



**SAFETY SERVICES**  
**Level 7, The Arts Tower**  
**Western Bank, Sheffield**  
**S10 2TN**

## Service Level Agreement

Service Name	<b>ENGINEERING DESIGN APPROVAL SERVICE (February 2011)</b>
Description of Service	<ul style="list-style-type: none"> <li>➤ Provide professional advice to Department of Estates and other Departments relating to fire, radiation and laboratory risks in proposed new or modified structures in order to ensure a safe and legally compliant working environment</li> </ul>
Client Groups/ Eligibility for Services	<ul style="list-style-type: none"> <li>➤ University Departments (via Department of Estates)</li> </ul>
Provider Responsibility	<ul style="list-style-type: none"> <li>➤ To assess the fire, radiation, disability and other safety risks relating to new and refurbished structures and to identify modifications for incorporation into pre-contract drawings to ensure compliance with relevant legislation, and advise on 'best practice'</li> <li>➤ Provide this service within 5 working days, or as agreed.</li> <li>➤ To give in-house approval on final drawings prior to tender or submission to other statutory bodies</li> </ul>
User Responsibility	<ul style="list-style-type: none"> <li>➤ To provide Safety Services with a complete set of relevant drawings for initial assessment</li> <li>➤ To give Safety Services at least 5 working days to assess the risks and identify appropriate modifications required to the drawings</li> <li>➤ To provide Safety Services with a set of modified drawings showing the modifications identified required for compliance with legislation</li> <li>➤ To provide Safety Services with information relating to those proposals advised by Safety Services but not to be incorporated in final drawings</li> </ul>
Availability of Service	<ul style="list-style-type: none"> <li>➤ 0830 hours to 1700 hours all working days</li> </ul>
Service/Statistics /Output/Measures	<ul style="list-style-type: none"> <li>➤ 'Turn-round' time of 5 working days.</li> </ul>
Dependencies	<ul style="list-style-type: none"> <li>➤ Availability of relevant Safety staff</li> <li>➤ Degree of ultimate compliance with legislation and best practice will depend on whether Safety Services advice is incorporated into final design and construction.</li> </ul>
Feedback/ Monitoring	<ul style="list-style-type: none"> <li>➤ Copy of amended drawings sent to Safety Services for reference or access to "completed" drawings on MICAD</li> </ul>
Benchmarking	<ul style="list-style-type: none"> <li>➤ Relevant legislation, BS standards &amp; Approved Codes of Practice</li> </ul>
Exclusions	<ul style="list-style-type: none"> <li>➤ None</li> </ul>
Location of Service	<ul style="list-style-type: none"> <li>➤ Safety Services</li> </ul>
Contact Details	<ul style="list-style-type: none"> <li>➤ Safety Services' Office (for general advice) - Ext 26198</li> </ul>

Charges	➤ None
Other	➤ None