

ESTATES DEPARTMENT UNPROTECTED ROOF PERMIT

Building roofs are a multi hazard area. There could be unprotected edges and roof lights. Due to height and exposure roofs can have a dynamic environment and can be subject to weather extremes. A variety of mechanical and electrical plant can be located on roofs. Plant can have low supporting structure. Roofs can be used to exhaust potentially hazardous discharges from research or teaching activities.

There is no admittance to roofs for unauthorised persons. There is no admittance outside plant room access routes or protected areas without an authorised Unprotected Roof Permit.

All personnel must report to Estates Maintenance Services. Outside plant room access route, all personnel must wear appropriate PPE including fall arrest or fall prevention equipment with suitable fixed or portable anchorage. Secure all equipment, tools and materials.

1. Details of person(s) accessing the roof:

Name(s):.....

Date:Time:.....

Organisation:.....

Mobile Telephone(s) or radio call:

2. Description of location: (Please circle or underline)

- a) Please note: Hawthorn Building (Please contact 0116 2577123 regarding hazardous discharges)
Queens Building (Please contact 0116 2506473 regarding hazardous discharges).

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3. Description of work: (Please circle or underline)

- a) Short duration e.g. inspection, reactive maintenance
b) Long duration e.g. Planned Preventative Maintenance
c) Other (If other: append / detail description of work)

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4. Description of safety precautions: (please circle or underline)

- a) Control measures identified in roof risk and generic assessment
b) Control measures identified in specific risk assessment
c) Other/ additional (If other / additional: append / detail description of equipment and working practices to reduce risk to a tolerable level)

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5. Authorisation:

I / we (person(s) accessing the roof to work) have read and understood the roof risk assessment, generic risk assessment or the specific project risk assessment. I / we understand the hazards identified in the risk assessment and will comply with all risk control measures.

Signed:Print:.....

I (DMU Supervisor) authorise the above person(s) on the indicated building roof on the date of issue only.

Signed:.....Print:... Andrew Dexter