



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

### **THE OCULUS**

Date undertaken 02<sup>nd</sup> November 2018 10am

Prepared for

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For on the behalf of University of  
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## Executive Summary

Building 01.366 The Oculus, Central Campus

### Key Hazards

- 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.
- 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.
- Falls and trips onto PV Panels 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.

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1.0	02/11/2018	First Issue	SEA	ME

## 2. 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 Oculus Building, Building Number 01.366. 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.

## 3. DATE OF INSPECTION

02<sup>nd</sup> November 2018 at 10am

## 4. ACCESS

- 4.1. The permit is issued to the permit requester the day before it is required. Upon arrival onsite, the permit office will issue instructions to the permit requester to say which fob no. you have been allocated and this will need to be collected from the Security Gatehouse when you show the duty officer the permit. You will also need to sign in on the iPad there and return the fob when you have finished. For this roof you will require; a permit, a Salto fob and a euro cylinder key for access through the first-floor internal door (Salto) and the roof level external door (euro cylinder) to the roof.
- 4.2. When you reach the Oculus, you will need to approach from the West side and access the building through the front doors. There is no reception to sign in at in this building.
- 4.3. Proceed up the stairs to first floor (a lift is available if you need it). Once at the top of the stairs there are two options for access to the roof and are the same on the North and South sides. Follow the central curved wall around to the left or right and you will find a Salto controlled single leaf door (see images). Swipe the Salto fob and access through the door.
- 4.4. 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.

## 5. PARKING

The parking is very limited on campus. The nearest car parks are 8 and 8a which have pay and display systems. Specialist contractor parking may be pre-booked with your University Contact/Project Manager if you are eligible.

## 6. WELFARE

- 6.1. Access to the welfare facilities in the Oculus are available for your use. Other University buildings are prohibited.
- 6.2. There are various shops & coffee shops near by the site for food and drink.

6.3. There must be at least one first aider on site at all times which should be organised by the user. Lone working is prohibited.

6.4. There must be an adequate provision of first aid kits provided by the user.

6.5. Waste must be collected and disposed offsite by the user.

## **7. SEASONAL INFORMATION**

7.1. The site is in its best condition from May to September in which it is typically mostly dry.

7.2. It must be taken into consideration by the user that in wet or freezing conditions throughout the year the ground may present an additional risk of slips, trips, and falls.

7.3. 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. Temporary lighting may be required. This will be required to be assessed by the user.

7.4. In spring, summer and early autumn operatives should ensure to protect against UV skin damage.

## **8. GENERAL HAZARDS**

8.1. 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.

8.2. 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.

8.3. 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.

## **9. OVERHEAD CABLES**

9.1. There are no overhead cables on site.

## **10. SITE SPECIFIC HAZARDS**

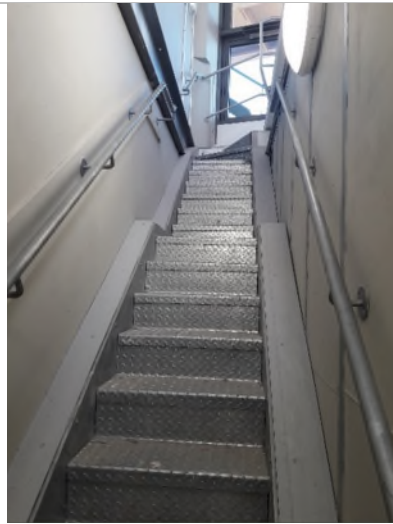
10.1. Falls and trips onto PV Panels and other plant. Under no circumstance should the PV panels be stood upon.

10.2. 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.

11. APPENDIX A: SITE PICTURES



First floor internal access door



Maintenance side staircase



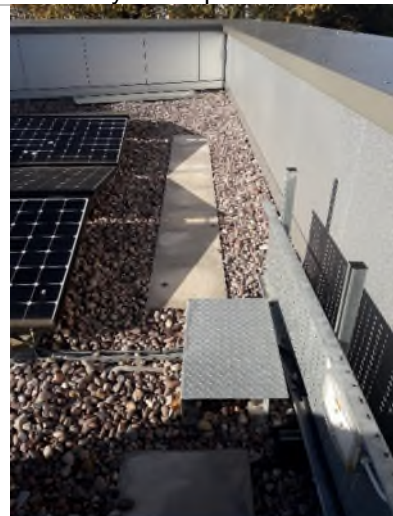
Roof access door



Gantry accessways over plant



Flat roof walkway and plant



Flat roof walkway and plant

**12. CAMPUS ORIENTATION**

