



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

### **01.017 SENATE HOUSE**

Date undertaken 7<sup>th</sup> December 2023

Prepared for

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On behalf of University of Warwick  
Estates

## Executive Summary

01.017 Senate House, Central Campus

### Key Hazards

- Slips, trips and falls around the site. There is a set out walkway for the main part of this roof, the rest is open plan. The roof flooring comprises of gravel and loose ballast on the main roof, which may be unsteady under foot. The lower levels are a mixture of slabs and loose ballast.
- 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; there is edge protection in place for all sections of the roof, however there is a walkway of edge protection for the higher main roof which is only around 1-2m wide. There are no latchlines or man safe systems in place to facilitate access beyond this walkway. Consideration should be given to the potential for falls from height in terms of operatives, materials and tools, especially in high winds.
- The white spiral staircase used to access part of the lower roof can be slippery when in damp conditions. Consideration should be made to ensure correct and appropriate footwear is worn.
- If the need to venture beyond the edge protection is necessary, some of the roof contains trip hazards like debris and pipework.

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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 Building No. 01.017 Senate House. 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

7<sup>th</sup> December 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, a Salto roof access card and an S1 key to access the vertical ladders which take you up onto the main roof.

**3.2** The roof can be accessed via the white spiral staircase on the northern side of the building. To access the south side of the lower roof, an S1 key is required to unlock the gate that covers the stairs round the back of the building/main entrance doors.

**3.3** Once at the top of this staircase, proceed up the galvanised steel spiral staircase to reach the vertical ladder.

**3.4** Using your roof Salto fob, unlock the ladder shield and pull back the plate to reveal the ladder rungs and make your way up to the main part of the roof.

**3.5** After ascending the ladders, use the next set of vertical ladders combined with Salto roof access card to unlock the padlock on the roof hatch and enter out onto the roof.

**3.6** On the southern side of the building (next to the plant room) there is another staircase which can be used to access the lower levels of the roof also. An S1 key is required to gain access through the gate.

## **4. PARKING**

Parking is very limited on campus. The nearest car park is Car park 8 and 8a which is payable. 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 Senate House are available for your use.

**5.2** There are various shops & coffee shops near by the site for food and drink.

**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.



## 7. GENERAL HAZARDS

**7.1** Slips, trips, and falls around the site: There are uneven and missing slabs from the roof causing trip hazards. There are numerous cable trays across the roof at floor level.

**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: Whilst partial edge protection is in place, 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** No overhead pipework or cables on this site.

## 9. SITE SPECIFIC HAZARDS

**9.1** Slips, trips and falls around the site. There is a set out walkway for the main part of this roof, the rest it is open plan. The roof flooring comprises of gravel and loose ballast on the main roof, which may be unsteady under foot. The lower levels are a mixture of slabs and loose ballast.

**9.2** 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.

**9.3** Falls from height; there is edge protection in place for all sections of the roof, however there is a walkway of edge protection for the higher main roof which is only around 1-2m wide. There are no latchlines or man safe systems in place to facilitate access beyond this walkway. Consideration should be given to the potential for falls from height in terms of operatives, materials and tools, especially in high winds.

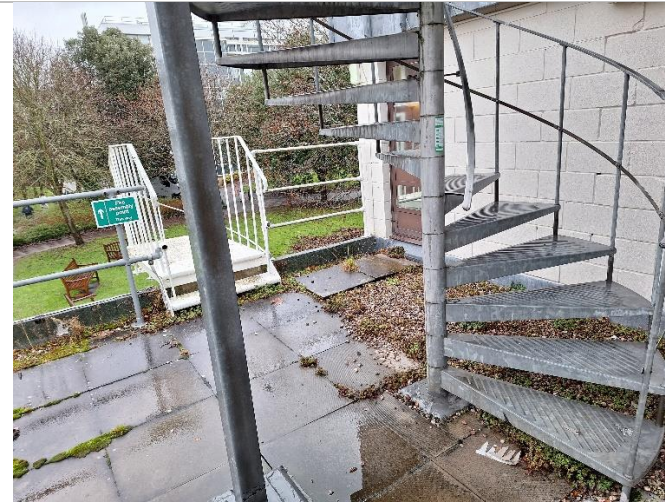
**9.4** The white spiral staircase used to access part of the lower roof can be slippery when in damp conditions. Consideration should be made to ensure correct and appropriate footwear is worn.

**9.5** If the need to venture beyond the edge protection is necessary, some of the roof contains trip hazards like debris and pipework.

**Appendix A: Site pictures**



Northern side external stairwell



Galvanised stairwell from lower roof to vertical ladder and slabs



Vertical Ladder up to main roof with Salto padlock



Internal 2<sup>nd</sup> floor fire escape/roof access





Example of pipework and loose articles beyond edge protection



Loose ballast beyond edge protection on lower roof.



Southern side entrance gate to lower roof (next to plant room)



