



**EXTERNAL SPACES HEALTH & SAFETY INFORMATION SHEET**  
**CLAYCROFT FIELD**

Date survey undertaken: Monday 15<sup>th</sup> February 2023 11am

Prepared for  
University of Warwick  
Coventry  
CV4 7AL

Prepared By  
Samual Archer BSc. (Hons.) MSc MRICS  
Update by Tina Maisuria  
on behalf of University of Warwick Estates

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VERSION	DATE	DESCRIPTION	CREATED BY	REVIEWED BY
1.0	10/08/2018	First Issue	TWW	SA
2.0	15/03/2023	First Issue	TM	SA

## **2. BRIEF**

2.1 This report is provided as a record of our site inspection, document review and Hazard Identification of the site known as: Claycroft Field

## **3. GENERAL UPDATE**

3.1 Site generally kept in a good condition. The grass has been recently cut and in reasonable condition. The field has no major issues or urgent work required.

## **4. DATE OF INSPECTION**

Wednesday 15<sup>th</sup> March 2023 at 11am

## **5. ACCESS**

5.1 Access routes are provided in two places. The main path onto the site comes through the Claycroft accommodation area. This path is at the back of the accommodation blocks. No Car access is available to the site due to surrounding university buildings/accommodation.

5.2 There is also another path to the south of the site which leads to various areas of woodland. This wouldn't be an access point for any vehicles or mobile stalls.

5.3 Arrangements can be made for vehicles to drop off equipment and stalls near to the site within the Claycroft accommodation area. However, once the drop off is completed vehicles must be parked in alternative car parks.

## **6. PARKING**

6.1 Various general car parks are in the area which are within walking distance. The nearest car parks available is the Lynchgate Car Park, Car Park 8 & Car Park 8a.

6.2 Accessible parking can be located within the Claycroft Courtyard.

6.3 Car parks operate using cashless payment options; please visit the following link for further information: <https://warwick.ac.uk/services/carparks>

6.4 There is also an option for alternative forms of transport across the University. Please visit the following link for more information <https://warwick.ac.uk/services/estates/transport/>

### **7. WELFARE**

7.1 Access to the welfare facilities in the surrounding university buildings is prohibited. WC & welfare facilities for space users should be provided by organisers of the event.

7.2 Inclusive welfare facilities should also be provided under this provision.

7.3 There are various shops & coffee shops near by the site for food and drink.

7.4 There must be provisions for first aider(s) on site as required at all times which should be provided by the user. In the event of an emergency, you can contact Community Safety on 024765 22222. It is important to bear in mind however, ultimately the responsibility of the health of visitors on the site lie with the organiser.

7.5 Along with responsibility to provide First aiders by the user, similarly, adequate provision of First Aid Kits is also the responsibility of the event organiser.

7.6 Waste disposal will also be required around site as well as an arrangement of their disposal, these will be decided on variable basis.

### **8. ENVIRONMENT**

8.1 The site is a recreational space previously used for sporting activities. There is an outdoor exercise area which is often used by students. The site is well maintained with the grass regularly cut.

8.2 Well maintained grass area with trees on two boundaries. There are various inspection chambers around the site upon which heavy equipment and stalls must not be placed.

8.3 The land should be left in the same state as it was upon the user's arrival onto the site. There should be minimal damage to the grass and the environment, the user will be responsible in preserving the state of the site.

8.4 Vehicles/motorised/mechanically propelled equipment should have drip/spill trays under and for smaller generators used by stall holders to be in bunds.

8.5 Refuelling should be carried out in a controlled environment to prevent fuel/oil spills on site.

8.6 The user has the responsibility to preserve the nature of the site and ensure its general condition.

### **9. SEASONAL INFORMATION**

9.1 The site is in its best condition from May to September in which it is typically mostly dry. However, it must be taken into consideration by the user that in wet conditions throughout the year the ground may become muddy.

9.2 Please be aware of busy periods of the academic year. Information regarding Arrivals week, Graduation and Open days can be found by using the following link. <https://warwick.ac.uk/>

## 10. GENERAL HAZARDS

10.1 Slips, trips and falls around the site. Take precautions when walking around site. There will be abnormal holes or uneven ground which may cause trips.

10.2 Precautions must be made when picking up and disposing of rubbish. Unknown or sharp objects must be dealt with by using the appropriate tools using a Safe Systems of Work and Risk Assessment.

10.3 There will not be any lighting provided for the site. In the winter months from October to March temporary/task lighting may be required.

## 11. BELOW GROUND INFORMATION

Please note that the following pipework is located beneath the site. For the exact locations of these pipes please see the underground drawings provided by the University. Any requirement to dig or penetrate the surface of the site will require a permit to dig, which will need to be applied for and managed by the member of University staff who is overseeing the work. Please use the following number to contact the University's Permit Office if advice is needed:

**Permit Office:** (024 765) 23652 or email [permitrequest@warwick.ac.uk](mailto:permitrequest@warwick.ac.uk)

## 12. OVERHEAD CABLES

12.1 There are no overhead cables on site.

## 13. SITE SPECIFIC HAZARDS

13.1 There are various exercise machines on site which may become a hazard if not used appropriately. It would be advised that children are kept away from this area or alternatively supervised when using the machines.

13.2 There are two 'plum in' ground trampolines by the exercise zone which are worn due to wear and tear. This area must have warning signs or alternatively supervised when in use.

13.3 There is a low level ditch as you enter the site to the right.

**14. APPENDIX- SITE PICTURES**



Photo taken towards the South of the site.



Path along the West boundary.



Gym equipment in the North.



Photo taken towards the North of the site.



Cricket green.



Entrance from the Claycroft accommodation

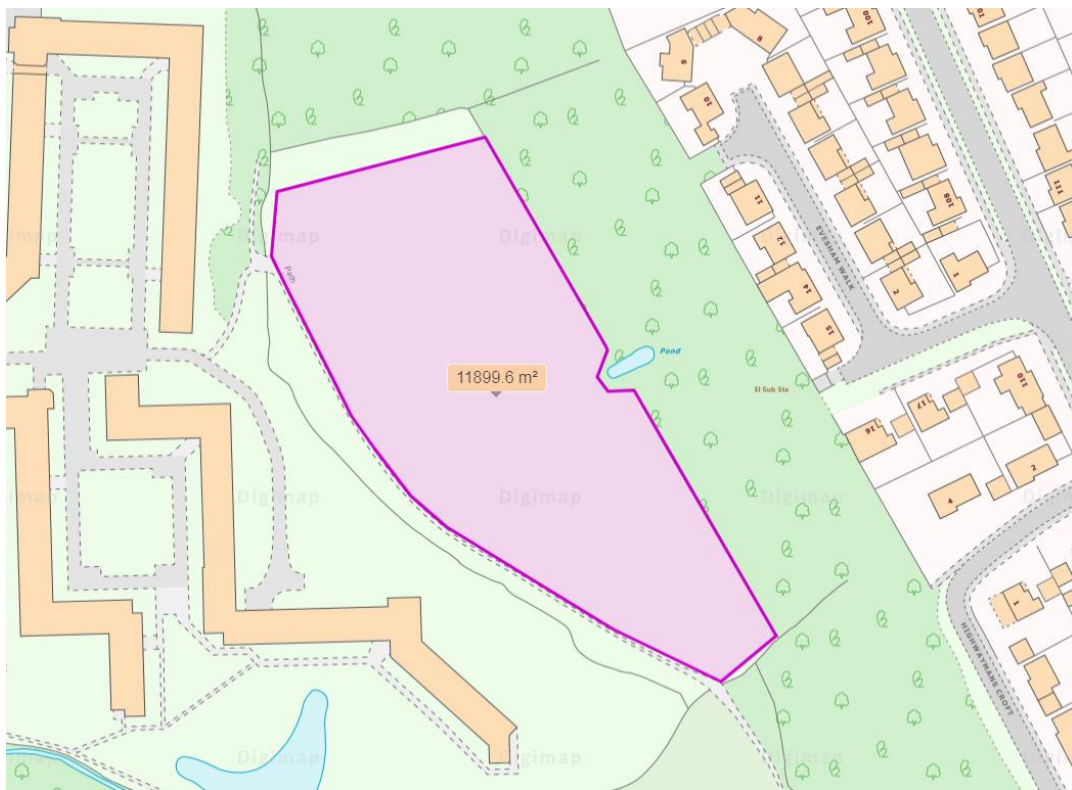


Trench to main entrance from Claycroft accommodation

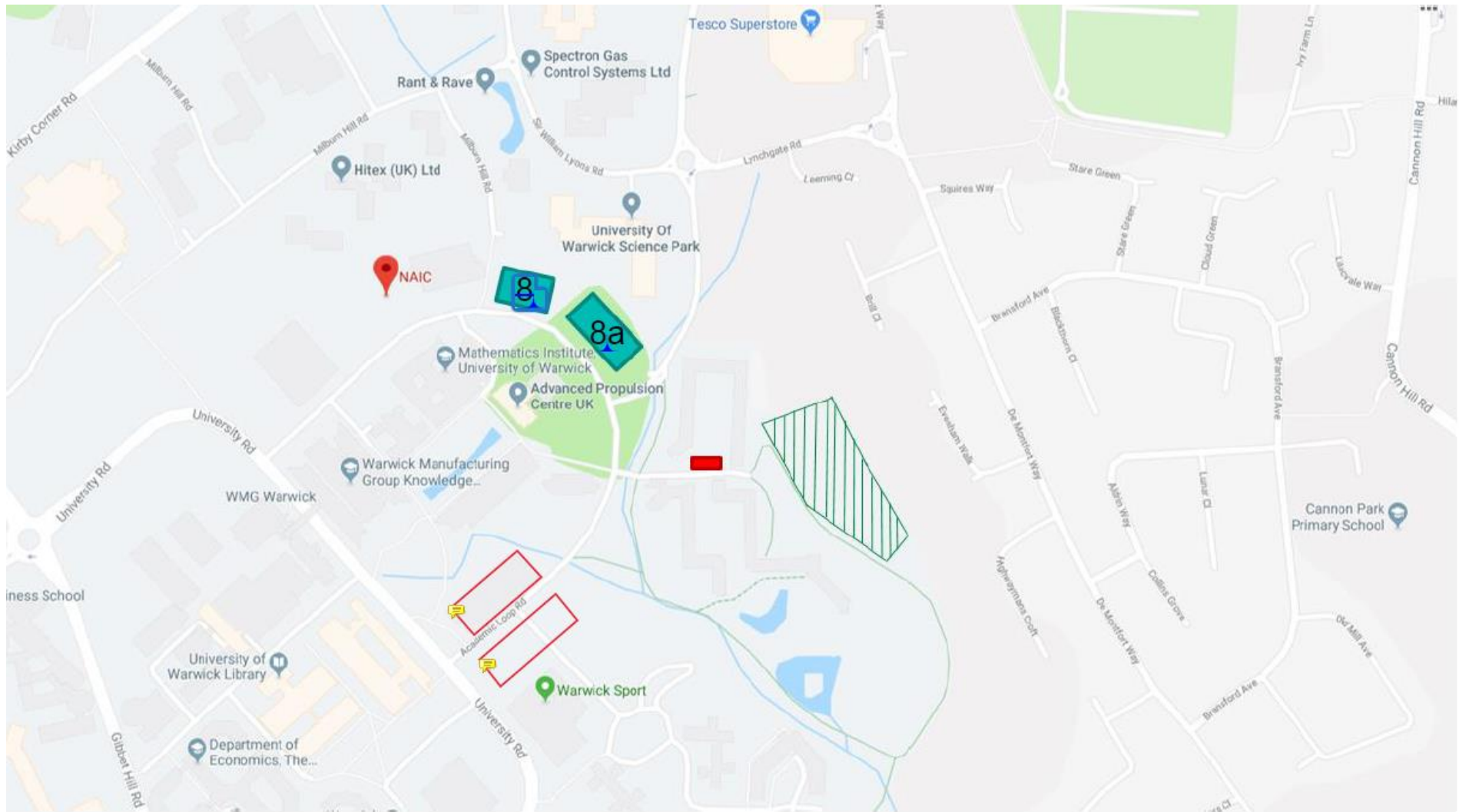


Photo taken from the South of the site.

15. SITE BOUNDARY



## 16. LOCATION ON CAMPUS



Site Boundary



Drop-off Point



Car Parks



