



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

### **03.013 Westwood Post Room**

Date undertaken 22nd October 2019

Prepared for

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On behalf of University of Warwick  
Estates

## Executive Summary

Building 03.013 Post Room, Westwood Campus

### Key Hazards

- Slips, trips and falls around the site: This is a flat, felted roof of mostly a single level, however a section of the roof is slightly raised which could become a trip hazard. There are no marked out pathways but the roof is clear of any plant. There is a gas pipe which runs at floor level on a narrow part of the roof.
- 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; consideration should be given to the potential for falls from height in terms of operatives, materials and tools, especially in high winds as there is no edge protection present.
- Noxious gasses – There is a flue which exits the roof area near head height which will emit gasses and could also be a source of heat.

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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 Westwood Post Room, Building Number 03.013. 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

22<sup>nd</sup> October 2019

## 3. ACCESS

There is no existing fixed means of accessing this roof. Any method of access to the roof must be pre-assessed by a competent person and suitable for the task being undertaken. A Working at Height 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. Contractors should sign in on site as agreed with their Contract Supervisor.

## 4. PARKING

Parking is very limited on campus. The nearest car park is **Car park 14** which is pay and display. 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 Post Room are available for your use. Other University buildings are prohibited.

5.2 The 'Aroma' coffee shop located in the Westwood Social and Dining building is nearby for food and drink purchases and toilet facilities.

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 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/PIPEWORK**

8.1. There are no overhead cables on this site.

## **9. SITE SPECIFIC HAZARDS**

9.1 Falls, slips and trips. A lightning conductor cable and gas pipe runs at floor level. Caution and care must be taken to avoid these.

9.2. Falls from height: There is no edge protection or latch line systems in place so consideration should be given to the potential for falls from height in terms of operatives, materials and tools, especially in high winds.

9.3 Flue from boiler may become hot and release noxious fumes.

10. APPENDIX A: SITE PICTURES



Roof view & no edge protection



Lightning conductor rod



Gas pipes



Boiler flue

### 11. CAMPUS ORIENTATION

| Red Triangle = Parking | Red Circle = Post room

