



EXTERNAL SPACES HEALTH & SAFETY INFORMATION SHEET

FACULTY OF ARTS – 5TH FLOOR BALCONY

Date survey undertaken: Friday 10th March 2023 10am

Prepared for
University of Warwick
Coventry
CV4 7AL

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1. CONTENTS	
2. BRIEF	1
3. GENERAL UPDATE	1
4. DATE OF INSPECTION	1
5. ACCESS	1
6. PARKING	1
7. WELFARE	2
8. ENVIRONMENT	2
9. SEASONAL INFORMATION	2
10. GENERAL HAZARDS	2
11. OVERHEAD CABLES	3
12. APPENDIX- SITE PICTURES	4
13. SITE BOUNDARY	5
14. LOCATION ON CAMPUS	6

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 5th floor.

3. GENERAL UPDATE

3.1 The balcony has an inverted flat roof with concrete paver walking surface with access from the 5th floor of the Faculty of Arts Building. It is currently well maintained with edge protection all the way round the outer edge.

4. DATE OF INSPECTION

Friday the 10th of March 2023 at 10am.

5. ACCESS

5.1 There is access on to the balcony from one main access door. This door is accessed via Salto from the 5th floor inner hallway. The balcony wraps around part of the building and can be directly viewed from multiple classroom spaces and the adjoining inner lobby area on that floor. (Please see plan attached). There are also two access doors from the adjoining classroom spaces that lead out onto the balcony. The wall between the classrooms can be removed to create one internal function space. 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 fifth 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 is a wraparound balcony that is adjacent to two sides of the building. The balcony area is and well maintained and is surrounded by approximately 2-metre-high edge protection.

8.2 The balcony has capacity for approximately 60 people dependent on the function taking place. All occupancy levels for functions should be subject to a risk assessment based on the specific hazards that apply for each event. It is the responsibility of the event organiser to make sure that this in place.

8.3 There is currently no furniture on the balcony area. All equipment/furniture used for an event should be built into a RA to make sure that there is not a danger of falls from above onto walkway at ground level. The needs for equipment, furniture to be fixed should be taken into consideration and weather conditions should be considered especially wind levels which could increase the probability of injury from pre-existing hazards.

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. There ground surface is currently slabbed and in good condition however this could become slippery in adverse

weather conditions. The balcony is on the fifth 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 no external/emergency lighting. In winter months it may need additional lighting dependent on weather conditions and timing of event.

10.3 The edge protection has a ledge halfway up it is possible that occupants of the space, could lean, sit or stand on this ledge. This should be strictly prohibited and if possible, measures taken to prevent this being possible. Warning signs should also be considered.

10.4 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.

10.5 The age of visitors attending the event should be taken into consideration as well as the consumption of alcohol. Children may need supervision and additional mitigation may be necessary in regards to the existing hazards. If adults are drinking alcohol at events the occupancy level at the specific event may need to decrease.

10.6 There are external electrical points that are for use for appliances for events. Again, this should be built into risk assessments to check suitability and safety of proposed appliances that will be in use for events. Appliances should be placed in close proximity to electrical point to avoid trip hazards, extension leads should not be used that trail from inside the building.

10.7 The main roof space overlooks the balcony and is in close proximity. It would be worth checking with the permit office to make sure that when events are planned that contractors are not due to be carrying out works on the roof to make sure that any noise, dust pollution or machinery hazards do not impact an event when the event date/time is planned.

10.8 The roof is an inverted roof space so you would need to check the load bearing limits in terms of equipment and how the equipment is loaded onto the balcony area.

10.9 The furniture in the adjoining classrooms would need to be moved out should the space be used for as an open function space, manual handling training would be necessary for anybody moving furniture around and a suitable storage space would need to be discussed with the building manager.

11. OVERHEAD CABLES

- There are no overhead cables on site.

12. APPENDIX- SITE PICTURES



Main access door from lobby on fifth floor that and Salto access.



Main balcony area shown from classrooms that clearly shows edge protection, electrical point and ground area.

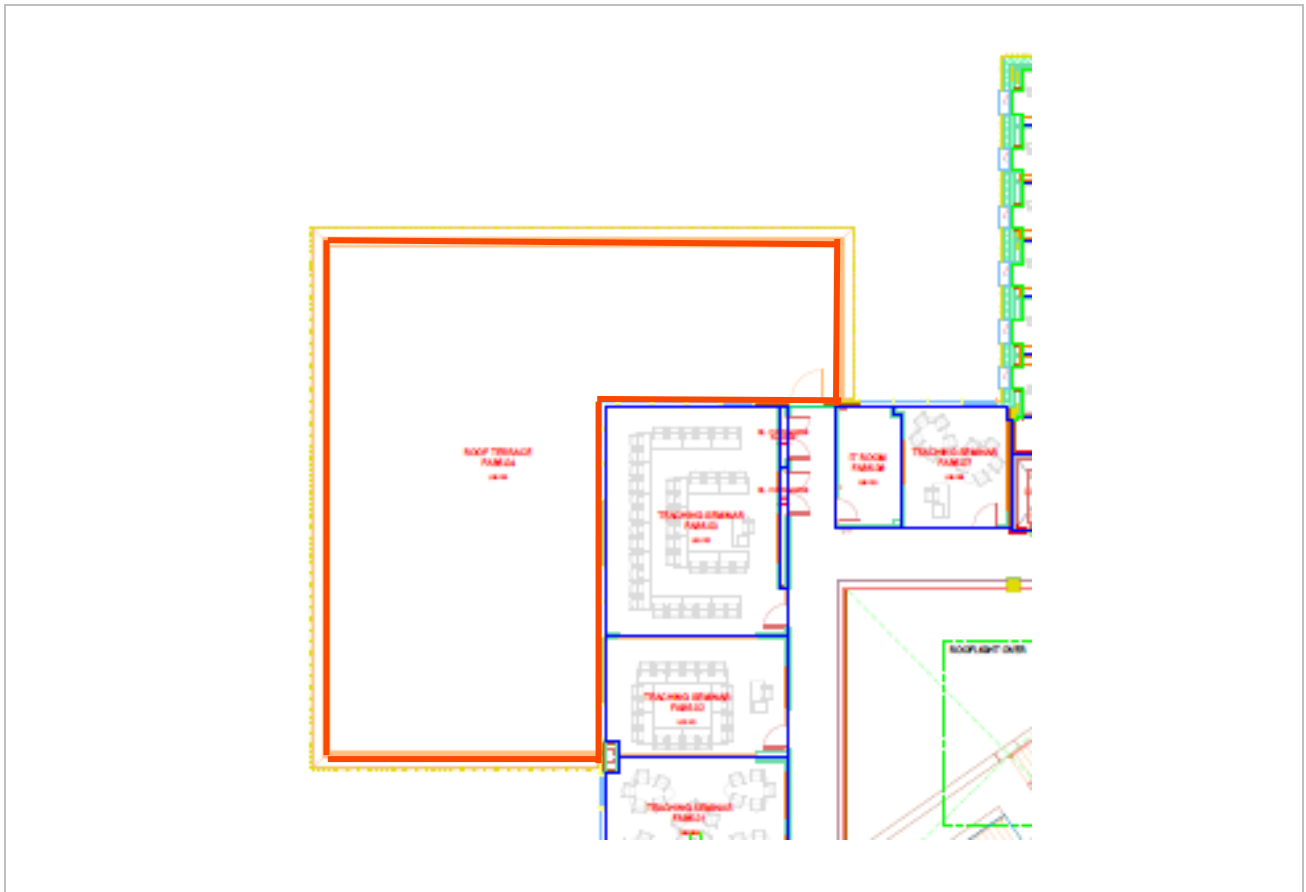


Fire detection point devices situated near main access door to balcony.



Double access doors that leads out from either classrooms or an open function space.

13. SITE BOUNDARY



14. LOCATION ON CAMPUS

