



Flat Roof Pre-access Hazard Identification Report

IT SERVICES BUILDING

Date undertaken 21st July 2026

Prepared for

Prepared by

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For on the behalf of University of
Warwick Estates

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Executive Summary

Building 03.010 IT Services Building Central Campus

Key Hazards

- Slips, trips and falls around the site. There is no access to the roof and scaffolding would be required. A permit would be required.
- 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; there is no 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.
- There is no plant equipment on the roof.

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 IT Services Building, Building Number 03.010. 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

21st July 2026 at 10am

4. ACCESS

4.1. For access to this roof, an approved Working at Height/Roof Access Permit is required. The permit will be issued electronically by the Permit Office to the Permit Requester, normally up to 24 hours before the work or access is required. The Permit Requester must print a hard copy of the approved permit and issue it to the Competent Person/Works Controller at the point of work on the day of access. For this roof you will require a permit, and an access card for access through the main front door and inner internal doors of the building. There is no access inside the building to access the roof. Access is only by adequate scaffold incorporating edge protection.

4.2. The Permit Office or Permit Approver will issue the necessary access cards, fobs, keys or passes associated with the permit. The Competent Person/Works Controller must comply with any instructions



issued with the permit and ensure that all access devices are used only for the authorised activity and area.

- 4.3. Access will also require the appropriate building access card for entry through the main entrance and internal doors. The permit holder must collect and sign for any access devices as instructed by the Permit Office and return all keys, passes, cards and fobs on completion of the work. The Permit Requester must ensure the work has been completed, the area left safe and secure, and the permit returned to the Permit Office for close-out.
- 4.4. There is no reception to sign in at in this building. You will be required to sign in at Argent Court. Community safety should be made aware of anyone accessing the roof of this building.

5. PARKING

The parking is very limited on campus. The nearest car parks are 13 and 15 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 IT Services Building are available for your use. Other University buildings are prohibited.
- 6.2. There is no access inside the building to access the roof. Access is only by adequate scaffold incorporating edge protection.
- 6.3. There are various shops & coffee shops near by the site for food and drink.
- 6.4. There must be at least one first aider on site at all times which should be organised by the user. Lone working is prohibited.
- 6.5. There must be an adequate provision of first aid kits provided by the user.
- 6.6. 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.

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: There is no 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.

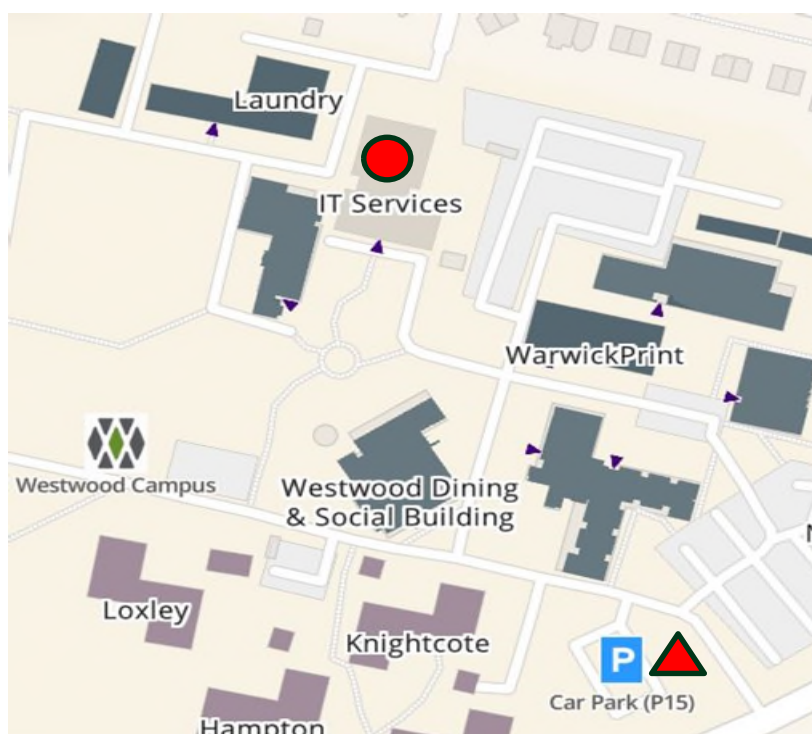
10. SITE SPECIFIC HAZARDS

10.1 The roof space is flat, and the surface could be slippery when wet.

10.2. Access to the roof in places is restricted and accessed only by scaffolding, therefore requiring a work at height permit.

11. CAMPUS ORIENTATION

! Red Triangle = Parking ! Red Circle = IT Services Building



**This is University of Warwick.
This is Beyond.**

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