

INTRODUCTION

This Guidance has been prepared to provide The University of Warwick as an Employer and Landlord with the requirements to comply with the latest Approved Document Part K of the Building Regulations, in particular, but not limited to, Part K2 Section 3 'Protection from falling' which gives design guidance on how to meet the technical requirements of the Building Regulations (as amended and updated from time to time) for England.

Due regard will also be given to the Health and Safety at Work Act 1974, its subordinate legislation and risk evaluation methods to ensure, so far as is reasonably practicable, the health and safety of University staff, students, contractors, visitors, tenants and others and protect them from the risk of falling or falling objects.

This Guidance applies to and within existing buildings across the University's campuses, including Gibbet Hill, Westwood and Stratford Innovation Campus . It applies to new build construction projects, refurbishment projects, and situations where significant risk is identified elsewhere. This guidance does not apply to roof top parapets or accessible roofs, unless accessible to the public, staff or students and where a permit is not required.

Core Principles

The Core principles are for this Guidance to be used when carrying out project specific risk assessments. They are not prescriptive however and deviation from the Guidance must be underwritten and agreed through the risk assessment with the Director of Capital Programmes.

1. The Principal Designer is to complete Designer Risk Assessments for the project and consider falls from height during the design phase of the project and prior to commencement of works and relating to falls and falling objects during use of the building, by building occupants.
2. The above Risk Assessment must adequately address falls from height for when the building is in operation. Assessments should refer to the hierarchy of controls as recommended by the HSE as a basis for assessment, where elimination of the risk through design is considered first.
3. Our objective is to achieve the following floor to top of balustrade height on all new capital projects and/or refurbishments to existing buildings that involve alteration to stairways, balustrades and guarding:
 - a. First and second floors to comply with the latest Approved Document Part K of the Building Regulations (900mm – internal stairs and landings, 1100mm – balconies/edges internal and external), unless advised and recommended by the specific risk assessment.
 - b. Third floor and above to comply with the latest Approved Document Part K of the Building Regulations plus a minimum increased guarding height of 200mm unless advised and recommended otherwise by the specific risk assessment.
4. Due regard must be given to fixed or moveable furniture in close proximity to any balustrading. Instances where elevated horizontal surfaces present on furniture could be near to balustrading, must be eliminated.
5. Open balustrading should not incorporate horizontal knee rails or the provision of toe or footholds.
6. Balustrade and associated handrail design must consider the prevention of falling objects.
7. Due consideration must be given to reducing the perceived exposure to the leading edge of the balcony, roof edge or elevated walkway, as appropriate.
8. Balustrade handrail position relative to the exposed edge to reduce the perceived exposure should be considered in the design.
9. Fall from windows and opening vents or similar must also be considered during the design stage and be subject to review and risk assessment to ensure sufficient tamper-proof safety measures are incorporated into the design during the temporary state, during maintenance activities and in operation.

Approach

The overarching approach should be split into three parts:

- 1.) **Part 1: New Build;** a clear written design risk assessment must be undertaken with a clearly defined section on protection from falls from height for construction and operation of the building including any external space delivered under the project.
- 2.) **Part 2: Refurbishment;** must consider both design risk assessment (as in part 1 for the intended work) and risk assessments of the existing fabric (as in part 3) and display a balance, resolving outstanding risk of falls from height where reasonably practicable with regard to existing fabric in the project area.
- 3.) **Part 3: Existing Location Risk Assessments;** A separate project to any proposed works, all areas of stairs, landings and balustrades must have a written risk assessment undertaken. Areas with significant risk should be considered for works to resolve the risks present in their own right. Alternatively, these risks may be resolved by incorporating works into a refurbishment project under section 2 above in a reasonably practicable timescale.

Risk assessments should be shared with relevant stakeholder groups during the design process. These must include consultation with, but not limited to, allocated University Estates programme manager, University Estates project manager, University Health, and Safety officer.

New Building

New buildings shall be constructed in accordance with Part M and Part K, BS 8300, taking due regard of accessibility to all. Refurbishments shall be undertaken so as to improve accessibility and pay due regard to protection against falls and falling objects, where reasonable, but there shall be no requirement to totally renew and meet the new standard.

Responsibilities

The Director of Capital Programmes is the Designated Person on behalf of Estates responsible for implementation of this Guidance as it applies to Estates Office staff and any designers and consultants who they engage.

The Head of Risk, Assurance and Property is responsible for advising on the standards and regulations that must be achieved in order to meet legal requirements; for keeping the Estates Health, Safety and Wellbeing website up to date with the related guidance documents, linking such pages to any relevant Estates or departmental arrangements, instructions and guidance; and for ensuring that spot checks and audits are carried out to provide assurance that activities are being carried out in compliance with this Guidance.

Review

This Guidance will be reviewed at least every three years

UNIVERSITY OF WARWICK

Document Control			
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001	9 th September 2020	David Hammond, Capital Programme Director	Initial version.
002	2 nd November 2022	David Hammond, Capital Programme Director	The core principles have been updated with 7, 8 and 9 added.
003	3 rd October 2023	David Hammond, Capital Programme Director	General review. Guidance to be reviewed every two years.
004	18 th June 2026	San Ting Gilmartin Director of Capital Programmes	General review.
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FURTHER SUPPORT AND ADVICE

Any further information or support can be obtained from:

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