Request to FD Estates to Access
Ducts, Roofs, Risers, Plant Rooms and Similar Spaces

Staff name: (requesting access) .................................................................

Main contractor name: (if applicable) ...........................................................

Sub-contractor name: (if applicable) ............................................................

Name of nominated person/s requiring access: .............................................

Access required to: .....................................................................................

Reason for access: (e.g. actual work or survey to gather information) ............

.....................................................................................................................

Date & Anticipated Duration of Access: ......................................................

Please confirm by way of ticking the boxes and signing below that the following is in place;

[ ] The organisation / individual is Approved by the Faculty / Service to access such spaces and to undertake the activity as stated above.

[ ] The organisation (where applicable) has suitable Public Liability insurance cover in place.

[ ] Any work activity will be managed by the Faculty / Service.

[ ] Suitable Risk Assessments are in place for this activity.

I the undersigned can confirm that the above checks have been undertaken.

Name: ............................................... Signed: .............................................

Position: ........................................... Date: .................. Tel no: .....................

This form MUST be countersigned by a Health & Safety Co-ordinator / Faculty Safety Manager or Nominated Individual.

Name: ............................................... Signed: .............................................

Position: ........................................... Date: .................. Tel no: .....................

Please report /forward the completed form to Estates Helpdesk
eshelp@leeds.ac.uk. Where an Escort is required, please allow 48 hours’ notice.

Facilities Directorate Health and Safety Management

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