



EXTERNAL SPACES HEALTH & SAFETY INFORMATION SHEET

FACULTY OF ARTS – 3RD FLOOR BALCONY

Date survey undertaken: Friday 10th Maisuria 2023 10am

Prepared for
University of Warwick
Coventry
CV4 7AL

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VERSION	DATE	DESCRIPTION	CREATED BY	REVIEWED BY
1.0	14/03/2022	Hazard Identification	LA	
2.0	10/03/2023	Hazard Identification	TM	SA

2. BRIEF

2.1 This report is provided as a record of our site inspection, document review and Identification of the site known as: Faculty of Arts Building Balcony, located on the 3rd floor.

3. GENERAL UPDATE

3.1 The balcony has an inverted flat roof with concrete paver walking surface with access from the 3rd floor lobby area of the Faculty of Arts Building. It is currently well maintained with edge protection around the outer edge.

4. DATE OF INSPECTION

Monday the 10th March 2023 at 10am.

5. ACCESS

5.1 There is access on to the balcony from one main access door. This a key and Salto access door from the 3rd floor inner hallway. The balcony has one outer frontage and can be directly viewed from office spaces which surround the area. There is currently no general access permit system in place for this outside space but we would recommend one be put in place.

6. PARKING

6.1 Various general car parks are in the area which are within walking distance. The nearest car parks available is Car Park 8 & Car Park 8a.

6.2 There is a service road next to the location which can accommodate short stay (20 minutes) deliveries, drop off/pick up and long stay accessible parking.

6.3 Car parks operate using cashless payment options; please visit the following link for further information: <https://warwick.ac.uk/services/carparks>

6.4 There is also an option for alternative forms of transport across the University. Please visit the following link for more information <https://warwick.ac.uk/services/estates/transport/>

7. WELFARE

- 7.1 There are public toilet facilities available on the third floor.
- 7.2 There is a café facility on site on the ground floor.
- 7.3 There are general rubbish bins on site for public use, if the area is used for a function there may need to be specific waste removal arrangements in place set up through a departmental/building manager link.

8. ENVIRONMENT

- 8.1 The balcony area is finished with profile concrete pavers and well maintained and is surrounded by approximately 2-metre-high edge protection. It has external lighting that are proud of the floor surface. These may be a trip hazard.
- 8.2 This balcony is for contractor access only, at this point of writing this report we were notified that social events would not be taking place on this balcony area.
- 8.3 There is currently no plant equipment on the balcony area. Weather conditions should be taken into account especially wind levels which could increase the probability of injury from pre-existing hazards when working at height.

9. SEASONAL INFORMATION

- 9.1 The site should typically be useable throughout the year. However, it must be taken into consideration by the user that in wet conditions the ground surface area may become slippery and that in heavy wind events/meetings should be cancelled/postponed until finer weather.
- 9.2 Please be aware of busy periods of the academic year. Information regarding Arrivals week, Graduation and Open days can be found by using the following link.
<https://warwick.ac.uk/services/academicoffice>

10. GENERAL HAZARDS

- 10.1 Slips, trips and falls around the site. Take precautions when walking around site. The ground surface is currently slabbed and in good condition however this could become slippery in adverse weather conditions. The balcony is on the third floor so there is danger of falls from height however there is edge protection in place. A risk assessment would need to take into account any equipment used so that it is fixed and not likely to blow off onto the walkway below.

10.2 There is external lighting that points out to the edge of the balcony area, there may be the need for additional lighting dependent on work taking place. In winter months it may need additional lighting dependent on weather conditions and timing of event.

10.3 A clean up directly after events should reduce the amount of waste on the balcony and prevent it building up which could cause a trip/slip hazard or the danger of it blowing off the building and becoming a hazard for people walking below.

10.4 If electrical equipment is needed for works taking place this needs to be built into a RA. Trailing cables and extension leads would not be a viable option.

10.5 It would be worth checking to see what activities/meeting were going on in offices/study spaces before organising works so that works do not impact students/staffs in study spaces in terms of noise pollution etc. There is no plant equipment in this area so again access requests should be minimal.

10.6 The main roof space is in fairly close proximity to this balcony area so again if the use for this balcony changes and it starts to become a designated function space then it would be worth cross referencing any events with the main roof permit system to make sure that there are no major works being carried out at the time of a function which could cause additional hazards.

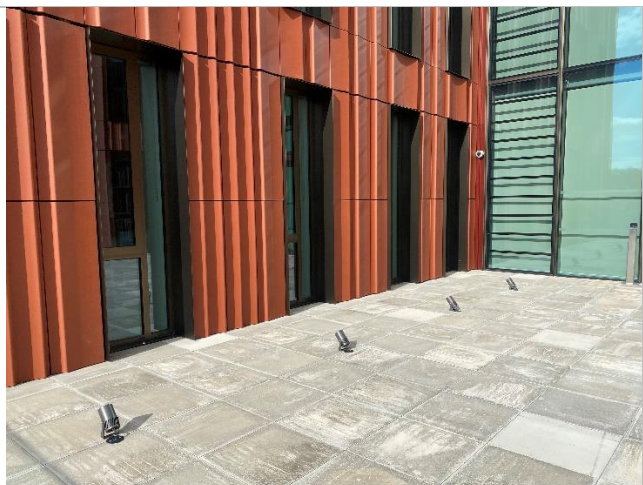
11. OVERHEAD CABLES

11.1 There are no overhead cables on site.

12. APPENDIX- SITE PICTURES



Main access door from lobby on the third floor shows key and Salto access.

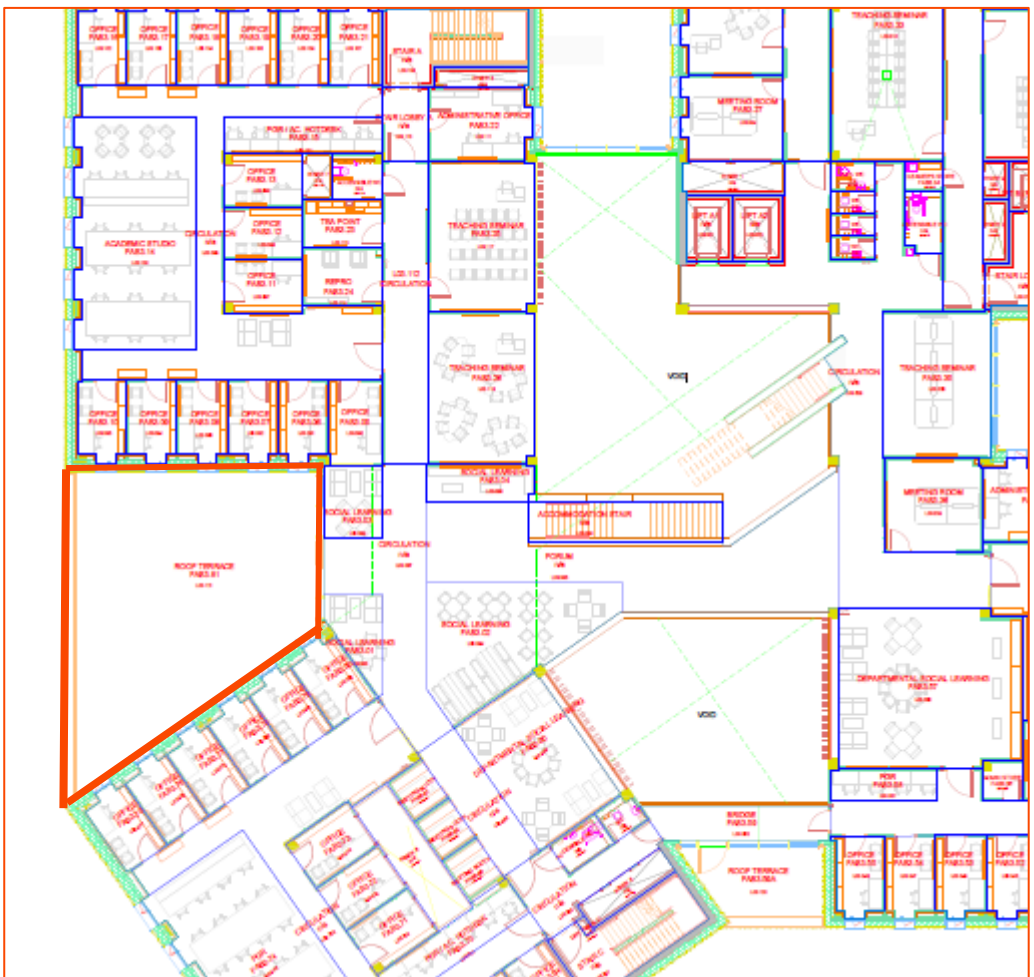


Main balcony area, window access onto balcony area from surrounding office space. External light provision shown.



Main double Salto access doors from balcony space.

13. SITE BOUNDARY



14. LOCATION ON CAMPUS

