ensuring that employee representatives are appropriately involved as equal partners in delivering and implementing the University's health, safety and wellbeing objectives.
 - Ensuring that appropriate training is provided to members of the University who have significant responsibilities in the management of health and safety and ensuring that all appropriate health and safety training is accessed and recorded.
 - Ensuring that faculties are supported in the development of health and safety plans and action plans, policies and procedures.
 - Ensuring that the University is kept up-to-date concerning health and safety legislation as appropriate.
- 5.2 The **Director of Estates** has a key health and safety role with regard to the safety of buildings, building services, the appointment of competent contractors, the provision and maintenance of satisfactory fire detection and fire-fighting equipment.
- 5.3 The external **Radiation Protection Adviser** is responsible for advising the Board of Governors, through the Health, Safety and Wellbeing Committee, on all statutory requirements in respect of ionising radiation throughout the University.

- 5.4 The **Departmental Radiation Protection Supervisors** are appointed by the Head of Department to monitor and advise on the safe use of radiological materials or related equipment.
- 5.5 **Departmental Safety Co-ordinators** are appointed by senior staff to act as liaison officers with the Health and Safety Unit and to support senior staff in the implementation of departmental rules and procedures.
- 5.6 During formal classes the health and safety of students is the prime responsibility of the **member of teaching staff** timetabled to be responsible for their teaching and learning. Such responsibility will involve ensuring proper adherence to policies, procedures and standards.
- 5.7 **Technical Staff** have specific responsibility for the preparation of materials and specialist equipment, where they are supervising students they must be involved in the risk assessment process as part of the teaching team.
- 5.8 **Trade Union Safety Representatives** are appointed by recognised trade unions to represent their members at the workplace in matters of health, Safety and Wellbeing.
- 5.9 **First Aid Staff** are trained and appointed by the University to provide an effective first aid facility for staff, students and visitors.
- 5.10 **Others:** The University, as the occupier of its premises, owes a common law 'duty of care' to its lawful visitors. This means such care as is reasonable in the circumstances to ensure that visitors will be safe in using the premises to which they are invited or to which access is permitted.
- 5.10.1 **Contractors and visitors** must take reasonable care for the health and safety of themselves and other persons who may be affected by their acts and omissions.
- 5.10.2 The University's Health, Safety and Wellbeing Policy requires all persons on its premises to observe the safety rules and instructions given by appropriate members of staff enforcing the Health, Safety and Wellbeing Policy.

In particular:

- a) Senior staff must have in place appropriate local rules for hirers of University premises under their control. Particular attention should be paid to emergency procedures within the local rules;
- b) Organisers of conducted parties must agree with and ensure compliance with any special conditions drawn up in anticipation of the visit;

- c) Senior staff must make such arrangements as are necessary to prohibit or restrict children from areas under their control, and refer to the policy on the 'Safety of Children on University Premises';
- d) Students' Union employees must follow the safety regulations of the University insofar as they apply to their particular work situation and any other requirements laid down by their employer;
- e) External users of University facilities must be informed of relevant University rules and regulations relevant to the activities they are to undertake.

6. Health and Safety Local Responsibilities

- 6.1 To comply with legislative requirements, each site of the University will be the responsibility of a designated senior member of staff. It is important to note that the named senior individual will, without abdicating their responsibilities, delegate certain health and safety functions to other senior and supervisory staff.
- 6.2 The Director of Estates is responsible for mains services (gas, water, electricity) including connection of new fixed educational equipment requiring such services.
- 6.3 If any area of the University is formally given over to a contractor, the responsibility for health and safety lies with the contractor. All persons who appoint contractors to undertake any work on University premises must ensure that appropriate procedures are in place in respect of health and safety and implement the University's contractors code of practice.

7. Local Health, Safety and Wellbeing Arrangements and Procedures

- 7.1 The following advice is designed to assist senior staff in drafting the local health, safety and wellbeing arrangements and procedures.
- 7.2 The **Commitment Statement is required for all faculties and services** (a template document is available from the Health and Safety Team). This is a statement of commitment that you will manage your undertakings in such a way to assure, as far as you are able, the safety of staff, students and visitors. This is the section where you identify the stakeholders and declare your intention to look after their interests.
- 7.3 **Arrangements**
This section will outline the management organisation, describing who is responsible for delivering the commitments made in the above

statement. This is the opportunity to inform managers, supervisors and individual members of staff what is expected of them. This should range from the proactive approach required of managers e.g. carry out risk assessments and implement safe systems of work, to the responsibility of members of staff and students e.g. to follow the rules and report any problems.

An organisational chart illustrating the health and safety management structure would be very useful in supporting the allocation of duties and responsibilities.

7.4 Procedures

7.4.1 This section is the most specific, detailing what you do in practice for first aid, accident reporting, fire safety, hazardous substances, manual handling, safety training, electrical safety etc. In many instances you can refer to existing University procedures and guidance and the University Health and Safety Manual.

7.4.2 The Health and Safety Unit's web site is the main source of information on health and safety matters. University safety documents are available from the website and in a format that can be downloaded. Where there are specific or detailed local rules or guidance these are set out.

7.4.3 The website sets out where advice for managers can be obtained and what training they are required to undertake to be able to discharge their duties in a competent manner e.g. Health and Safety Unit e-learning modules and specific courses related to the level of risk encountered. Managers have the responsibility for ensuring training records are recorded and maintained on myHR in conjunction with the Health and Safety Unit.

7.4.4 Consultation on health and safety is a legal requirement, and you should identify what procedures you have in place to consult on health and safety. Normally for the most senior staff this would be through the local Site Health and Safety Panel. Divisional or Departmental safety panels, where these are established, are also forums for consulting on health and safety. Other methods include formal or informal briefings, task groups etc.

7.5 Review

The arrangements and procedures will require auditing and reviewing periodically to ensure that they are relevant and up to date.

7.6 Approval

The arrangements and procedures should be approved by the Local Health and Safety Panel.

8. GUIDANCE NOTES AND POLICIES

The following guidance notes and policies are available on the Health and Safety web pages:

Policies

- Fire Policy
- Incident Reporting and Investigation
- Risk Assessment Procedure and Guidance
- Smoking Policy
- Lone Working Procedure
- DSE Regulations Implementation Guide for Managers
- Guidance on the risk management of student placements
- Guidance for Managers on Manual handling
- Policy on mini buses
- Field work

Appendix A - Senior Staff Location Responsibilities

Classification by Site

Responsibility for the upkeep and maintenance of buildings lies with the Director of Services. Members of the University Executive Group are not accountable for managing the condition of the building, they are accountable for the standards provided for them in the building and should ensure any defects in the building are brought to the attention of facilities. Advice and support is available from the Health and Safety Manager.

Building	Senior Staff Responsible
All Saints Building (including All Saints Park)	Director of Services
Under Mancunian Way	Director of Services
Platt Lane Sports	Director of Services
Old Students' Union Building	Director of Services
Cambridge Street North and South Halls of Residence and Cavendish Halls of Residence	Director of Services
Birley Student Accommodation	Director of Services
Ormond Building and Cavendish North	Director of Services
Ryebank Sports Ground	Director of Services
Students' Union Building and Salutation	Director of Services
John Dalton the Shed	Director of Services
New Business Hub Campus + Sandra Burslem (All Saints)	Pro-Vice-Chancellor for the Faculty of MMU Business School
Bellhouse Building	Director of Marketing, Communications and Development
Cavendish South Building and Righton	Pro-Vice-Chancellor for the Faculty of Arts and Humanities

Mabel Tylecote	Director of Services (while building is under refurbishment)
Chatham Building and Benzie	Pro-Vice-Chancellor for the Faculty of Arts and Humanities
Crewe Campus (including Booth Hall)	Faculty Pro-Vice- Chancellor
Brooks Building	Pro-Vice-Chancellor for the Faculty of Education
Geoffrey Manton Building	Pro-Vice-Chancellor for the Faculty of Arts and Humanities
Grosvenor Building	Pro-Vice-Chancellor for the Faculty of Arts And Humanities
John Dalton Including Tower, Central and New Workshop	Pro-Vice-Chancellor for the Faculty of Science and Engineering
70 Oxford Road	Pro-Vice-Chancellor for the Faculty of Arts and Humanities

Any buildings in the process of being sold remain the responsibility of the Director of Services.