



Flat Roof Pre-access Hazard Identification Report

01.310, 01.311, 01.312, 01.313, 01.314, 01.315
Sherbourne Residences 1-6

Date undertaken 18th October 2023

Prepared for
University of Warwick,
Coventry,
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Estates

Executive Summary

01.310, 01.311, 01.312, 01.313, 01.314, 01.315 Sherbourne 1-6, Main Campus

Key Hazards

- Hooped vertical access ladder to main roof.
- 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 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.
- Access to the roof in places is restricted and narrow. Adequate consideration must be made for tools, equipment and materials to be moved to the roof internally or externally.

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1. BRIEF

1.1 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 01.310, 01.311, 01.312, 01.313, 01.314, 01.315 Sherbourne 1-6, Main Campus. 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, an S1 Key and a Salto fob/card for access through the roof level hatch.

3.2 You will need to sign in at the Sherbourne Residences “Hub”, before accessing any of the roofs.

3.3 In all the blocks you will need to proceed up the stairs or use the lift to the third floor. Once you reach the third floor there will be a door which is accessed via an S1 key. Specific instructions as follows:

3.3.1. Sherbourne 1 Through the main doors the lift/stairs are to the right, upon reaching the third floor turn right to access door to the roof. Asset tag EX00000163.

3.3.2. Sherbourne 2 Through the main doors the lift/stairs are to the left, upon reaching the third floor turn left to access door to the roof. Asset tag EX00000320.

3.3.3. Sherbourne 3 Through the main doors the lift/stairs are to the right, upon reaching the third floor turn right to access door to the roof. Asset tag EX00000051.

3.3.4. Sherbourne 4 Through the main doors the lift/stairs are to the right, upon reaching the third floor turn right to access door to the roof. Asset tag EX00000631.

3.3.5. Sherbourne 5 Through the main doors the lift/stairs are to the left, upon reaching the third floor turn left to access door to the roof. Asset tag EX00000787.

3.3.6. Sherbourne 6 Through the main doors the lift/stairs are to the right, upon reaching the third floor turn right to access door to the roof. Asset tag EX00000936.

3.4 Once through the initial door, there is a galvanised steel hooped ladder. Proceed up that ladder to the roof top hatch. This hatch will require Salto access. Once opened this will lead to the roof staging area.

4. PARKING

4.1 Parking is very limited on campus. The nearest car park is Cryfield Village Car Park.

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 facilities that you may use.

5.2 There are various shops & coffee shops nearby 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.

6.5 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 proximity of 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, although there is edge protection, 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.







9. SITE SPECIFIC HAZARDS

9.1 Falls and trips onto plant equipment.

9.2 Hooped vertical ladder leading to the roof hatch.

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

	
<p>Door leading to roof hatch. Asset tag can be found in top left corner. Stainless steel door handle with S1 key lock above handle.</p>	<p>Galvanised loop ladder leading to the External roof</p>
	
<p>External roof area</p>	<p>Galvanised loop ladder</p>
	
<p>External roof</p>	<p>Plant Equipment on roof</p>



Roof Hatch with Salto Fob



Galvanised loop ladder leading to roof hatch

11. CAMPUS ORIENTATION

I Red Triangle = Parking I Red Circle = Sherbourne Residences

