

## Safety Note 47

# Access to University of Reading Roofs

2<sup>nd</sup> Edition, April 2022

# ACCESS TO UNIVERSITY OF READING ROOFS

<b>Summary</b>			
This Safety Note applies to anyone who is considering accessing the roof of a building owned or operated by the University of Reading, Managed by University of Reading via Property Services or Subcontracted to external providers such as UPP.			
<b>Document Control</b>			
<b>Document type (CoP / SN)</b>		Safety Note	
<b>Document owner</b>		Health & Safety Services	
<b>Document status (Draft / Final)</b>		Final	
<b>Version</b>		2 <sup>nd</sup>	
<b>Approved by</b>		Construction & Estates Health & Safety Advisor	
<b>Checked for accessibility</b>	Yes	<b>Date</b>	07/04/22
<b>Date of publication</b>	April 2022	<b>Next review date</b>	April 2025
<b>Date of original publication</b>	March 2009	<b>Revision frequency</b>	3 Years
<b>Superseded documents</b>		SN 47 Version 1	
<b>Related documents</b>		Code of Practice 35 - <a href="https://www.reading.ac.uk/health-safety-services/health-and-safety-resources/policies-guides-and-notes">https://www.reading.ac.uk/health-safety-services/health-and-safety-resources/policies-guides-and-notes</a>	

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## Summary

This Safety Note applies to anyone who is considering accessing the roof of a building within the University of Reading (Core Business Estate), (Investment Estate) or under UPP management.

## General Requirements

Roofs, by the very nature of their height, can be inherently dangerous. There is a risk of falls, and other hazards such as slip and trip risks, exposure to hazardous substances from exhaust ducting, and limited access and egress. Therefore, roofs should only be accessed for essential University work.

## Academic Building Roofs

All Academic roof spaces in the University are under the control of the Director of Estates (DE). Only those persons authorised by the DE - Maintenance Services Director or Head of Building Maintenance (or their nominated representative) should access a roof. Before authorisation is given to access roofs where local operations in the building could present a health and safety risk to persons on the roof, the Building Support Officer must be consulted. If necessary, local operations will be required to be shut down. (NB this refers primarily to buildings with local exhaust ventilation extract systems from science facilities). A roof permit, via Maintenance Services, is required for access to the roofs of all science buildings.

## Non-Academic Building Roofs

All Non-Academic buildings owned or leased by the University of Reading must seek the necessary permissions from Property Services and the Building User prior to any works being undertaken. Works should only take place once the necessary agreements and localised arrangements are in place.

## UPP Managed Buildings

For all UPP managed buildings necessary permissions and information must be obtained from [darius.lines@upp-ltd.com](mailto:darius.lines@upp-ltd.com) and copying in [d.j.briscoe@reading.ac.uk](mailto:d.j.briscoe@reading.ac.uk) as ACMO representative on behalf of the University of Reading before works can be undertaken.

All works undertaken on UPP managed buildings remain under the control of UPP and any policies or procedures they deem necessary.

## Roof Hazard Assessments

Anyone accessing a roof should be familiar with any roof area hazard assessment and safe system of work for the roof which they intend to access.

For Academic Building hazard assessments these are available to download from the Maintenance section of the Estates website – <https://www.reading.ac.uk/estates/>.

Non-Academic Building assessments should be sought from Property Services and the Building User, by emailing – [propertyservices@reading.ac.uk](mailto:propertyservices@reading.ac.uk).

For UPP managed buildings any local policies and procedures must be followed. These can be requested by email at – [d.j.briscoe@reading.ac.uk](mailto:d.j.briscoe@reading.ac.uk).

Anyone accessing a roof must have undertaken a risk assessment for the work/ activity which they are intended to carry out.

Note – some roof coverings can be slippery when wet or icy. Authorised access to roofs must be via the designated safe access point and always keep to the external safe walk way. If it is extremely wet, icy or windy access to roofs must be avoided.

## Essential University Works

Essential University work includes work by DE Maintenance staff (or their contractors) such as inspection or repair; contractors who carry out "essential work" on behalf of another University department e.g., Digital Technology Services; or employees or contractors of other organisations who have leased space on the roof of a university building e.g. for installations such as telecommunications.

## Non-Authorized Access

Students, Staff and Members of the Public and any others proposing non-essential work **will not** be permitted access to the University Academic buildings roofs in the first instance. If there is a requirement for activities to be undertaken then they need to contact the Estates management for advice and decision.

Access to Non-Academic, UPP Managed Buildings is at the discretion of Property Services and the Building User or UPP Management as appropriate.

## Additional Guidance or Assistance

If you are not sure of which type of building roof you need to access, contact the Strategy & Space Management Director via email at [d.j.wallace@reading.ac.uk](mailto:d.j.wallace@reading.ac.uk).

University Code of Practice 35 – Work at Height – <https://www.reading.ac.uk/health-safety-services/health-and-safety-resources/policies-guides-and-notes>.

If you need further advice or guidance in the first instance, contact your local Health & safety Coordinator (HSC) – <https://www.reading.ac.uk/health-safety-services/health-and-safety-co-ordinators>.

Contact Head of Building Maintenance via email [i.r.may@reading.ac.uk](mailto:i.r.may@reading.ac.uk) for Academic Buildings.

Contact Property Services via email at [propertyservices@reading.ac.uk](mailto:propertyservices@reading.ac.uk) for Non-Academic Buildings.

Contact UPP management via email at [darius.lines@upp-ltd.com](mailto:darius.lines@upp-ltd.com) for UPP managed buildings, copied to [d.j.briscoe@reading.ac.uk](mailto:d.j.briscoe@reading.ac.uk) as ACMO representative on behalf of the University of Reading.

Contact Health and Safety Services via email at [vtsafety@reading.ac.uk](mailto:vtsafety@reading.ac.uk).