



Flat Roof Pre-access Hazard Identification Report

01.049 UNIVERSITY HOUSE

Date undertaken 11th December 2019

Prepared for

University of Warwick,
Coventry,
CV4 7AL

Prepared by

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On behalf of University of Warwick
Estates

Executive Summary

Building 01.049 University House, Central Campus

Key Hazards

- Slips, trips and falls around the site, however the walkways are very well laid out, including gantries over plant and slabbed pathways.
- High winds and gusts; your permit may be cancelled if winds are above the UoW action level but you must always adequately risk assess weather hazards 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.
- Falls and trips onto PV panels, skylights, and other plant.
- 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.
- The gantry platform may be used to access between North and South sides of roof. It should be ensured that necessary statutory inspections have been completed before using the platform. Care should be taken when using the platform and measures to be taken to secure any loose items to prevent them falling off the edge.

CONTENTS

1. BRIEF	4
2. DATE OF INSPECTION	4
3. ACCESS	4
4. PARKING	5
5. WELFARE	5
6. SEASONAL INFORMATION	5
7. GENERAL HAZARDS	5
8. OVERHEAD CABLES	6
9. SITE SPECIFIC HAZARDS	6
10. APPENDIX A: SITE PICTURES	7
11. CAMPUS ORIENTATION	8

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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 University House, Building Number 01.049. 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 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, watched the University Code of Conduct video, received local induction etc) under separate cover.

2. DATE OF INSPECTION

11th December 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. The **lift override** and **gantry access** keys must be obtained from the **reception desk** at the front entrance of University House. This must be pre-arranged via Adam Howey or Simon Oke before arriving on site, by the permit requester.

3.2 There are two main entrances into University House. Entrance 1 is via the main University House visitor car park which is opposite the Westwood campus football pitches. The 2nd entrance is opposite the visitor entrance and is accessible via the Kirby Corner multi storey or surface car park.

3.3 If entering from Kirby Corner car park, go through the two main doors (a valid 'pass' will be required to enter the internal main doors, at either end) then walk through the main atrium to the opposite end of the building where you will find the reception desk and where you'll be able to obtain your **pre-arranged lift override key**.

3.4 If entering from the University House visitor car park, the reception desk will be straight ahead of you as you enter.

3.5 Once the lift override key is obtained, head back into University House atrium and go through the double doors on the left side of the building (in between the vending machines and the café). Once through this door, turn immediately left and you will find the lift on your left.

3.6 Enter the lift and insert and turn the lift key into the lift control. This will then automatically take you up to the 3rd floor plant room.

3.7 When leaving the lift go to the right and there you will see the access doors out onto the roof. (These must be locked when not working in the roof area). This will give you access to one side of the roof.

3.8 To get access to the other side, the gantry access key can be used to walk across the gantry platform. (These doors must be locked when not in use).

3.9 When works are completed all doors must be locked, keys returned to the reception desk on the ground floor and permit cards returned to the Permit Office.

4. PARKING

Parking is very limited on campus. The nearest car park is Kirby Corner multi storey/surface, which is payable. 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 University House are available for your use. Other University buildings are prohibited.

5.2 There is a coffee shop and vending machines on the ground floor for food and drink.

5.3 There must be always at least one first aider on site 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.

6.3 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 walkways are very well laid out, including gantries over plant. 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 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.

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

8.1. There are no overhead cables on this site.

9. SITE SPECIFIC HAZARDS

9.1. Falls and trips onto extract fans, chiller units and other plant.

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.

9.3 The gantry platform may be used to access between North and South sides of roof. It should be ensured that necessary statutory inspections have been completed before using the platform. Care should be taken when using the platform and measures to be taken to secure any loose items to prevent them falling off the edge.

9.4 Consideration must always be given to the potential presence of debris and uneven surfaces, on and off walkways.

10. APPENDIX A: SITE PICTURES



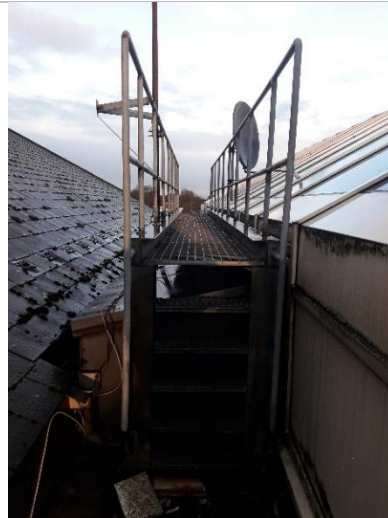
First floor internal access door



Maintenance side staircase



Roof access door



Flat roof walkway and plant



Gantry accessways over plant



Flat roof walkway and plant

11. CAMPUS ORIENTATION

| Red Triangle = Parking | Red Circle = University House

