

| Window Restrictor Policy  |   |                                |              |
|---|---|--------------------------------|--------------|
| Policy ✓  | Code of Practice...                       | Guidance...                    | Procedure... |
| Organisation-wide ✓   |   | Local...                       |              |
| Approved by the University Health & Safety Committee for Consultation                 |   |                                |              |
| Chairperson: Dr Manuel Alonso   | Review Date: October 2025                 | Next Review date: October 2028 |              |
| The purpose of presenting this document to the University Health and Safety Committee |   |                                |              |
| Standard 3 year re-fresh ✓  | Changes in practice and/or legislation... | New Policy...                  |              |

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## 1. Scope

This policy applies to University-owned, leased, or managed buildings where window opening restrictors are installed or are required following a documented risk assessment. In student residences, restrictors are a standard control and must be fitted to opening windows. In non-residential areas, provision is risk-based (for example, where there is a foreseeable risk of falls due

to floor height, low sill heights, vulnerable users, or climbable furniture). The policy sets the requirements for the selection, installation, inspection, maintenance, and management of window opening restrictors and related measures used to prevent falls from height; it does not mandate restrictors on every window across campus.

## 2. Purpose

To prevent falls from windows by ensuring openings are limited to 100 mm where required, and that restrictors are robust, tamper-resistant, maintained, and managed in line with UK law and standards.

## 3. Definitions

- **Window opening restrictor:** Hardware that limits the window opening, and which can only be overridden by a special tool or key, under management control.
- **Residential buildings:** Student residences and any settings where overnight accommodation is provided.
- **Vulnerable persons:** Children, young persons, or adults at risk due to health, disability, medication, distress, intoxication, or other vulnerability. delineate

## 4. Legal and Standards Framework

The University will comply with the following (current at the date of this policy):

- Health and Safety at Work etc. Act 1974 (general duties).
- Management of Health and Safety at Work Regulations 1999 (suitable and sufficient risk assessment; vulnerable persons).
- Workplace (Health, Safety and Welfare) Regulations 1992, Reg. 14 (glazing).
- Building Regulations – Approved Document K (Protection from falling; guarding; 100 mm maximum gap principle).
- Fire Safety: coordinate with the Fire Risk Assessment and Approved Document B where a window is designated as an emergency egress route.
- Product performance standards for restrictors and windows: BS EN 13126-5:2011+A1:2014 (window opening restrictors – requirements and test methods) and BS EN 14351-1 (windows/doors product performance).
- Glazing impact classification: BS EN 12600 (replaces legacy references such as BS 6206/BS 6262 for impact testing).
- Child-resistant devices (where areas are used by children): BS EN 16281:2013.

## 5. Responsibilities

- **Executive Deans, Associate Directors:** (This group typically consists of the Vice-Chancellor and Principal, Secretary, Chief Operating Officer, Deans and Directors). Are responsible for supporting the Vice Chancellor and Principal in the implementation of this Policy within their area of responsibility.
- **Estates/Capital Projects:** Specify compliant products; ensure design drawings and O&M manuals include restrictor details and test evidence.
- **Senior Managers:** (This group may include Deputy Deans/Directors, Subject/Divisional Leads and Directors of Research). Senior Managers will operate in conjunction with the Estates Directorate to ensure risk assessments are undertaken which identify the risk of falls

from a height and ensure that adequate actions that are appropriate to the risk are undertaken.

- **Health, Safety and Environment Team:** The Health, Safety and Environment Team are responsible for providing advice to managers and employees at all levels regarding window safety. They will work in partnership with and advise the Estates Directorate in regard to the standard of window restrictor to be provided in refurbishments and new buildings.
- **All Staff/Contractors:** Do not defeat or remove restrictors; report any defects immediately via the maintenance reporting route.

## 6. Specification and Installation

- Restrictors shall meet BS EN 13126-5 and demonstrate resistance of at least 350 N applied for 60 seconds in the weakest orientation (evidence of testing/CE/UKCA documentation to be retained).
- Restrictors must not be easily defeated: use tamper-proof fixings and tamper-evident design.
- Overrides (where justified) shall require a special tool/key under management control; overrides must never compromise fire safety or create unmanaged fall risks.
- Glazing in risk areas shall comply with Workplace (Health, Safety and Welfare) Regulations 1992 Reg. 14 and be classified to BS EN 12600.
- Where spaces are used by children (nursery/early years/outreach), consider additional child-resistant devices to BS EN 16281 in combination with EN 13126-5 restrictors.

### 6.1 Residential Accommodation

The specification that applies to windows to prevent falls is as follows:

- All residential windows must have their openings restricted to a maximum of **100mm** and all restrictors must be of robust construction, capable of withstanding a high degree of abuse.
- All restrictors must not be defeatable without the need for a specialist tool and tools provided for the removal of restrictors are for maintenance purposes only and must not be available for staff to use. They must be kept secure and under the managers care in each location.
- All window glazing shall comply with the Management of Health & Safety (Workplace) Regulations 1992 in that all glazing in exposed areas shall be constructed to meet BS 6262.
- The window specification should be applied in all cases as far as is reasonably practicable and where for reasons of practicability a window cannot be restricted then a suitable and sufficient risk assessment must be made by the relevant residential manager and should be undertaken with advice and guidance from a member of the Estates Directorate and the Health, Safety and Environment Team.
- No area will be permitted to expose any service user to a window that has the potential to cause significant injury.

### 6.2 Non-Residential:

- Where established, through the risk assessment process that there is a danger of falling out of a window at height, devices should be provided to prevent the window opening too far.

### 6.3 Balconies:

- Where assessment identifies that service users are at risk of falling, then sufficient protection should be provided to prevent them from accessing balconies or climbing over the balcony

edge protection. This should take into account furniture or features with footholds which allow access over the barrier (e.g. chairs, tables, plant pots, walls etc).

## **7. Inspection, Testing and Maintenance:**

Estates and residential managers shall ensure that arrangements are in place across campus for:

- The maintenance of a safe working environment to prevent or minimise the risks from falls from a height;
- Ensuring annually that all safety fixtures and fittings are functioning effectively and their performance has not deteriorated as a result of use, wear or tampering; and
- Provision of a defect reporting system whereby staff can report any problems with window restrictors etc. and staff deployed to attend to the matter and in matters of emergency out of hours, such problems may be notified to the Security Room who will contact relevant Estates and Residential staff.

## **8. Training and Communication**

- Brief frontline staff, fire marshals/wardens, and contractors on the purpose of restrictors and the reporting route for defects.
- Control and log keys/tools for overrides; limit issue to authorised persons only.
- Include restrictor checks in pre-occupation and termly room inspections in residences.

## **9. Records**

These documents must be retained by Estates for audit purposes and in the event of any incident.

- Asset registers, inspection logs, defect reports, remedial actions, and any risk assessment for exceptions.
- Manufacturer conformity/test evidence for installed products (retain in O&M files and central records).

## **Appendix A – Compliance Checklist**

- Residential windows:  $\leq 100$  mm opening (verified).
- Devices to BS EN 13126-5 with 350 N/60 s performance evidence on file.
- Tamper-proof fixings and tamper-evident design verified.
- Glazing to BS EN 12600 where required; Workplace Reg. 14 compliance noted.
- AD K 100 mm gap principle considered in design/refurb; AD B coordination complete where applicable.
- Termly (residences) / annual (others) inspection regime in place; post-incident checks completed.
- Exceptions managed by documented risk assessment with alternative controls and review dates.
- Keys/tools for overrides controlled and logged.