



## **Flat Roof Pre-access Hazard Identification Report**

### **MILBURN HOUSE 01.005**

Date undertaken 3<sup>rd</sup> October 2019

Prepared for

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On behalf of University of Warwick  
Estates

## Executive Summary

Building 01.005 Milburn House, Central Campus

### Key Hazards

- There are various internal routes to the varying sections of roof on this building. The building layout internally is complicated and narrow, therefore it is essential to be chaperoned by the Estates Zone Manager, or a member of their team, in order to gain access to the right area of the building and roof.
- There are large magnetic pieces of equipment on this site. Due consideration must be given to operatives who may have pacemakers and other medical equipment fitted. Adequate notice is to be submitted to the Department operating the equipment to ensure it is made safe for access on roofs in close proximity.
- Slips, trips and falls around the roof. The roof is coated predominantly in single ply membrane and therefore is likely to be very slippery when wet or icy.
- High winds and gusts: Your permit may be cancelled if winds are forecast to be above the UoW action level at the time of the permit, but you must always adequately risk assess weather hazards for your own purposes.
- Falls from height; whilst there is edge protection in some locations, it is partial or not in place in others. Consideration should be given to the potential for falls from height in terms of operatives, materials and tools, especially in high winds.
- Falls and trips onto or over plant extractor hoods etc.
- Access to the roof in places is restricted and narrow, including a very narrow roof hatch, so adequate consideration must be made for tools, equipment and materials to be moved to the roof internally or externally.

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VERSION	DATE	DESCRIPTION	CREATED BY	REVIEWED BY
1.0	12/02/2023	First Issue	SA	JC

## 1. BRIEF

This report is provided as a record of our inspection of, access routes and identification of hazards in accessing and being on the flat roof sections of the Milburn House, Building Number 01.005. Risk assessments for access to the work area and the work to be undertaken are the responsibility of those undertaking the work. This report is not a risk assessment, it is intended to provide a helpful guide to access and identify known hazards associated with accessing and attendance on the roof. The list of hazards is not exhaustive and is not a substitute for anyone undertaking their own assessment. Contractors are expected to comply with current Health and Safety Legislation and to have met all other requirements of the University in working on Campus (read and signed the Code of Conduct for Contractors, watched the University Code of Conduct video, received a local induction etc.) under separate cover.

## 2. DATE OF INSPECTION

3<sup>rd</sup> October 2019

## 3. ACCESS

3.1 A roof access permit will need to be requested with suitable RAMS at least 72 hours before it is required for any planned work. If approved, the permit is issued to the permit requester via email, usually the day before it is required. If a roof access card is required, the Permit Office issues instructions to the permit requester to say how this should be collected. Contractors should sign in on site as agreed with their Contract Supervisor. For this roof you will require; a permit, a Salto fob and a euro cylinder key for access through the first-floor internal door (Salto) and the roof level external door (euro cylinder) to the roof.

3.2 When you reach Milburn House, you will need to approach from the road. There is no reception to sign in at in this building. It is essential to be chaperoned by the Zone Manager, or one of their team, in order to gain access to the right area of the building and roof. This must be organised in advance. Access is tightly controlled to the rear of the building which will affect your ability to access certain roof access ways.

## 4. PARKING

There is a dedicated car park at Milburn House, but the parking is very limited on campus. Specialist contractor parking may be pre-booked with your University Contact/Project Manager, if you are eligible.

## 5. WELFARE

5.1 Access to the welfare facilities in Milburn House are available for your use. Other University buildings are prohibited.

5.2 There are various shops & coffee shops near by the site for food and drink.

5.3 There must be at least one first aider on site at all times which should be organised by the user. Lone working on roofs is prohibited.

5.4 There must be an adequate provision of first aid kits provided by the Competent Person.

5.5 Waste must be collected and disposed offsite by the Competent Person. If the Competent Person is an external contractor, they should remove any waste from the site and dispose of it according to their company policy. University employees should remove any waste or redundant equipment from the roof area and dispose of it according to University policy and guidance.

## **6. SEASONAL INFORMATION**

6.1 The site is in its best condition from May to September in which it is typically mostly dry.

6.2 It must be taken into consideration by the user that in wet or freezing conditions throughout the year the ground may present an additional risk of slips, trips, and falls.

6.3 In the autumn and winter months, it will be dark at the extremes of the working day and low light conditions may occur throughout the day. Temporary lighting may be required. This will be required to be assessed by the user.

6.4 Operatives should wear appropriate clothing for the weather conditions and in spring, summer and early autumn, operatives should ensure to protect against UV skin damage.

## **7. GENERAL HAZARDS**

7.1 Slips, trips and falls around the roof. The roof is coated predominantly in single ply membrane and therefore is likely to be very slippery when wet or icy. Where walkways are provided please ensure to use them.

7.2 High winds and gusts: Your permit will only be issued to go ahead if winds are below the UoW action level, but this must be adequately risk assessed for your own purposes.

7.3 Falls from height; whilst there is edge protection in some locations, it is partial or not in place in others, consideration should be given to the potential for falls from height in terms of operatives, materials and tools, especially in high winds.

## **8. OVERHEAD CABLES**

8.1. There are no overhead cables on site.

## **9. SITE SPECIFIC HAZARDS**

9.1. Falls and trips onto PV Panels and other plant. Under no circumstance should the PV panels be stood upon.

9.2. Access to the roof in places is restricted and narrow so adequate consideration must be made for tools equipment and materials to be moved to the roof internally or externally.

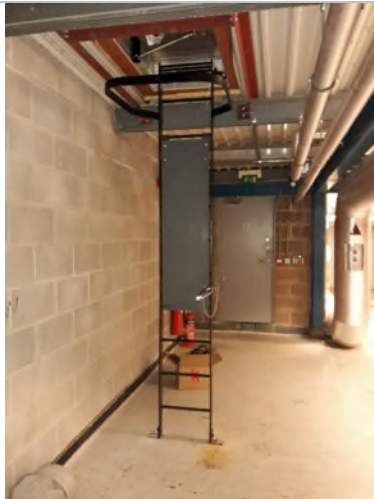
**10. APPENDIX A: SITE PICTURES**



First floor internal access door



Maintenance side staircase



Roof access door



Gantry accessways over plant



Flat roof walkway and plant



Flat roof walkway and plant

11. CAMPUS ORIENTATION

| Red Triangle = Parking | Red Circle = Milburn House





