



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

### **01.009 ZEEMAN**

Date undertaken 9<sup>th</sup> November 2023

Prepared for

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Estates

## Executive Summary

Building 01.009 Zeeman building, Central Campus

### Key Hazards

- Falls and trips onto PV panels, skylights and other plant.
- There are various posts which protrude at roof surface level which are remnants of the old latch line systems. There is still one functioning latch line system in place between two skylights. When working near these, the latch line must be utilised. The responsible person must also undertake checks to ensure the latch line has been inspected and maintained to a satisfactory level before use.
- There is a secondary roof level which is only accessible by either portable ladders or scaffold.
- Slips, trips and falls around the site. The walkways are very well laid out. However, should the need arise to venture off the access pathway, the ballast loose stone may be unstable under foot and the proximity of other plant may present awkward obstacles to work around.
- 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 by you for your own purposes.
- Falls from height; whilst there is edge protection in place, consideration should be given to the potential for falls from height in terms of operatives, materials and tools, especially in high winds.

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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 Zeeman, Building Number 01.009. 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 have met all other requirements of the University in working on Campus (read and signed the Code of Conduct, watched the University Code of Conduct video, received local induction etc.) under separate cover.

## 2. DATE OF INSPECTION

9<sup>th</sup> November 2023

## 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 and a Salto fob for access through the first-floor internal door (Salto) and the roof level external door.
- 3.2** Enter Zeeman via the main entrance doors via 'Academic Square' (opposite pond) then make your way to the 3<sup>rd</sup> floor either via the lift or stairwell on your right as you enter the main atrium.
- 3.3** Once on the 3<sup>rd</sup> floor, there are roof access doors which are identifiable by the view of the roof through the glass panels. Each of the roof access doors has a Salto lock in place and your roof access card will grant you access.
- 3.4** Once through the initial door ensure the door is closed and locked behind you. There is a galvanised steel staircase, proceed up that stair to the roof top level internal staging area.
- 3.5** If access is required to the secondary roof, then this is gained via the use of ladders. There is a steel galvanised platform on the right-hand side of the roof (as you exit the lift) which will facilitate this. The Competent Person should plan how to use ladders safely.

## 4. PARKING

The parking is very limited on campus. The nearest car parks are 8 and 8a 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 welfare facilities in the Zeeman building 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 Competent Person. 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 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 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 and roofs may present an additional risk of slips, trips, and falls.
- 6.2 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.
- 6.3 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.
- 6.4 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 walkways are very well laid out. However, should the need arise to venture off the access pathway, the ballast loose stone may be unstable under foot and the proximity of other plant may present awkward obstacles to work around.
- 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 place, 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/PIPEWORK**

**8.1.** There are no overhead cables on site.

**9. SITE SPECIFIC HAZARDS**

**9.1** Falls and trips onto PV Panels, skylights and other plant.

**9.2** There are various posts which protrude at roof level which are remnants of the old latch line systems. There is still one functioning latch line system in place between two skylights. When working near these, the latch line must be used. The responsible person must also undertake checks to ensure the latch line has been inspected and maintained to a satisfactory level before use.

**9.3** There is a secondary roof level which is only accessible by either ladders or scaffold.

10. APPENDIX A: SITE PICTURES



Roof access door



Skylights



Loose ballast



Walkways and vents protrusion



Internal view of roof access



General plant



Redundant latch line posts at ground level



Redundant latch line posts at ground level



Potential ladder access platform onto secondary roof.



## 11. CAMPUS ORIENTATION

I Red Triangle = Car parking 8 and 8a | Red Circle = Zeeman

