

**Risk Review – Boiler and Plant Room Access**

**This RA is specifically for those needing to enter boiler and plant rooms. If you are intending to do any work in these areas, this risk review should be your starting point for a risk assessment. For the purpose of this Risk Review sub stations and LV switch rooms are not included all of those require authorisation for access from the duty holders.**

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| Serial | Risk Element | Risk Reduction or Mitigation Methodology |
| 001 | Mixed services, a number of plant rooms contain mixed services such as heating plant and electrical distribution. Your skill set may be insufficient to understand the hazards and control systems needed to operate in this type of environment. | The potential for mixed services to cause problems is high in such areas; your understanding of the task may be built around a misunderstanding on what services are in the location. Therefore, generic method statements will not be adequate.  Whenever you enter a plant room you should Stop, Look, Listen and Smell, if things are not as you expect, you should immediately stop and reassess your plan of work. |
| 002 | Asbestos containing materials (ACMs) are present in a significant number of plant rooms, particularly in older buildings where asbestos legacies place restrictions on dismantling plant and drilling walls and ceilings for new fixings. Information is held on the asbestos register which is accessible through Wren and the E&F portal. The register is maintained by the Asbestos Co-ordinator who is also available to provide advice. | Prior to carrying out any work the asbestos register must be checked by the person responsible for the project and relevant information passed on. If the work is likely to disturb the ACMs or where the work is intrusive in nature the Asbestos Co-ordinator **must be consulted before the work commences.**  Anyone working in a University property must have received asbestos awareness training as specified the Control of Asbestos Regulations 2012. This is an absolute requirement for working on UoR property.  Where a suspect material is encountered **work must stop immediately**  and the asbestos co-ordinator should be notified. |
| 003 | Restricted and narrow walkways and work spaces. | The existing walkways are suitable for light works and access for inspection only, for more extensive works the walkways will need to be enhanced with the possibility of scaffold or added access platforms.  There is some lighting in all the plant rooms and most of the access cupboards. However, additional task lighting will almost certainly be needed for more extensive works; this should be raised in the contractors or maintenance teams RAs. Note that any additional lighting needs to be able to function if the mains power is cut off i.e. built in battery backup or as a minimum of individual torches. |
| 004 | Pests both living and dead. | There is evidence of pests in the plant rooms and service ducts and an inspection of any proposed work areas for pests (live and dead) must be carried out before work starts.  Do Note: Bats are not pests and any evidence of bats means work must stop until it’s assessed if the work will impact on the bats; it is a criminal offence to disturb bat habitats. Any findings of bats must be reported to the UoR project manager at once. |
| 005 | Chemicals, the normal rules on the use of chemicals apply on UoR premises and COSHH regulations will apply | Wherever possible sampling should be undertaken as part of the feasibility study, this will ensure that a full assessment of the potential hazards is available for any potential contractor or UoR staff.  If the work involves removal of chemicals or oils from existing plant, then a review of installation data or sampling is needed. |
| 006 | Storage of materials and the removal of waste. | Any works in these areas should include the removal of redundant equipment and all waste generated by the works. This removal may involve the cutting up of materials to permit removal via the restricted access points (see issue 001 above and the UoR Permit to Work process). Where the cutting involves hot works then a permit will always be required. Do Note: that hot works also includes the heating up of bolts to ease removal. |
| 007 | Noisy or works generating nuisance smoke or fume in plant rooms and ducts. | Works where the issue is one of nuisance, noise, vibration and dust/debris being transmitted via pipes and ducts need to be planned and possibly carried out after normal working hours. The first point of call for assessing if the works will impact on teaching etc. is the Building Manager; the BM should be contact in the planning stage.  Note: Whiteknights House has a complete ban on noisy work between 0900 -1700. |
| 008 | Reporting to the building manager. | No matter what works are being undertaken including preliminary investigations, the building manager or as a minimum the fire warden must be informed of people in plant rooms, particularly if they are on the roof or in a basement i.e. out of sight, this is so they can be alerted and accounted for in the event of a fire or evacuation. The building manager will provide information on planned alarm tests and restricted access or egress issues.  If the work is out of hours i.e. emergency works, then UoR Security Services must be informed. |
| 009 | Head protection may be required | In plant rooms where it is sign posted that Hard Hats are to be worn then they must. However, consider the use of ‘bump caps’ when working in plant spaces where the risk is more likely to be bumping against obstructions than falling objects. |
| 010 | Steam Ducts, these ducts carry live steam from the boiler house to individual plant rooms. There is a permit to access requirement to these areas. | Where work spreads into the ducts or requires pipework to be accessed or inserted, a specific RA must be undertaken and surveys as per the Asbestos Policy. |