



Defining the Health and Safety Responsibilities between the

Department of Chemistry and the Polymer Characterisation RTP

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1. Parties to the Agreement

This document serves to clarify health and safety responsibilities between the Department of Chemistry ("the Department") and the Polymer Characterisation Research Technology Platform ("the RTP") at the University of Warwick.

2. Objectives

- a) The objective of this document is to formalise the roles and responsibilities of both the Department and the RTP at the University of Warwick in relation to health and safety and statutory compliance.
- b) This document should be used as the benchmark for any review meetings if required and if necessary, to be used to formalise modifications to the provisions of the service(s) offered by the Department.
- c) Neither the Department nor RTP shall make any unilateral amendments to this document without joint consultation and agreement.

3. Documentation

This document is formed from the following health and safety related documentation:

- a) The University Health and Safety Policy and the latest version of the 'Leadership & Management of Health and Safety at the University of Warwick' document, both available from the webpage [Health and Safety Policy \(warwick.ac.uk\)](https://www.warwick.ac.uk/healthandsafety)
- b) Department of Chemistry [Health and Safety Policy & Arrangements](#)
- c) Research Technology Platform [Health and Safety Policy & Arrangements](#)

4. Duration and Review

This document has taken effect from June 2024 as a basis prior to initial approval by Department and RTP representatives. It remains in force formally from the date of approval for as long as there remains a relationship between the Department and the RTP. This document is revisited annually to ensure it is fit for purpose, with update approval of changes in writing when necessary.

5. Budgets Associated with Responsibilities

The Department and the RTP will budget for the activities that they are responsible for, as set out within this document.

Should there be any additional service required that has not been budgeted for that arises outside the scope of this document, then both parties must agree who will deliver that service and agree how it will be paid for before the service is put in place. Any ongoing provisions should be reflected in a revision to this document.

6. Areas

The spaces currently occupied by the RTP are listed in Appendix 1.



7. Key Personnel

A list of key personnel from both the Department and the RTPs, their work contact numbers, and email addresses can be found in Appendix 2.

8. Scope

This is an agreement which defines the health and safety responsibilities between the Department of Chemistry and the Polymer Characterisation RTP as set out in this document and in the Schedule Summary in Appendix 3.

It should be noted that all relevant University policies and Codes of practice will still apply.

For shared spaces the requirements would be equal for all staff regardless of the department.

For the purpose of the BSI audit, the Chemistry department and Polymer Characterisation RTP are considered separate entities.

9. RTP Personnel

All RTP Group members who reside in the Department of Chemistry must attend an induction and complete the mandatory training, as required by all Chemistry staff and students. The RTP Manager will make arrangements with the Department to ensure that this takes place prior to commencement of any work. Laboratory access will not be granted until this has been completed.

RTP personnel must be provided with access to the health and safety arrangements relevant to the Department. This information is primarily available from the [Health and Safety in the Department of Chemistry](#) webpages. All those who work in the RTP space must abide by the rules set out by the Department.

All RTP staff must be trained and/or experienced to carry out their work (or be under the supervision of a trained person, so that the RTP work activities do not pose a risk to other lab users, the Department of Chemistry staff/students, Estates staff, or to contractors who may need to enter the space in order to carry out work on behalf of either the Department or the Estates.

The RTP Manager will be responsible for providing updated information regarding any changes to personnel. Those leaving the University must follow the [HR leavers process](#) and any local processes that have been defined within the RTP and/or the Department. It will be the responsibility of the RTP Manager to ensure that any hazardous materials or equipment are effectively handed over to other 'responsible personnel' within the RTP prior to leaving (ensuring the electronic records are updated, where applicable). The responsible person for hazardous material must be updated on the LabCup.

All RTP staff and their visitors must keep their identity badges on their person at all times.

10. Representation of RTP on Chemistry Health and Safety Committee

The RTP department (as whole) will provide representative to join the Chemistry Health and Safety Committee who will attend and actively participate in discussions relating to health and safety.

The current RTP representative on the Chemistry H&S Committee is Jack Woolley (WCUS RTP).



11. Risk Assessments

The RTP Manager shall ensure that risk assessments are in place for any work that poses a risk and that there are sufficient arrangements in place for managing both normal and abnormal situations, including emergencies that could arise from their work.

12. Emergency Arrangements and First Aid

University guidance will be followed to ensure sufficient numbers of qualified first aiders in all buildings, listed at [Qualified First Aid Staff by Building/Department](#) webpages.

Consideration should be paid to the provision of first aid and whether there is sufficient cover within the Department to permit them to extend cover to the RTP, or as to whether any staff from within the RTP itself should be trained in first aid. The Community Safety team can provide first aid too.

All staff associated with the RTP must be trained to understand the local emergency arrangements related to their own respective space(s) and own activities, and more generally related to the Department or site where they work. The responsibility of ensuring that all RTP staff have received such training is with the RTP Manager.

Should RTP staff need to work in alternative work locations, the responsibility for ensuring that RTP staff receive a local induction will fall to the RTP Manager.

13. Contractors

All departments must follow the University of Warwick Contractor Policy at all times. The Contractors policy and other information relevant for Contractor Engagement Process are contained on the central H&S [Contractors webpage](#), including the required minimum insurance level required.

The contractor will always remain the responsibility of the appointing department (i.e. the Chemistry department or RTP or Estates). The responsibility for maintaining documentation relating to the engagement of contractors will remain with the respective appointing person. All contracted personnel must receive an appropriate induction. Where a contractor is working in a location, occupied by another department, then a further local induction may be required (this would be particularly relevant to the more hazardous spaces) and arrangements to facilitate that must be made by the appointing department. The appointing department will be responsible for ensuring that appropriate site-specific risk assessments and method statements are in place which cover the work activities required. Should a [permit](#) be required the appointing department will be responsible for ensuring that these are acquired and agreed with Estates prior to works commencing.

Below is an outline of where responsibilities lie when contractors are engaged by one department but may be required to carry out work in another.

13.1 Contractors appointed by Estates

The Estates have their own arrangements for appointing contractors, and they follow their own procurement processes. Where there is known work to take place within the Department of Chemistry which includes a space occupied by the RTP, the RTP Manager will be notified via the Department of Chemistry in so far as it is reasonably practicable.



The RTP Manager and the Technical Services Manager (TSM) will be jointly responsible for sharing any hazard related information relating to the spaces concerned with Estates during the planning stage, so that this can be taken into account by their appointed contractor. Whilst the Estates may be responsible for the management of the contractors conducting the work, any necessary local inductions will need to be coordinated and conducted (as required), by the Department/RTP where the work is going to be carried out. The responsibility for these must be agreed at the planning stage. If the work is solely to be conducted in an RTP space, then the responsibility for this will fall to the RTP Manager. The RTP and Department will notify each other of any works in their spaces that are likely to have a wider impact outside of their own allocated footprint.

13.2 Contractors appointed by the Department

The Chemistry Department has the H&S validation process in place in line with [Contractor Engagement Process](#). When a contractor appointed by the Chemistry Department is required to access a space occupied by an RTP, the Technical Services Manager (TSM) or delegated personnel will make suitable arrangements with the RTP Manager for the work to be completed at a time when there is least impact in so far as is practicable.

The RTP has a responsibility to share any hazard related information that could have an impact on the work and shall engage with the Department to ensure that this relevant information is provided in advance to permit their contractor to develop their own risk assessments/method statements (RAMS) related to their activities.

Relevant documentation such as RAMS related to any work to be conducted within an RTP space shall be shared by the TSM with the RTP Manager prior to the work being carried out. An agreement as to who will take responsibility for the delivery of an induction must be made during the planning stage, so it is clear who will provide and record this when the contractors arrive on site.

13.3 Contractors appointed by the RTP

The RTP will carry out their own H&S validation process to deem any contractor competent that they need to bring onto university premises. This will need to include other checks that are required, such as insurance cover.

All documentation used for H&S validation of contractors must be held locally to demonstrate that the University policy has been followed. The RTP Manager will also be responsible for ensuring that the relevant documents demonstrating that H&S validation has been conducted are uploaded to the OPeRA e-procurement system when placing a requisition for use of that contractor (for instance, screen shot of SSiP membership in date, valid insurance certificate, RAMS). This should prevent unvalidated contractors from being used and should permit the requisition to be approved in the system. Should the contractor need to access other space(s) occupied by the Department, liaison by the RTP Manager will be made with the Department prior to the work, so that suitable access can be arranged and relevant health and safety related information can be exchanged during the planning stage as appropriate.

14. Suitability of the Space to Conduct Work

The RTP Manager will be responsible for ensuring that the space(s) allocated to them within a host department is/are suitable for the type of work to be conducted. Any modifications required will be at the cost of the RTP and at the discretion of others as required under relevant Warwick policies and procedures. If the RTP plans to introduce changes to its work which may impact Departmental



activities, it will consult with the relevant Department (Chemistry and/or Estates where required) before making such changes.

15. Hazard Information & Lab Noticeboards

The RTP Manager, as a 'space owner' will be responsible for completion of their own [lab noticeboard](#) for the spaces that they use and for updating the Warwick Hazard Management System with hazard information that accurately reflects what is being stored, used, handled, etc. in each space that they occupy. As a minimum, this information shall be checked annually and updated upon a significant change. Lab Noticeboards must be both displayed on entrance doors to any hazard space and also uploaded to the Warwick Hazard Management System to permit remote access by Community Safety if required in an emergency. Any emergency arrangements relevant to the space can also be uploaded to this system if required.

RTP Manager (or their nominated representatives) who require access to the Warwick Hazard Management System shall request access via [Health and Safety Services](#), then select 'Ask for Advice'.

16. Hazardous Materials

The RTP Manager is responsible for ensuring that they approve any materials brought into their space(s), whether that would be via the OPeRA e-procurement system, or via other means, and that the materials are delivered in a safe condition, with all relevant warning signage and packaging as required under several pieces of Health and Safety statute in so far as is reasonably practicable.

The RTP department (as a whole) is Top tiering the requisitions for chemicals ordering submitted by RTP staff. The Department can provide support in relation to the temporary storage of materials being purchased or acquired by the RTP if delivered directly to the Chemistry Stores.

It will be the RTP's responsibility to ensure that anything requiring specific storage or handling requirements is discussed and agreed with the Chemistry Stores Manager prior to its arrival. Such requirements will be accommodated where practicable.

On collection, it will be the RTP Manager's responsibility to ensure that the materials are stored safely and if required, securely, and that relevant information is collated into a chemical inventory (LabCup), as applicable. The RTP Manager will also be responsible for ensuring that their hazardous materials are barcoded and stored as per the laboratory arrangements set up within LabCup. The inventory will need to be updated as chemicals come in and out of space and complemented by an annual stock check.

The RTP Manager will follow the same procedures for introducing a chemical to the space as applicable to the host Department. This will include ensuring that there are suitable storage facilities, that the materials can be used safely, that the relevant engineering controls are in place and that there is already a waste stream available to them. The waste stream will be managed via the Department; therefore, relevant checks must be made by the RTP Manager prior to the introduction of hazardous material to ensure that the material(s) being introduced into the space can be safely handled and disposed of via Chemistry Stores and the Technical Services team in the Department. Without the waste stream in place, the material(s) must not be introduced. Where a material has unknown characteristics, it is necessary to have a discussion with the Department before the introduction of this material. Where this leads to an inability to dispose of materials by the above processes, the RTP must organise and cover the full cost of disposal.



Material received from external companies, for instance material sent for analysis, should be preferably returned to the external company unless waste disposal arrangements have been agreed upon before accepting material for analysis. The RTP Manager shall ensure that all RTP personnel are suitably trained and competent in the waste procedures to ensure that RTP waste is properly streamed via the Department's own waste arrangements.

Any hazardous materials introduced will be the responsibility of the RTP Manager to manage and oversee, to ensure that the health and safety of those working with that material is not compromised. In a similar way if the material introduced through the work of the RTP could damage or contaminate equipment or the space allocated to the RTP, any remediation will be at the cost of the RTP.

All hazardous materials used will be subject to risk assessment as per any other work activity. Should the Department share a space allocated to the RTP, the RTP Manager will have the right to refuse to permit hazardous materials to be used, handled, or stored within a space which has not been subject to risk assessment and deemed safe.

The RTP Manager will be responsible for ensuring that sufficient arrangements are in place for what would be considered 'normal' operations as well as emergency arrangements in connection with the work that takes place within their own space(s). Emergency arrangements could include (but are not limited to) gas detection and alarms, arrangements for evacuation and/or emergency shutdown, first aid and spillage management for example, and any associated training required for staff and others using the space as appropriate. Any emergency arrangements that could impact wider than just the RTP space shall be fed into the local emergency management arrangements for the building.

Should special first aid arrangements are required for the management of any hazardous material introduced, it shall be the responsibility of the RTP Manager to ensure that this is in place prior to acquisition. The RTP Manager will be responsible for ensuring that they have the acquired skills and equipment required to manage the risks, as per any other risk introduced by their work (for instance, the spill kit).

17. Laboratory Equipment

The Department will provide support in relation to elements of the workflow (where required) in the OPeRA e-procurement system during the ordering of laboratory equipment and consumables and in relation to the temporary storage of items in the Chemistry Stores that have been purchased by the RTP prior to their collection.

The RTP Manager will be responsible for managing laboratory equipment within their RTP and for maintaining their own asset register in line with [Financial Procedure 19 Fixed assets](#).

The RTP Manager will be responsible for ensuring that their laboratory equipment remains safe for use and for taking out of use any equipment that is not deemed safe. Maintenance and calibration decisions of laboratory equipment owned directly by the RTPs will be the responsibility of the RTPs.

There will need to be clear arrangements to ensure that the responsibility for the management and maintenance of 'joint' or 'shared' equipment is in place prior to it being put into use. Where necessary a joint asset list should be drawn up and added to the Appendix section within this Responsibilities Document.

Asset tagging for other reasons (financial or grant requirement) will be the responsibility of the Department. The RTP Manager will need to inform the Technical Services Manager of any new



item requiring such tagging other than those which have already been asset tagged by Estates as part of Estates project.

17.1 Access Equipment / Ladders

The stepladder currently shared between the Department and RTP located in C2.14 and referenced as LC3 is periodically checked by Departmental Technical Support team on 6-monthly basis. The RTP Manager will be responsible for liaising with the Department (Technical Support team) about any new access equipment. Items that fail their check will be quarantined by Technical Support team until the item is repaired or replaced. Cost of replacement to agree between RTP and Department depending on the usage.

17.2 Statutory Testing

The RTP Manager will be responsible for ensuring that all items subject to [statutory testing](#) are appropriately asset tagged. This will involve direct liaison with the Departmental Point of Contact (DPoC) at Chemistry department (see Appendix 2). The RTP Manager will inform DPoC about new items that require the statutory testing or liaise with DPoC and Estates Project Manager ensuring that items which have been introduced to RTP space during the Estates project have been asset tagged and added to the University's statutory testing register held in Estates. Any changes to the DPoC personnel will be communicated to the RTP Manager by the Department.

Equipment owned by any RTP should be tagged – PFxxxxxxx.

Equipment owned by the Chemistry department is tagged – CHxxxxxxx.

The RTP Manager will be responsible for maintaining their own register of assets and for informing DPoC of any need to add, relocate or remove items from the statutory testing register. This has to be done by using the [Statutory Inspection Report Form \(SIRF\)](#). This will ensure that the contractors involved in conducting the statutory testing are able to locate the item(s) during their visit or so that they do not look for an item that no longer exists.

Routine statutory examination and testing carried out across the Department via Estates will most often require coordination between the Department and RTP. Upon receipt of information of testing dates from Estates, the Department will endeavour to make suitable arrangements with the RTP for this work to be carried out at a time that is reasonable for both parties. If equipment requires urgent attention, then the responsibility will be for the RTP Manager to make suitable arrangements directly with the [Estates Compliance](#) team.

17.2.1 Local Exhaust Ventilation

Local Exhaust Ventilation will be expected to be managed jointly by the Department and the RTP.

LEVs that have been added to the statutory test register will need to be subject to an annual statutory examination and test, known as Thorough Examination and Testing (TEXT). This is carried out via an external contractor. All tested LEVs will have a statutory test sticker affixed, denoting whether the fume cupboard or other piece of local exhaust ventilation system has passed or failed its statutory test. It is the RTP Manager's responsibility to ensure that any item that has failed its statutory test is taken out of use and the repair is arranged without delay.



Reports of Thorough Examination and Testing (TE_{XT}) of LEVs are uploaded to the Estates SharePoint site currently and can be made available from the Estates Mechanical Services Contracts Supervisor or from H&S Compliance Officer upon request.

Should any future LEV system introduced into RTP space be fitted with a recirculating filter, it will be the responsibility of the RTP Manager to ensure that the filters are changed when required. Their handling and disposal shall be arranged as per any other hazardous waste stream.

Pre-use checks of LEV systems within RTP spaces will be the responsibility of the RTP Manager. They shall ensure that these are completed and that any defects are reported to Estates (and the equipment is taken out of use immediately until a repair has been made). The RTP Manager will be responsible for ensuring that all lab users who need to use LEV within their space(s) are appropriately trained in their use, and in the requirements for pre-use checks and for reporting faults.

Monthly checks of fume cupboards within the RTP will be conducted by the Chemistry Technical Support team who has received training to carry out this work. It is at the discretion of the Department as to whether a charge will be made for this service. The RTP Manager shall ensure that access to the space for these personnel is provided to permit the completion of monthly checks of fume cupboards. It will be the responsibility of the person conducting the monthly check to record that these checks have been done, and to notify the RTP Manager (or their designated representative) of any issues arising from these.

In any situation where fume cupboard is deemed not to be working properly, the LEV card attached to the fume hood must be turned to red side and the RTP Manager will need to ensure that the system is not used until repaired. If any other LEV is taken out of use, the 'Fail' notice must be displayed. The RTP will remain responsible for ensuring that the equipment is repaired through engagement with Estates or the 'health and safety validated' contractor as appropriate.

17.2.2 Lifting Equipment and Pressure Systems

Currently there is no lifting equipment in Polymer Characterisation RTP's that would require statutory inspection under LOLER 1998.

The Pressurised Dewar PF00000526 located in MAS 3.04 requires statutory inspection under PSSR 2000. This is delivered by Speck & Burke annually.

Inspections and maintenance service are arranged by host Department. Therefore, the reports are available from Technical Services Manager on request.

The equipment is asset tagged and recorded in Warwick Asset register. Therefore, it is important to keep the records correct and updated for changes in asset type location, if new asset is acquired or the old asset is removed from site. This has to be done by using the [Statutory Inspection Report Form \(SIRF\)](#).

17.2.3 Statutory Consumables

The RTP Manager will be responsible for ensuring that consumables such as gas regulators, flashback arrestors, flexible hoses and any other consumables used as part of a gas delivery system within their allocated space(s) are replaced at the required scheduled intervals and records are updated on the Warwick online management system via [SIRF](#). Gas cylinders used by the RTP will also be the responsibility of the RTP Manager to manage and to replace as required. That includes adding the gas cylinders to the LabCup and keeping the records accurate.



Fire extinguishers (formal testing, re-charging and/or replacement) are managed via Estates. Should there be a need for an alternative provision other than what is already provided, then the RTP Manager will submit a copy of their work activity risk assessment to the Fire Safety Adviser (Health and Safety Services) and if a new extinguisher is approved, the RTP Manager shall make suitable arrangements with Estates for the relevant one(s) to be supplied.

17.3 Electrical Safety

17.3.1 Fixed Wire Testing

Fixed wiring condition surveys are conducted by Estates (by external contractor), via liaison with the Department every 5 years. The Department will engage the RTP when the contractor will be conducting the work whether that would be related to the testing of fixed electrical installation or remedial work that follows. The RTP will be responsible for managing its activities to allow fixed wire testing in its spaces.

17.3.2 Portable Appliance Testing (PAT)

Portable appliance testing will be coordinated by the Department on behalf of the RTP.

The Department will make arrangements for PAT to take place as per University of Warwick Electrical Safety Policy and Code of Practice – Portable Electrical Appliance Inspection and Testing (on central H&S ([Electrical Safety](#) webpage) and will advise the RTP when this work will be carried out and liaise directly with the RTP Manager to coordinate testing within their areas.

RTP Manager will be responsible for ensuring that RTP assets that require PAT are made available during the agreed test dates. The Department will retain a right to recoup any costs incurred associated with the RTP assets having been included within their own PAT programme.

The contractors will affix a test label to each item upon passing the test. Any failed item within the RTP will be the responsibility of the RTP to take out of use and to seek repair/replacement. When failed items belonging to the RTP are reported to the Department, the Department will inform the RTP Manager (or their nominated representative) as soon as reasonably practicable. Failed electrical items belonging to RTP that will not be repaired must be disposed via WEEE waste stream. This can be requested by raising the ticket through [Resolve](#). Cost for the removal of this waste would fall to the RTP.

Report on tested items can be made available for RTP Manager upon request.

17.4 Gas delivery, Detection and Monitoring

17.4.1 Gas Delivery Systems (Part of Infrastructure)

The Chemistry department owns Nitrogen bulk storage tanks used by Polymer RTP. Therefore, the responsibility for maintaining and inspecting these assets sits with the Chemistry department including the infrastructure related to gas delivery systems. The maintenance of these tanks is the responsibility of the Department up to the point of where whatever RTP equipment is connected to it. A Written Scheme of Examination (WSE) is necessary for pressure systems containing relevant fluids at a pressure greater than 0.5 bar above atmospheric pressure. Relevant fluids include steam, gases, or any fluid in a state where its pressure and temperature could cause a danger. Access to relevant written schemes of examination can be made available to the RTP on request.



Information relating to the delivery systems, whether this be associated with gas or compressed air can be requested via the Technical Services team and Estates, respectively.

Compressed Air

The Estates department is responsible for the inspections and maintenance of the compressed air delivery system up to the point where it reaches the isolation valve if the equipment was added to Asset register for statutory inspection and maintenance.

The responsibility for anything connected to it will fall to the person responsible for the space including the RTP Manager for RTP spaces.

Gas Manifold Systems

The Department will be responsible for arranging statutory inspections of gas manifold systems that supply laboratory gases in areas used by RTP. The inspection reports and WSEs can be made available for RTP Manager upon request.

The Department will retain a right to recoup any costs incurred associated with the RTP assets having been included within their own Gas manifolds testing programme, including the cost of replacement of failed parts.

17.4.2 Gas, Smoke or Flame Detection Systems (Part of Infrastructure)

The Gas detection system installed in the Materials and Analytical Sciences (MAS) Building is currently maintained and managed by the Chemistry Department. This system has detectors sited in some of the spaces used by RTP. Should the RTP Manager wish to access the inspection and maintenance records for the space they occupy, then they should contact the Technical Support team at the Chemistry Department directly.

Smoke or flame detection systems that constitute part of the building infrastructure are the responsibility of the Estates department to maintain and for those working in the buildings to check that these remain fully operational and to report faults, when these arise, to the Estates Service desk via [Resolve](#) (app or report online).

The records of building related systems, including fire detection (smoke/flame) reside with Estates. Access to this information can be obtained by the Department or RTP upon request.

It is the responsibility of the RTP Manager to ensure that any spaces allocated for their use meet the requirements for the work that they wish to carry out. This includes checking that the gases or compressed air are delivered under the right pressure, or that the relevant gas detection or depletion monitoring devices are fitted, managed, and maintained where required as an output from a work activity risk assessment (whether that would be by Estates, the Department or the RTP).

17.4.3 Portable Detecting Devices

Any portable gas monitoring devices introduced as an additional control measure following a risk assessment by the RTP will be the responsibility of the RTP to manage and maintain. A record of these devices must be maintained by the RTP Manager, including details of what they detect, and when they need to be checked, tested, or replaced. Such a record should be made available to anyone else carrying out a work activity risk assessment in the space(s) and for inspection and auditing purposes.



18. Legionella/Water Safety Management

The Estates department is responsible for conducting legionella risk assessments (LRA) for all university owned buildings. The Department shall ensure that spaces occupied by the RTP are brought to the attention of the Estates department at the time that the risk assessment is being completed. This is to ensure that access can be obtained to the RTP spaces and that any infrequently used outlets within the domain of the RTP can be identified at that time.

Note: an infrequently used outlet (IOU) is the water source that is not in regular use (i.e., not used at least once per week).

Outlets will be asset tagged by Estates as EXxxxxxxx. It is the RTP Manager's responsibility to ensure that all outlets have been asset tagged within their own space(s). Should an asset sticker/tag be missing, the RTP Manager must engage with the [Estates Compliance](#) team to make suitable arrangements for an asset tag to be affixed.

Temperature checks of water systems will normally be arranged between Estates and the Chemistry department. Under these circumstances, the Department shall routinely engage with the RTP Manager to ensure that they are kept informed of any dates when this work will be carried out within their space(s).

Any requirement to flush an infrequently used outlet in the spaces of the RTP will be the responsibility of the RTP Manager to ensure that IUOs are flushed routinely and that appropriate records are maintained if required as an outcome of the legionella risk assessment. The RTP can use the [Chemistry Water flushing MS Form](#) to capture this information.

Changes in the water usage within the RTP space(s), whether no longer infrequently used, or no longer in use, must be reported directly to the Estates Maintenance Engineering Assistant Water Surveyor, so that the water hygiene logbook can be altered to reflect the change.

Any infrastructure changes to the water systems in the space(s) must not be carried out without full consultation and agreement of the Estates Engineering Maintenance Water Surveyor.

19. Additions / Deletions & Amendments to the Schedule

Anything added to/deleted from this schedule must be agreed to by both parties. The Summary schedule (Appendix 3) must be amended for all additions and/or deletions.

The Technical Services Manager from the Host Department shall be the person responsible for amending the schedule once agreed and for sending a copy to the RTP Manager.

20. Cross-Charging Arrangements

Should there be a need for cross-charging to be made between the RTP and the Department, then such arrangements will be agreed on and documented at that time.

21. Dispute Resolution

In the event of any dispute between the RTP and the Department, the initial route for resolution will be via the Director of Operations in the Chemistry Department and the Director of Research



Technology and Technical Strategy (RTP). Each party will work to reach a mutually acceptable solution.



Appendix 1 – Space occupied by RTP

Science C block, Main Campus:

01.029.L02.014 & 020 (Science C Block, C206/C207 - Laboratory & Store)

01.029.L02.025 (Science C Block, C209 - Laboratory)

01.029.L02.033 (Science C Block, C213 – Office space)

01.029.L02.035 (Science C Block, C214 – Laboratory)

01.029.L03.014 (Science C Block, C314 - Laboratory)

Materials and Analytical Sciences Building, Main Campus:

01.284.L02.004 (MAS 3.04 - Laboratory)

Should any additional space become allocated to the RTP, this document shall be reviewed to ensure that roles and responsibilities are again clarified.



Appendix 2 – Key Contact Details for the Department and RTP

Names in bold – personnel acknowledging the document – documented via email response.

Department

Contact Name	Role	Contact Number	Email Address
Nishi Vasisht	Technical Services & Facilities Manager, Chemistry & DPoC	07880 175 368	Nishi.Vasisht@warwick.ac.uk
Donna McIntyre	Director of Operations, Chemistry	07384 231 346	Donna.McIntyre@warwick.ac.uk
Begum Canan Yildiz Aras	Deputy Technical Services & Facilities Manager, Chemistry	07824 540 755	Begum-Canan.Yildiz-Aras@warwick.ac.uk
Kate Thompson	Health & Safety Advisor, H&S services	07385 145 118	Kate.Thompson.1@warwick.ac.uk
Monika Prokešová	Compliance Officer, H&S services	07824 541 196	M.Prokesova@warwick.ac.uk

RTPs

Contact Name	Role	Contact Number	Email Address
Ian Hancox	Director of RTP Strategy	024 761 50380	I.Hancox@warwick.ac.uk
David Leadley	Head of RTP	024 765 24114	D.R.Leadley@warwick.ac.uk
Daniel Lester	RTP Manager	07907 374 597	D.Lester@warwick.ac.uk
David Haddleton	Chemistry Professor & Polymer RTP Director	024 765 23256	D.M.Haddleton@warwick.ac.uk
James Town	Senior Technician (Polymer Specialist), RTP		James.Town@warwick.ac.uk
Arkadios Marathianos	Senior Technician (Polymer Specialist), RTP		Arkadios.Marathianos@warwick.ac.uk



Appendix 3 – Schedule Summary - Responsibilities between the Department and RTP per Compliance Area

First Aid / Emergency Management	Who is responsible	Comments
First Aiders	Department / RTP	Chemistry first aiders can be contacted. The RTP shall have first aid trained staff so far as is reasonably practicable. Community Safety are also First Aiders.
First Aid Box and its replenishment	Department / RTP	The replenishment of first aid boxes will fall to a nominated representative within the Department (member of Technical Support team) who manages the First Aid box. RTP to inform Technical Support team that first aid box was used.
Eye wash and other specific provisions. Note that this could also include specific first aid response kits/equipment and associated training.	Department / RTP	Any specific provisions required for supporting an emergency scenario relevant to the RTP will be the RTP's responsibility to install and replace any stocks that are used/past their 'use by date'. RTP Manager is responsible for weekly flushing of eye wash installed in areas the RTP uses.
Spill Kit	Department / RTP	The Chemistry Department have allocated a spillage kit per floor which is accessible to anyone working in the vicinity, including the RTP. Should this be utilised by the RTP, the material will be replenished by the RTP. If there is anything specific to the RTP, which is required above and beyond what is already available to them, then relevant spill management materials shall be purchased by the RTP and located local to where the spillages could arise and replenished as and when required by the RTP.



Contractors	Who is responsible	Comments
Contractor H&S validation	RTP	The representative of RTP Department will need to complete the H&S validation process as per the requirements on the Contractors webpages.
Contractor visits (contractors managed via Estates)	Department / RTP	Department to inform RTPs of intended visits (where notified). RTP to manage access and to make space safe for any contractors requiring access their space(s).
Supply of local information to Department and review of work RAMS (for contractors appointed by RTP)	RTP	Information must be shared with the Department.
Supervision of contractors when on site (for RTP directly appointed contractors)	RTP	RTP responsible for work conducted in RTP space(s).

Access Equipment (Ladders/Stepladders)	Who is responsible	Comments
Adding to departmental register	RTP / Department	Access equipment used by RTP is added to the Chemistry Access equipment register. RTP to liaise with Chem Tech team before purchase of access equipment and to inform department about new access equipment once bought.
Periodic checks, e.g. ladder checks	Department	The Department will conduct these periodic checks on all access equipment on their register.
Quarantining of failed items	RTP / Department	The failed access equipment has to be taken out of use and disposed. If the failure is discovered first by RTP they inform Department who removes the access equipment from the site.
Replacement of failed items	RTP	If an RTP asset, then any repair or replacement costs incurred will fall to the RTP.



Materials Acquisitions, Management and Waste		Who is responsible	Comments
Purchasing of hazardous materials	RTP	RTP Manager to check if appropriate to order and to financially approve. The guidance on Ordering and Storage of Chemicals must be followed. Top-tiering of RTP requisitions completed on OPERA by RTP own Tip-tier group.	
Temporary Storage of Materials	RTP / Department	Any specific storage requirements to be agreed between Chemistry Stores and RTP before material arrives.	
Chemical Inventory Management	RTP	The RTP will be responsible for maintaining their chemical inventory, barcoding and appropriate storage arrangements for all chemicals owned by RTP, including the gas cylinders.	
Waste Collection and Disposal	RTP / Department	Hazardous waste is managed through the Department. RTP is responsible for provision of relevant H&S information to permit safe disposal of waste. Department can charge RTP for costs incurred or refuse to dispose material where H&S Information was not provided and/or waste stream is not in place.	



Asset Tagging & Statutory Testing	Who is responsible	Comments
Asset Tagging of Items subject to Statutory Inspection/Test (pressure equipment, LEV, lifting equipment/accessories)	RTP / Department	RTP to inform DPoC. DPoC will tag the asset.
Asset Tagging for other reasons (e.g. financial/research grant need)	Shared responsibility.	Depending on who owns the asset.
Adding/removing/relocating items as above to statutory test register	RTP	RTP to inform DPoC. DPoC will update register via SIRF .
Statutory testing of equipment added to Asset register	Estates (LEV, fixed wire testing)	Statutory testing is carried out by contractors. Estates will likely engage with the Department to arrange the site visits. Department to inform RTP Manager when this work will be conducted.
Checking records of Statutory items on Green 2 portal (equipment subject to LOLER/Pressure Regs)	N/A	As from January 2026 no items are recorded on Green 2 portal that are located in areas used by Polymer Characterisation RTP.
Taking LEV out of use following Estates contractor deeming it having failed its statutory test	RTP	RTP to ensure LEV is not used until such a time that the work to repair the LEV has been carried out.



LEV	Who is responsible	Comments
LEV use, including pre-use checks and fault reporting	RTP	RTP Manager to be responsible for the training of individuals in the safe use of LEV, how to complete the pre-use checks, and for fault reporting. RTP Manager to also be responsible for ensuring that pre-use checks are being done.
LEV monthly checks	Department	Technical support staff has access to a smoke generator which will be used to conduct monthly checks on behalf of the RTP. The Department will record the monthly checks via MS Form and report any issues found to the RTP Manager (or their representative) for RTP's remediation.
Assurance that pre-use and monthly checks are being carried out	RTP / Department	This will be backed up by inspections by Health and Safety Services.
Taking LEV out of use if failed any of the checks/tests ¹	RTP	RTP to be responsible also for any repairs required and for making these arrangements.

Statutory consumables	Who is responsible	Comments
Replacement of Gas cylinder Regulators, Flashback Arrestors, High Pressure Hoses, etc (upon expiry)	RTP / Department	Cost to replace RTP assets, tagged as PFxxxxxxx will fall to the RTP. DPoC will inform Estates via SIRF .
Adding/Removing/Exchanging of gas cylinders	RTP	RTP will manage the inventory of gas cylinders on LabCup. Cost to replace will fall to RTP.
Adding/Removing Fire Extinguisher	RTP / Estates	Should the RTP work activity risk assessment warrant a change to the fire extinguishers supplied, then this should be discussed with the Fire Safety Adviser (Health and Safety Services) and if approved, arrangements made with Estates.

¹ See also Statutory Testing Section



Portable Appliance Testing	Who is responsible	Comments
Completion of Portable Appliance Testing,	RTP/ Department	The Chemistry Department will coordinate the work with external contractor and arrange access to all areas across the Department and RTP. The Department has the right to charge the RTP for items requiring portable appliance testing.
Quarantining and seeking repair/replacement of any items that have failed their PAT (and which have a failure sticker applied)	RTP	RTP responsible for the removal of their own assets which failed PAT, for correct WEEE disposal route via Resolve with the cost or removal and replacement to the RTP.

Servicing/replacement of systems installed to a space	Who is responsible	Comments
Hard wired/building fixed Gas Monitoring systems	Department	Maintenance arranged by Department on 6-monthly basis.
Portable oxygen depletion monitors (if used)	RTP as applicable	These would be considered an RTP asset. See the document body for record keeping details.



Legionella & Water Quality	Who is responsible	Comments
Informing of requirements from LRA (Legionella Risk Assessment)	Estates / Department / RTP	Estates need to be informed of spaces occupied by RTP by the Department and information needs to get to those that may have to flush what are considered 'infrequently used' outlets from the Legionella Risk Assessment (LRA).
Flushing of little-used outlets	RTP	Department will provide RTP with access to MS Form used to record water flushing.
Monthly temperature of hot and cold-water monitoring	Estates / Department / RTP	Estates may liaise with Department to arrange. Department to inform RTP. RTP to provide local induction/chaperone where necessary.
Advising on changes to water usage	RTP	RTP to inform Estates Maintenance Engineering Water Surveyor of changes to water usage (e.g. usage dropping to less than once a week or outlet now used frequently so no weekly flushing necessary).
Informing Estates of changes required to infrastructure (request to alter the water system)	RTP Estates to conduct work	Changes to be agreed with Estates and Department. Changes to be conducted following relevant university procedures via Estates.