

HEALTH AND SAFETY

Please be aware of the Health & Safety responsibility you have as a tenant on the Surrey Research Park.

Health and Safety laws apply to all businesses, whatever size your business may be. Please ensure your company takes the right precautions to reduce the risks of workplace dangers and provide a safe working environment for all employees and customers.

Therefore you may be required to have the following:

- A written health & safety policy.
- A written risk assessment of your unit.
- A fire risk assessment of your unit, evacuation plan & fire warden.
- First aid arrangements.

There are certain exemptions to these criteria that are based on the number of employees. All the exceptions, help and advice can be found at: www.hse.gov.uk/simple-health-safety.

PAT Testing

All portable electric equipment in offices needs to pass PAT Testing and is the tenant's responsibility.

You can find out more regarding Portable Appliance Testing (PAT Testing) at:
<http://www.hse.gov.uk/pubns/indg236.pdf>

REPORT PROBLEMS & FIRE HAZARDS

To report problems or for assistance please contact the Property Management Office.

Any tenants undertaking an activity that could potentially cause a fire (e.g. soldering), are required to notify the Operations Manager.

Nick Beesly – Estates Manager
Peter Staples – Operations Manger

Telephone: 01483 579693
E-mail: srp@surrey.ac.uk
After hours: 07809 340185