

**'Sedum' Roof Area(s)/Roof Access Risk Assessments**

<b>DEPARTMENT:</b>	Mathematical Institute, Andrew Wiles Building, ROQ		
<b>NAME OF ASSESSOR(S):</b>	Stephen Woodward & Keith Gillow		
<b>DATE OF ASSESSMENT:</b>	3/3/2014	<b>LAST REVIEWED:</b>	10/1/2022
<b>Brief description of area and location</b>	Roof tops, walkways, and Fire Route. <b>Sedum' Roof Area`s</b>		

<b>Hazard (cause and consequences)</b>	<b>Affected Groups</b>	<b>Existing Controls</b>	<b>Risk</b>	<b>Further action</b>
<b>Authorisation to work required?</b>	All University Staff and Contractors	<ul style="list-style-type: none"> <li>• All contractors to report to Facilities Office.</li> <li>• Work carried out will go through OUES.</li> <li>• S3/11 <a href="https://safety.admin.ox.ac.uk/height">https://safety.admin.ox.ac.uk/height</a></li> </ul>	Medium	Ongoing.
<b>Access?</b>	All University Staff and Contractors	<ul style="list-style-type: none"> <li>• All facilities staffs have to go to Facilities Office to obtain key.</li> <li>• All contractors have to report to Facilities Office to gain access.</li> <li>• A member of Facilities staff will escort contractor to roof top.</li> </ul>	Medium	Ongoing.  Contractors are told not to allow

Hazard (cause and consequences)	Affected Groups	Existing Controls	Risk	Further action
		<ul style="list-style-type: none"> <li>All workers to make sure the glass doors are locked at all times.</li> <li>Apart from approved staff and contractors, NO one is allowed to gain access to the roof.</li> </ul>		anyone else on the roof when they have access.
<b>Egress:</b>	All University Staff and Contractors	<ul style="list-style-type: none"> <li>Staff and contractors have to report back to Facilities office, and report work achieved.</li> <li>All workers to make sure the glass doors are locked at all times.</li> </ul>		Ongoing.
<b>COSHH:</b>	All University Staff and Contractors	<ul style="list-style-type: none"> <li>Any chemicals will have the appropriate Up to date Coshh Sheets.</li> <li>No chemicals are to be stored on the roof top.</li> <li>PPE must be used.</li> <li>Facilities Staff provide their own.</li> <li>Contractors will supply their own.</li> </ul>	Medium	Coshh Sheets to be provided by contractor
<b>Manual handling:</b>	All University Staff and Contractors	<ul style="list-style-type: none"> <li>Minimise need for manual handling by provision of hoists. Use the Health and Safety hierarchy.</li> <li>Provide workers with information on weights of materials, and stability of load.</li> </ul>	Medium	Ongoing.  Staff are to be reminded of Manual Courses available through

Hazard (cause and consequences)	Affected Groups	Existing Controls	Risk	Further action
				the University Safety Offices
<b>Lone worker:</b>	All University Staff and Contractors	<ul style="list-style-type: none"> <li>• ALL contractors will supply their own Lone Worker Risk Assessment.</li> <li>• Advise on Lone Worker Policy available from the University Safety Office.</li> <li>• POLICY STATEMENT S5/08 <a href="https://safety.admin.ox.ac.uk/risk-assessment">https://safety.admin.ox.ac.uk/risk-assessment</a></li> <li>• <b>No lone working at height on flat roofs.</b> Arrange work times to reduce the number of passersby. Ref. HSG 33 Health and safety in roof work. <a href="https://www.legislation.gov.uk/uksi/2005/735/contents">https://www.legislation.gov.uk/uksi/2005/735/contents</a></li> </ul> <hr/> <p>THE WORK AT HEIGHT REGULATIONS 2005</p>	Medium	Ongoing.

Hazard (cause and consequences)	Affected Groups	Existing Controls	Risk	Further action
<p><b>Safe Systems of Work:</b></p> <p>Contractors working unsafely</p>	<p>All building users</p>	<ul style="list-style-type: none"> <li>• All contractors will have their own Safe Systems of Work Policy</li> <li>• University POLICY STATEMENT S5/08 <a href="https://safety.admin.ox.ac.uk/risk-assessment">https://safety.admin.ox.ac.uk/risk-assessment</a></li> <li>• Only approved accredited contractors to be used.</li> <li>• Contractors to be made aware of site rules.</li> <li>• Contractors to sign in when in on site, and sign out, when leaving.</li> <li>• Method statement from contractors before work starts.</li> </ul>	<p>Medium</p>	<p>Facilities Staff to monitor contractors to ensure they are working to the method statement.</p>
<p><b>Working at Height</b></p>	<p>All University Staff and Contractors</p>	<ul style="list-style-type: none"> <li>• Contractors need to supply their own Risk Assessment.</li> <li>• University Safety Office link for S3/11 <a href="https://safety.admin.ox.ac.uk/height">https://safety.admin.ox.ac.uk/height</a></li> </ul>	<p>Medium</p>	<p>Safe systems of work documents to be logged at site meeting.</p>
<p><b>Work on flat roofs</b></p> <p>Staff adopting unsafe actions working methods when working at height</p>	<p>All University Staff and Contractors</p>	<p>Persons undertaking work to have appropriate training in working at height.</p> <p>Avoid roof work in icy, wet or windy conditions</p> <p>Avoid excessive exposure to sunlight by use of sunscreens.</p> <p>Nothing should be thrown from the roof.</p>	<p>Medium</p>	

<b>Hazard (cause and consequences)</b>	<b>Affected Groups</b>	<b>Existing Controls</b>	<b>Risk</b>	<b>Further action</b>
<p>Adverse weather conditions</p> <p>Falling material</p> <p>Falling tools and / or equipment.</p> <p>Access equipment not erected in accordance with manufactures</p>		<p>All waste material should be lowered from the roof or dropped down an enclosed chute.</p> <p>Access to the area below and adjacent to the roof should be prohibited.</p> <p>Arrange work times to reduce the number of passersby.</p> <p>Good housekeeping to prevent the build up of material.</p> <p>All roof work to be properly risk assessed and planned and controlled.</p> <p>Staff to wear appropriate PPE to include non slip shoes and tool belt.</p> <p>Equipment to be inspected before use and erected by a competent person</p>		

