

### '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>	6/1/2025
<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	<p>Ongoing.</p> <p>Contractors are told not to allow</p>

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	<p>Ongoing.</p> <p>Staff are to be reminded of Manual Courses available through</p>

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				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/ukxi/2005/735/contents">https://www.legislation.gov.uk/ukxi/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
<b>Safe Systems of Work:</b>  Contractors working unsafely	All building users	<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>	Medium	Facilities Staff to monitor contractors to ensure they are working to the method statement.
<b>Working at Height</b>	All University Staff and Contractors	<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>	Medium	Safe systems of work documents to be logged at site meeting.
<b>Work on flat roofs</b>  Staff adopting unsafe actions working methods when working at height	All University Staff and Contractors	Persons undertaking work to have appropriate training in working at height.  Avoid roof work in icy, wet or windy conditions  Avoid excessive exposure to sunlight by use of sunscreens.  Nothing should be thrown from the roof.	Medium	

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<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>		

