



Flat Roof Pre-access Hazard Identification Report

WARWICK ARTS CENTRE

Date undertaken 3rd September 2026

Prepared for

Prepared by

University of Warwick,
Coventry,
CV4 7AL

Samual Archer BSc. (Hons.) MSc.
MRICS

For on the behalf of University of
Warwick Estates

Executive Summary

Building 01.001 Warwick Arts Centre, Central Campus

Key Hazards

- Slips, trips and falls around the site. There are two flat roof spaces interlinked by an area that is undercover. There is a clear walkway across the majority of the interlinked roof spaces however the roof surface may become slippery when wet and there is some plant equipment set out to the edge of the roof.
- 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 plant equipment.
- 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. There are several access routes onto the roof, dependent on which part of the multitude of roofs you wish to access contact must be made to the Operations assistant onsite to direct to the correct access point..



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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 Warwick Arts Centre. 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

1st 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.
- 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, together with a Salto fob for the roof hatch door. 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. When you reach Psychology Building, you will need to approach from the North side and access the building through the front doors. There is no reception to sign in at in this building.
- 4.5. Proceed through the main automatic front doors, through the inner door directly opposite the main front door, across the carpeted inner lobby and all the way across the main throughfare towards the other side



of the building. Once you go past the restrooms on your left you will see another access/fire door, proceed through this and straight up all staircases all the way to the top floor. Once you reach the top there is a small landing area that leads directly to the roof hatch door. Swipe the Salto fob and access through the door. **Please make sure you take the time to secure this door after your visit as it is not self-locking.**

- 4.6. Once through this door you will have access on to the initial roof area, if you cross this initial roof space there is another set of double doors which leads straight into an undercover roof space and then directly through this area you will find another door leading to the second of the interlinked flat roof areas.

5. PARKING

The parking is very limited on campus. Use Car Park 15 which have pay and display systems. Specialist contractor parking may be pre-booked, using this link: [Visitor & non-staff parking](#), with your University Contact/Project Manager if you are eligible.

6. WELFARE

- 6.1. Access to the welfare facilities in Psychology Building 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 external terrain 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. There are two flat roof spaces interlinked by an area that is undercover. There is a clear walkway across the majority of the interlinked roof spaces however the roof surface may become slippery when wet and there is some plant equipment set out to the edge of the roof.

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 Whilst walkways are mainly clear apart from plant to the edge of the roof space, the surface could be slippery when wet.

10.2. Access to the roof in places is restricted, the door hatch is currently the authorised route and may restrict the amount of materials/tools that can be safely manoeuvred on to the roof space.



11. APPENDIX A: SITE PICTURES

	
Main external door	Inner door
	
Inner lobby	Walkway across centre of the building





Internal door on ground floor leading to stairwell to rood space



Stairwell leading all the way up the top floor.



Door hatch that led out onto the roof.



Plant equipment and walk way across the roof.



Undercover walkway leading through to other section of flat roof space.



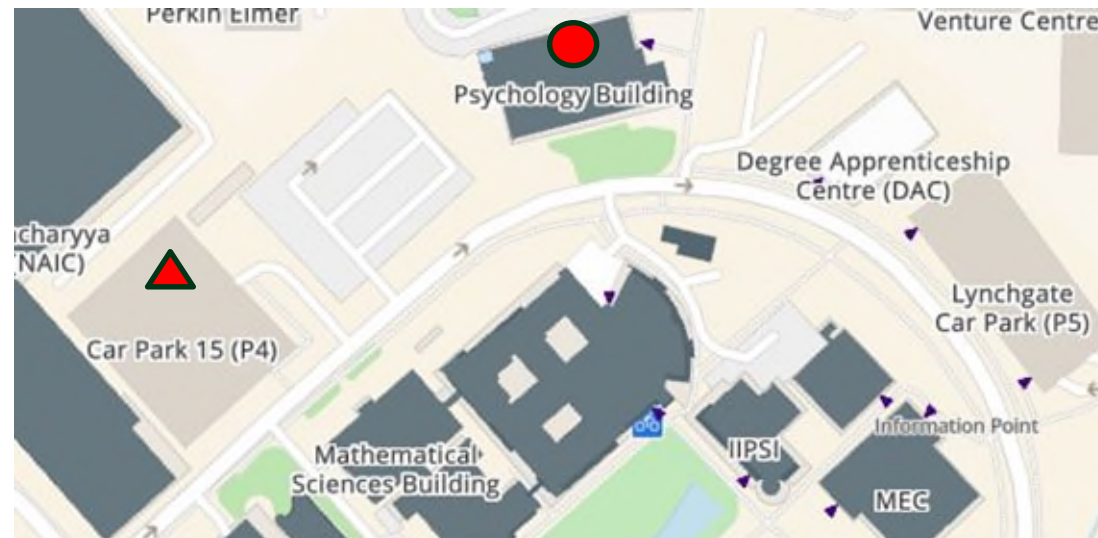
Second section of roof space.

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

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12. CAMPUS ORIENTATION



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