



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

**01.018 RAMPHAL**

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 01.018 Ramphal, Central Campus

## Key Hazards

- Slips, trips and falls around the site: Care should be taken when passing through the doorway onto the main roof, stepping over the door jamb as there is an immediate step down onto the roof. There is a designated, slabbed walkway across the main roof, with the main roof area being laid to pebbles. The surface of the slabs may become slippery during wet or icy weather, especially if moss or weeds are allowed to build up, however there was no evidence of this. There are no obvious trip hazards and no plant on any of the roof areas.
- Slips, trips and falls around the site: The atrium roof can only be accessed via windows on the second floor. The windows open next to the edge protection on one side and roof lights on the other so this would not be practicable without a specific risk assessment and controls. **You must not access this roof without first discussing risks and control measures with your University project manager. The permit application must specify if access to this roof is required.**
- 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 through fragile surfaces: The atrium roof has glass roof lights to two sides. It is not known if the glass is toughened so they shouldn't be walked on or have materials or equipment placed on them.
- Falls from height/falls through fragile surfaces: there is no internal access onto the lecture theatre roof and no guardrail on this roof. If access was required via the atrium roof, i.e. by use of a ladder, special consideration should be given to the proximity to roof lights on one side and the guardrail on the other, as well as the lack of edge protection once on the roof. **You must not access this roof without first discussing risks and control measures with your University project manager. The permit application must specify if access to this roof is required.**
- Bump hazards: Access to the roof is via open metal stairs to a half height door. Care must be taken when passing through the doorway as it may be a bump hazard.

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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 Ramphal Building, Building Number 01.018. 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

4.1. 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, a member of staff to unlock the door to the storeroom 3.27 on the third floor and a Salto roof access card for the roof door.

4.2. When you reach Ramphal, you will need to approach from the South-East side and access the building through the front doors. There is no reception to sign in at this building.

4.3. Proceed up the stairs to the third floor (a lift is available on the right of the entrance if you need it). Once at the top of the stairs turn right and right again and you will see a door marked 3.27. You will need to find a member of administrative staff nearby and show them your permit to unlock this door as it's a storeroom. There is a fixed metal staircase in the corner of the room which leads up to the roof door (see photo). The roof door is opened with the Salto access card. Care should be taken when passing through the doorway as it is not full height and there is an immediate step down onto the roof.

4.4. Once on the roof, you will walk onto a designated walkway (see photo). The roof door must be secured and checked before leaving the roof area.

## 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 welfare facilities in Ramphal are available for your use. There are WCs on all floors.
- 5.2. There are various shops & coffee shops nearby the site for food and drink, the nearest being Café Library in the Library opposite the front entrance.
- 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 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 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: There is a designated walkway across the roof, however the 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: Care should be taken when passing through the doorway onto the main roof, stepping over the door jamb as there is an immediate step down onto the roof. There is a designated, slabbed walkway across the main roof, with the main roof area being laid to pebbles. The surface of the slabs may become slippery during wet or icy weather, especially if moss or weeds are allowed to build up, however there was no evidence of this. There are no obvious trip hazards and no plant on any of the roof areas.

9.2. Slips, trips and falls around the site: The atrium roof can only be accessed via windows on the second floor. The windows open next to the edge protection on one side and roof lights on the other so this would not be practicable without a specific risk assessment and controls. **You must not access this roof without first discussing risks and control measures with your University project manager. The permit application must specify if access to this roof is required.**

9.3 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.

9.4 Falls through fragile surfaces: The atrium roof has glass roof lights to two sides. It is not known if the glass is toughened so they shouldn't be walked on or have materials or equipment placed on them.

9.5 Falls from height/falls through fragile surfaces: there is no internal access onto the lecture theatre roof and no guardrail on this roof. If access was required via the atrium roof, i.e. by use of a ladder, special consideration should be given to the proximity to roof lights on one side and the guardrail on the other, as well as the lack of edge protection once on the roof. **You must not access this roof without first discussing risks and control measures with your University project manager. The permit application must specify if access to this roof is required.**

9.6 Bump hazards: Access to the roof is via open metal stairs to a half height door. Care must be taken when passing through the doorway as it may be a bump hazard.

10 APPENDIX A: SITE PICTURES



Room 3.27 leading to roof ladder/stairs



Fixed steps in 3.27 to roof door



View from main roof to atrium and lecture theatre roofs



Roof lights and smoke vents on atrium roof

# FLAT ROOF PRE-ACCESS HAZARD IDENTIFICATION REPORT



Roof access door and steps



Lecture theatre roof (viewed from main roof)

## 11 CAMPUS ORIENTATION

