



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

### **01.006 ENERGY INNOVATION CENTRE (EIC)**

Date undertaken: 25<sup>th</sup> October 2021

Prepared for

University of Warwick,  
Coventry,  
CV4 7AL

Prepared by

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On behalf of University of Warwick  
Estates

## Executive Summary

Building 01.006 EIC, Central Campus

### Key Hazards

- Slips, trips and falls around the site: The main roof is laid to pebble and has various plant including AHUs, chillers and fume cupboard stacks so there are a lot of trip hazards in the form of uncovered cable trays, ducts, pipework, lightning strips and ventilation outlets. The edge barrier supports provide an additional trip hazard.
- 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: The main roofs are fully edge protected however there is a small L-shaped section of roof on the front, right corner aspect of the building which has no edge protection or other fall prevention/restraint systems and might only be accessed by climbing over the edge protection on the main roof. **Additional fall prevention measures would need to be risk assessed in order to access this roof, i.e. if access to check the lightning protection strip is required.**
- Falls from height: There is a small, rectangular section of roof on the front aspect of the building that has a man safe (latchline) system, but no edge protection. **Access to this roof requires an additional risk assessment and competence in the use of personal fall restraint equipment.**
- Falls from height: On the mezzanine roof (accessed by metal stairs outside in the loading bay area) there is a fixed, hooped, metal access ladder to access plant on an upper mezzanine area. Adequate consideration must be given for transporting tools, equipment and materials onto the roof while maintaining three points of contact on the ladders. There is another fixed ladder to the chiller plant on an adjacent roof but this should not be used to gain access to this as there is an internal door (on the 2<sup>nd</sup> floor) to access this roof.
- Unauthorised access: At the time of the survey the gate to the lower roof in the external loading bay area was unlocked therefore allowing unauthorised access onto the roof.

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## 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 Energy Innovation Centre, Building Number 01.006. Site specific 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 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 risk 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

25<sup>th</sup> October 2021

## 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 roof access permit and a Salto roof access card to open the door from the office on 4<sup>th</sup> floor and the roof door (see photos).
- 3.2 When you reach EIC, you will need to approach from the south-westerly side and access the building via the external lift (next to the automatic barrier) or adjacent stairs through the double doors. There is no reception to sign in at this entrance to the building.
- 3.3 Take the lift or the stairs on to the fourth floor. You will arrive in an open plan office where you may be asked to sign in and present your permit and reason for being there. You will need to proceed to the left of the central section of the office where you will see WCs and a door with a round, glass porthole (see photo). Use the Salto card to open this door and proceed up the metal stairs where you will find a white door with a Salto lock. The roof door is opened with the Salto access card. You will need to step over the raised door jamb onto the roof
- 3.4 The access to the lower roof is via a door with a Salto lock at the rear of the second floor office. The access to the external mezzanine plant area is via metal stairs locked off with a Salto padlock at the rear, south-easterly side of the building.

## 4. PARKING

Parking is very limited on campus. The nearest car parks are 9 and 10 (CP204) which are payable. Specialist contractor parking may be pre-booked with your University Contact/Project Manager if you are eligible.

## 5. WELFARE

5.1. The WC facilities in EIC are available for your use. Please use the WCs on the floor you are accessing.

5.2. There are various shops & coffee shops nearby 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 Competent Person. Lone working on roofs is prohibited.

5.4. There must be an adequate first aid kit provided by the Competent Person.

5.5. Waste must be collected and disposed of appropriately 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 when it is typically mostly dry.

6.2. It must be taken into consideration by the Competent Person that in wet or freezing conditions throughout the year the ground and roofs 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. The Competent Person will need to assess if temporary lighting may be required.

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 site: The roof surface may become slippery during wet or icy weather, especially if moss or weeds are allowed to build up.

7.2 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.

## 8. OVERHEAD CABLES

8.1. There are no overhead cables on this site.

## 9. SITE SPECIFIC HAZARDS

9.1. **Slips, trips and falls around the site:** The main roof is laid to pebble and has various plant including AHUs, chillers and fume cupboard stacks so there are a lot of trip hazards in the form of uncovered cable trays, ducts, pipework, lightning strips and ventilation outlets. The edge barrier supports provide an additional trip hazard.

9.2. **Falls from height:** The main roofs are fully edge protected however there is a small L-shaped section of roof on the front, right corner aspect of the building which has no edge protection or other fall prevention/restraint systems and can only be accessed by climbing over the edge protection on the main roof. **Additional fall prevention measures would need to be risk assessed in order to access this roof, i.e. if access to check the lightning protection strip is required.**

9.3. **Falls from height:** There is a small, rectangular section of roof on the front aspect of the building that has a man safe (latchline) system, but no edge protection. **Access to this roof requires an additional risk assessment and competence in use of personal fall restraint equipment.**

9.4. **Falls from height:** On the lower roof (accessed by metal stairs outside in the loading bay area) there is a fixed, hooped, metal access ladder to access plant on an upper mezzanine area. Adequate consideration must be given for transporting tools, equipment and materials onto the roof while maintaining three points of contact on the ladders. There is another fixed ladder to the chiller plant on an adjacent roof but this should not be used to gain access to this as there is an internal door (on the 2<sup>nd</sup> floor) to access this roof.

9.5. **Unauthorised access:** At the time of the survey the gate to the lower roof in the external loading bay area was unlocked therefore allowing unauthorised access onto the roof.

**10 APPENDIX A: SITE PICTURES**



4<sup>th</sup> floor, door leading to roof access



Roof access door at top of stairs



Main roof with trip hazards



Main roof: trip hazards – uncovered cable trays

# FLAT ROOF PRE-ACCESS HAZARD IDENTIFICATION REPORT



External lower roof area with fixed ladders



Roof section with man safe system and no edge protection



Roof section with no edge protection



External stairs to external plant area

11 CAMPUS ORIENTATION



