

Job No

Estate Support Service

Roof Access Permit

This permit must be used when accessing any of the University roofs to carry out work other than surveying

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

Section 1		Details of person requesting the permit				Section 3 Continued						
Print Name						6. Is there a fire alarm sounder on the roof?				Yes	No make arrangements	
Location of Work						7. Is it the Bedson Building Roof? Important: There must be a positive wind speed at the time of accessing the roof, anemometers are available from the Maintenance Team. Has wind speed been measured?				Yes	No	
Description of Work						8. Weather Conditions: fog wind, ice, snow, rain etc can call make working on roofs more hazardous, have you taken weather conditions into account?				Yes	No	
Section 2 a		Details of person issuing the permit				Section 4						
Print Name						Date	The person that requested this permit must complete this section at the end of every working day			Print Name	Sign name	Date
Section 2 b		Details of person receiving the permit				Section 5						
Print Name						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						
Section 2 b		Details of person receiving the permit				Sign name						
Print Name					Date		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					
Times		Time of entrance onto roof		Anticipated time of exit from roof		Person closing/cancelling the permit		Print name		Sign name		Date
Company Name						Sign name						
Section 3		Prior to starting work the roof must be surveyed using the checklist below, and a specific risk assessment produced				Date						
1. Are there areas of the roof that do not have edge protection to a height of 1m?				Yes Additional controls required		No						
3. Is the roof made from fragile materials e.g. Asbestos Cement Sheets, Perspex or Glass, Metal cladding etc?				Yes Additional controls required		No						
4. Are there any sky lights on the roof? (skylights are fragile)				Yes Additional controls required		No						
5. Does the roof have a man safe system?				Yes Employees must be trained and have necessary equipment		No						

Permit to Work Procedure

This permit must only be issued by competent employees authorised to do so, please ensure all necessary details are completed

- Access the ESS Health and Safety Web Pages and locate the permit required.
- Download the form and complete it electronically before printing one copy off so it can be signed.

1 x copy of the permit (signed) is given to the person requesting the permit to work and must available at the work location.

1 x copy of the permit (electronic) must be emailed to the Customer Services and Administration (CSA) on **permittowork@ncl.ac.uk** who will enter the details from the permit on to the Permit to Work data base. CSA will also advise you of any other permits operating in the area.
- Once work is complete the signed copy of the permit must be returned to the ESS person responsible for the work who will then request CSA to remove details of the permit from the data base. The signed copy of the permit must then be forwarded to CSA where it will be held on file.

In the event of fire raise the alarm by activating the nearest live call permit and leave the building by the nearest exit, once safe telephone the fire brigade and the Emergency Security number above

Job No

Roof Access Safe System of Work – To be used when accessing roofs to carry out survey work

Building Name													
Description of the activity to be carried out	Surveying/inspecting are the only activities permitted using this form, all other work requires the use of the permit to work for roof access procedures												
Has a risk assessment been carried out	Yes	No	Important: If a risk assessment is not available the activity must not proceed										
Names and phone numbers of individuals accessing the roof	1			2			3			4			
	Phone No			Phone No			Phone No			Phone No			
Name of individual (buddy) monitoring the safety of persons accessing the roof:				Telephone number of buddy			Phone No						
Date	/ /20			Time	:			Anticipated time of exit from the roof		:			
Names of Individuals Exiting the roof	1			2			3			4			
Closing Form	Signature of person monitoring safety			Actual time persons exited roof			Date form is closed :			Time form is closed:			

Procedure

- This form must be completed by all personnel planning to access building roofs
- The completed form must be given to an ESS employee (buddy) who will be asked to monitor the safety of the persons accessing the roof
- Persons accessing the roof must advise their buddy when all parties have left the roof, the form will then be closed and filed in Customer Services and Administration Office.

Emergency Procedures

In the event that the individual monitoring safety does not hear from the persons that have accessed the roof by the anticipated exit time (above) they must:

1. Attempt to contact the persons using their mobile phone
2. Dispatch a member of staff to the roof to investigate.
3. Inform an ESS Manager/Security Control (out of hours)