

Roof Work Policy

The Work at Height Regulations 2005 are relevant to all activities carried out on roofs across the University campus, or by University staff and students where work is carried out at a level where a fall might cause serious injury. The regulations set minimum standards for the protection of individuals, including consideration of controls for those working on roofs. Falls from height are one of the biggest causes of workplace fatalities and major injuries, and the primary purpose of the regulations is to prevent death and injury from a fall from height.

This Policy is supported by arrangements, instructions, and guidance on the management of roof work, which are available on the University's Health and Safety or Estates web pages.

Under the provisions of Ordinance 18, Health and Safety in the University, it shall be a duty of all staff, students and others working in the University to comply, as far as it is appropriate, with The Statement of Health and Safety Policy, together with any other rules and guidance that may apply. This Policy, together with supporting arrangements, instructions and guidance, form part of the rules and guidance issued pursuant to The Statement of Health and Safety Policy.

Core Principles

1. The need to work on roofs must be minimised as far as possible, and work should be carried out from ground level wherever possible.
2. Access to roofs must be controlled so that only authorised individuals can access roofs: doors and access points must be secured and keys only issued to competent individuals.
3. All roofs on University owned buildings are assessed and differentiation is made between roofs with full edge protection (barriers or railings to prevent accidental falls) of roofs without such edge protection: roofs with no edge protection present a greater risk to individuals accessing such spaces.
4. Roofs with full edge protection do not necessarily require a Permit to access, but where there is not full edge protection in place suitable control measures need to be ensured and controlled through the use of a Permit provided through the Estates Permit Office.
5. Control measures (whether that be full edge protection or a Permit) must also be applied to areas where individuals could potentially fall through a fragile surface, such as skylights.
6. Control measures required under a Permit should focus on fall prevention rather than fall protection (e.g. temporary barriers or lanyard restraints in preference to fall arrest systems) and Permits must include consideration emergency evacuation and rescue procedures.
7. Due consideration must also be given to how individuals will get safely to and from where they will work, how they will ensure that they do not overload or overreach when working at height, and that they provide protection from falling objects or equipment.

8. Any equipment to be used for fall prevention or fall protection must be suitable, stable and strong enough for the job, maintained and checked regularly, and certificated where necessary.

Responsibilities

The Director of Estates is responsible for ensuring that all roofs are assessed and categorised in relation to the extent to which edge protection is present, and for providing a Permit system for all roofs where full edge protection is not present. The Director of Estates is also responsible for ensuring that key and access control arrangements for roof access are adequate.

Heads of Departments are responsible for the implementation of this Policy within their respective Departments and for its communication to their staff and students as appropriate. Where Departments have local arrangements for roof access (for access to research equipment for example) Heads of Department must ensure that their staff follow the required procedures and that access is controlled so that only authorised persons can access such spaces: such spaces should be protected with full edge protection.

All staff within departments must comply with this Policy and the associated arrangements, instructions and guidance.

The Director of Health and Safety is responsible for advising on the related legal requirements; for keeping the University's Health and Safety website up to date with the relevant 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 Policy.

Review

This policy is dated March 2019. The policy will be reviewed at least annually.

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