

Guidance to Roof Access on University Premises

Scope of Guidance

This guidance aims to set out the University's procedures for roof access and roof work, whether it is requested by staff, contractors, students or members of the public. Roofwork is potentially a high risk activity depending on such factors as the nature of the work, the nature of the roofing material and the nature of other activities that may already be taking place, e.g. fume cupboard extracts, other roof work.

The requirements of the Work at Height Regulations must be taken into account (see University summary at <http://www.nottingham.ac.uk/safety/documents/work-at-height.pdf>).

Responsibilities for Roof Access and Roof Work

This section is split into three parts:

1. Responsibilities for Contractors under the jurisdiction of Estates and Estates direct labour force
2. Responsibilities for Contractors not under the jurisdiction of Estates
3. Responsibilities of Schools/Departments wishing to gain access and/or work on roofs

1 Estate Office Responsibilities: Control of Contractors and Estates Direct Labour

- 1.1 The Estate Office is responsible for any roof access and roof work that is required by contractors under their jurisdiction and Estates staff.
- 1.2 The Estate Office responsible person will ensure that contractors engaged by the Estate Office provide risk assessment and methods statements for the work that they wish to carry out on the roof. Once satisfied that work will progress safely, the responsible person will issue a roof permit.
- 1.3 The building occupier will be consulted where appropriate and will also sign the roof permit before work commences. This is to allow the building occupier to ensure that it is safe for roof work to take place, e.g. low risk of hazardous extracts from fume cupboards; and that coordination takes place if different types of work are taking place on the same roof.
- 1.4 In the case of buildings that do not have equipment or activities on the roof under the control of the building occupiers the Estate Office may complete the permit.
- 1.5 The Estate Office will be responsible for coordinating multiple works on the roof.
- 1.6 Permission for direct labour to work on roofs is given by the Estate Office, using the Works Request job tickets and roof permit where applicable.
- 1.7 Contractors working on a larger project notifiable to the HSE under the Construction Design and Management Regulations will be managed by the principal contractor, who will be responsible for the roof work.

2 Responsibilities for Contractors not under the jurisdiction of the Estate Office

- 2.1 The Estate Office requires that all work relating to the building fabric/structure and installation and maintenance of building services carried out by contractors on roofs must be routed via Estates.
- 2.2 Roof work by contractors relating to the maintenance and servicing of research-related equipment may however be organised by the School/Department independently of the Estate Office. The School/Department must understand and fulfil their responsibilities in terms of ensuring risk assessments and method statements are satisfactory and that the work is covered within the scope of a roof permit.
- 2.3 The visit howsoever frequent must be notified to the Estate Office, as soon as practically possible, in advance of the works.

3 Responsibilities of Schools/Departments wishing to gain access and work on roofs.

- 3.1 Responsibility for safe working by staff and students on a roof ultimately lies with the management of those staff/students.
- 3.2 Staff/students wishing to carry out work on a roof should consult with their local safety officer and must compile a risk assessment and safe operating procedure/method statement for the work. Estates and if relevant (e.g. where fume cupboard stacks are present), the Building Occupier, must be consulted (see section below for examples of the type of issues that need to be considered).
- 3.3 A roof permit must be completed. This may be initiated by the School/Department wishing to carry out the work but must be countersigned in the relevant sections by Estates and the Building Occupier. Please see the roof permit below.
- 3.4 In order to gain access to the roof, the keyholder to the roof (normally Security) must check that a completed roof permit is in place and that this confirms that the risk assessment and safe operating procedure are also in place.
- 3.5 Security are not authorised to give access to roofs unless the person is in possession of a roof permit, signed by an authorised person of the Estate Office, that states they may release a key or open up a route to the roof.
- 3.6 Schools/Departments should note that staff and students will not be given permission to walk around or work on roofs unaccompanied unless covered by a roof permit or otherwise expressly permitted by the Estate Office.
- 3.7 Where frequent access is required to the equipment on a roof for the purpose of school / department activity, and a suitable and sufficient access route is provided; an application may be made to estates for an extended permit (as 5.2), for the defined tasks only.

Please see appendix for summary of requirements for Schools/Departments organising roofwork.

4 Risk Assessment

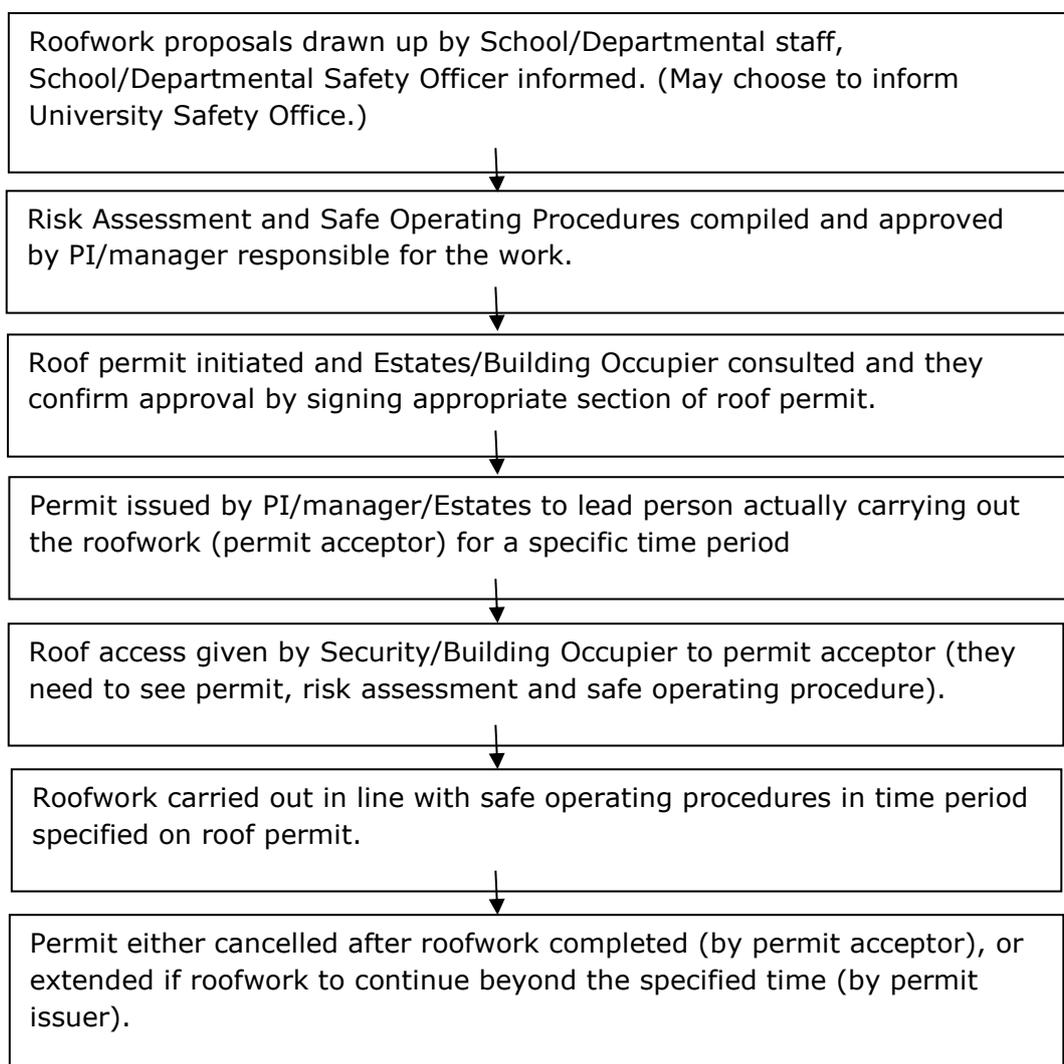
- 4.1 Roofwork needs to be controlled in order to minimise the following risks:
- Falls from the roof (edge protection, use of fall-arrest systems, harnesses – training and inspection requirements)
 - Risk of injury to persons on the roof (space may be congested or there may be slip/trip hazards or other hazards)
 - Hazards created by multiple jobs taking place on a roof simultaneously
 - Harm from hazardous fumes from fume cupboards or other extraction vents (stack heights and emission velocities are such that the risk of harm from working in the vicinity of the stack is low – risk assessment required unless building occupier chooses to switch off facilities)
 - Objects falling from the roof
 - Falls associated with fragile roofs
 - Damage to the roof
- 4.2 As with all hazardous activities, a risk assessment must be carried out as required by the Management of Health and Safety Regulations. The nature and extent of the safety measures to be put in place are dependent on the nature of the work and where it will take place on a particular roof.
- 4.3 Any person organising a particular roof work task for the first time and/or where the organiser is not familiar with the roof, must seek advice from Estates via the Estates Helpdesk and also consult with the Building Occupier who may have other roof work activities taking place or will be aware of hazardous emissions.
- 4.4 The consultation with Estates \ Building occupier may cover the following:
- the issues associated with the type of work being proposed,
 - any structural issues or other hazards that might arise
 - any issues relating to falls of persons or objects from the roof (nature of edge protection already available or to be provided)
 - any other work that may be taking place already and may affect the work being proposed (other work on roof or work within that building that uses extraction to the roof)
 - movement of materials and equipment onto and off the roof
 - harm from hazardous emissions from roof-based extraction systems
 - audibility of fire alarms and emergency evacuation from roof
- 4.5 If Estates are satisfied that work may go ahead, authorisation will be given in the form of a roof permit. Discussion may be required on when and how access will be provided and whether supervision by Estate Office personnel is required. Method statements/safe operating procedures must be in place prior to work commencing.

5 The Roof Permit

- 5.1 Permits may be issued by the Estate Office or the work proposer (Principal Instigator/Manager/local safety officer).
- 5.2 A permit will be given for a fixed period of time with the necessary control measures included. If there is a routine job required to be done on a roof, consideration will be given to providing an extended permit that allows access for defined work on an on-going basis.
- 5.3 The roof permit is overleaf:

APPENDIX

Summary of requirements for roof work by Schools/Departments:





ROOF PERMIT

Definition of roof work - any work on or access to any roof on any building owned or occupied by the University of Nottingham.

Section 1: Proposed work			
School/Department/Contractor:		Location of roof work:	
Work proposer name and position:		Outline of work to be carried out on roof:	
Access Method:		Equipment to be used:	
Confirm approved Risk Assessment in place: Yes / No		Confirm approved Method Statement in place: Yes / No	
Section 2: Special Considerations			
Hazard present:	Yes or N/A	Control measures	Further actions/comments
No Edge protection			
Fragile roof areas			
Difficult Access			
Harmful Emissions			
Other (specify)			
State any additional precautions required (e.g. personal protective equipment, emergency procedures, fire-fighting equipment, security, communications):			

Section 3: Authorisation before work starts (See Notes overleaf)

Estates: the above work may proceed for the period specified by the Permit Issuer

Name

Estates section

Signed

Date

Building Occupier: the above work may proceed for the period specified by the Permit Issuer.

Name & Position

School/Dept

Signed

Date

The area is prepared and work may start in line with the conditions of this permit.

Permit Issuer, print name

School/Dept

Signed

Date

Valid until Date

Time

hrs

I have read and understood the conditions of this permit and will ensure that all workers understand and work to the requirements.

Permit Acceptor, print name

Employer/UoN Sch/Dept

Acceptance signature

Date

Time

hrs

If the permit needs to be extended, re-examine work area/conditions and complete appropriate sections overleaf.

Guidance Notes Summary

Permit Issuer

This person may be an authorised person from the Estate Office or School/Department (normally School/Departmental Safety Officer or Principal Instigator).

Permit Acceptor

This must be the person who is leading the roof work, e.g. works foreman, member of University staff.

Estates/Building Occupier

- 1 Where the roof permit has been initiated by a School or Department other than Estates, the authorisation section for Estates should be completed by Estates.
- 2 For roofwork that is taking place on a roof that is different to the one that a School or Department operate in, the authorisation section for Building Occupier must be completed by the main building occupier.
- 3 In some cases, both boxes will need to be completed before work proceeds.

Issue of Roof Keys

This permit must be completed and presented to security prior to issue of the keys.

The full 'Guidance to roof access on University Premises' can be found on the following link: <http://www.nottingham.ac.uk/safety/documents/roofwork.pdf>