



Flat Roof Pre-access Hazard Identification Report

01.200 ROOTES RESIDENCES A-C

Date undertaken 18th October 2023

Prepared for

University of Warwick,
Coventry,
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Estates

Executive Summary

Building 01.200 Rootes Residences A-C, Central Campus

Key Hazards

- The roof hatch is accessed via your own stepladder and there is a vertical fixed telescopic pull-down ladder.
- Falls and trips onto skylights, and other plant. Under no circumstance should the skylights be stood upon. Operatives must also be mindful of trips or falls over the lightning protection in place.
- 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.
- 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 proximity of other plant may present awkward obstacles to work around.
- 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.

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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 Rootes Residences A-C, Building Number 01.200. 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

18th October 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, a step ladder, a Philips screwdriver, and a Salto fob to access the roof hatch.

3.2 Please sign in at the Rootes Residence Hub Block H. This is a residential block so need to respect privacy and quiet etc. especially around exam time.

3.3 When you reach the Rootes Residences A-C, you will need to approach from the West side and access the building through the A Block entrance door.

3.4 Proceed up the stairs to the third floor and turn left and walk to the end of the corridor.

3.5 The ceiling hatch can be found outside of Room A61.

3.6 Access via step ladder and use the Philips screwdriver to unscrew the hatch. The telescopic ladder can then be pulled down. Once you reach the top use the Salto fob to open the lock to the roof hatch which can then be slid back to access the roof staging area.

4. PARKING

4.1 Parking is very limited on campus. The nearest car park is Car Park 6 (Health Centre Car Park) which is payable.

4.2 Specialist contractor parking may be pre-booked with your University Contact/Project Manager if you are eligible.

5. WELFARE

5.1 Please check with the Residence Manager for toilet facilities that you may use.

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

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.

6.3 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. Should the need arise to venture off the access pathway, the proximity of plant/equipment 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 skylights and other plant. Under no circumstance should the skylights be stood upon. Operatives must also be mindful of trips or falls from the lightning protection in place.

9.2 The roof hatch is accessed via your own stepladder and there is a vertical fixed telescopic pull-down ladder.

9.3 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



External Roof



External Roof



External roof staging area



Ceiling Hatch Location



Telescopic Ladder



Entrance Block A

11. CAMPUS ORIENTATION

- I Red Triangle = Parking
- I Red Circle = Rootes Residences A-C



