**Estate Support Service**

**Roof Access Permit**

This permit must be used when accessing any University roof

**Important:** This permit may only be issued for a maximum of 1 day, the person responsible for issuing this permit must monitor its use to ensure the controls are being implemented this permit may not be extended, in the event that an extension is required a new permit must be issued. The person receiving the permit must agree to abide by the conditions of the permit

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| **Section 1 -** Details of person requesting the permit  | **Section 3** (cont) |  |  |
| Print Name  |  | 5. Is there a fire alarm sounder on the roof?  | **Yes**  | **No, use alternatives**  |
| Location of Work  |  | 6. **Is it Drummond Building, Plant Room roof?** Very hazardous materials (Hydrofluoric Acid) are used in fume cabinets, do not access the roof unless you have confirmation it is safe to do so from Civil Engineering and Geosciences School Office  | **Yes** | **No** |
| 7. **Is it the HDB Blue Roof?** Following any significant traffic or remedial works that take place on or around the roof, each of the outlets should be visually inspected to ensure all drainage holes are clear and free draining. On completion of the work please email a surveyor in Maintenance Area 1 to confirm this has been completed.  | **Yes**  | **No** (please state reason for not) |
| Description of Work |  | 8. **Is it the Bedson Building Roof?**  **Important:** There must be a minimum 5mph wind speed at the time of accessing the roof, anemometers are available from the Maintenance Team. Has wind speed been measured?  | **Yes**  | **No**  |
| **Yes**  | **No** |
| 9. **Is it the Claremont Tower Roof?** **Important**: Radar is located on the roof which must be isolated prior to anyone accessing it. Contact the Urban Observatory (SAgE Faculty) for isolations. Dave Pearson 07812071163 or Jennine Jonczyk 07828066872. Has the isolation been made? | **Yes**  | **No**  |
| **Yes**  | **No**  |
| **Section 2 a** | Details of person issuing the permit  | 10.Weather Conditions: fog, wind, ice, snow, rain etc can all make working on roofs more hazardous, have you taken weather conditions into account?  | **Yes**  | **No**  |
| Print Name  |  | **Section 4 -** The person that requested this permit must complete this section at the end of every shift |
| **Section 2 b** | Details of person receiving the permit  | I confirm that I have complied with the requirements of this permit, all risk assessments and method statements and I have secured access to the roof | **Print Name**  | **Sign Name** | **Date** |
| Print Name  |  | Date |  |  |  |  |
| Times | Time of access to the roof |  | Anticipated finish time  |  | **Section 5 -** This section must be completed when cancelling or closing a permit. All copies of the permit must be returned to the person that issued it |
| Company Name |  | Person closing/cancelling the permit | Print Name  | Sign Name  | Date  |
|  |  |  |
| **Section 3 -** Prior to starting work the roof must be surveyed using the checklist below, and a specific risk assessment produced | Date |  | **Permit to Work Procedure -** This permit must only be issued by ESS employees authorised to do so, please ensure all necessary details are completed 1. Access the ESS Health and Safety Web Pages and locate the permit required
2. Download the form and complete it electronically before printing one copy off so it can be signed
* **1** copy of the permit (signed) is given to the person requesting the permit to work and must available at the work location
* **1** copy of the permit (electronic) must be emailed to the ESS Help Desk and Admin Team (HDA) **permittowork@ncl.ac.uk** - HDA will advise you of any other permits operating in the area

3**.** Once work is complete the signed copy of the permit must be returned to the ESS person responsible for the work who will scan and forward an electronic copy to HDA for filing **Useful Numbers** Security Emergency 0191 2086666Fire Safety Officer 0191 2088127Health and Safety 0191 2086847 Estate Support Service 0191 2087171**In the event of fire raise the alarm by activating the nearest live call point and leave the building by the nearest exit, once safe telephone the Fire Service and the Security Emergency number above.** |
| 1. Are there areas of the roof that do not have edge protection to a height of 1.1m?
 | **Yes** Additional controls required | **No**  |
| 1. Is the roof made from fragile materials or does it contain fragile materials eg Asbestos Cement Sheets, Perspex or Glass, Metal cladding etc?
 | **Yes** Additional controls required | **No**  |
| 3. Are there any unprotected sky lights on the roof? (skylights are fragile ) | **Yes** Additional controls required | **No**  |
| 4. Does the roof have a man safe system? | **Yes** Employees must be trained andhave necessary equipment | **No** |