

M E CONTRACTORS LTD.

RISK ASSESSMENT FOR ROOFING WORK

Hazard	Persons at Risk	Existing Controls	Further Action Required
Access to roof by unauthorised persons	Passers-by, Workers, Trespassers	Only Authorised persons are permitted access.	Take care to secure access points to prevent unauthorised persons accessing roof areas. It is recognised that this can be problematic, e.g. when frequent irregular access is required such as when transporting materials onto roofs.
Fragile roof/skylights	Workers, Building Occupiers	Fragile roof / skylights are either covered, signed as hazardous or have physical barriers around them. In some instances access to the location is restricted to those using fall restraint / arrest equipment.	Those accessing roofs where skylights exist are to avoid these hazard areas where possible.
Hazardous emissions from fume stacks	Workers	Workers are advised not to work for extended periods of time within a 3 metre radius of a fume stack unless this has been approved by their Manager.	In the event that it is necessary to work at height on a roof adjacent to e.g. within a 3 metre radius of a fume stack vent this should only be undertaken via a permit to work. In the event that a fume stack is less than 3 metres above the primary roof surface workers must not go onto the roof without the permission of their manager.
No or limited edge protection	Workers, passers by	Where fully compliant collective edge protection does not exist access will only be permitted by adherence to the following : A safe system of work which sets out the precautions to be taken by operatives. No person to be within 2 metres of an unprotected roof edge unless they are using fall arrest / restraint apparatus and working in compliance with a permit to work. Operatives to give full regard to weather conditions when planning works on unprotected roofs.	
Roof anchors / man-safe systems	Workers	All anchor devices and lateral man-safe systems are tagged to indicate they have been tested. The tag will show the next test due date. Do not use any equipment	

		which is not in-date. Only use lanyards and harnesses which comply with the specification of equipment and method statement	
Roof access hatches	Workers	Roof access hatches pose openings that must be protected. The simplest approach to controlling this hazard is to simply close the hatch cover once on the roof. However precautions must be taken to ensure that the cover will not latch in a way that prohibits exit. If the hatch <i>must</i> be kept open - for example, to pass up tools and materials - the opening must be protected with a guardrail, or employees must use personal fall arrest equipment during the time to which they are exposed to a fall.	
Sloping Roof (>10%)	Workers	Sloping roofs are not to be walked on by staff /contractors unless access arrangements are included in a safe system of work as agreed via a permit to work.	
Slippery roofs	Workers, passers by	Staff/contractors to wear appropriate footwear when accessing roofs and exercise caution where roofs are wet or icy.	
Lone Working	Workers	Lone Working on roofs is not permitted unless with the express permission of a manager or supervisor.	
Fixed vertical (Jacobs) ladders.	Workers	Staff / contractors to exercise caution when using these ladders. Always maintain the maximum number of contacts with the ladder and avoid using hands to carry tools / equipment. Do not use vertical ladders as work platforms.	Exercise greater caution where ladders are not fitted with hoop protection.
Adverse weather	Workers, passers by	Do not work at height in storms or strong winds. Managers / those granting permission for roof access are to consider the implications the weather could have on the safety of operatives.	Be particularly mindful of the 'sail' effect which large work materials can produce e.g. on plywood sheets, glazing. This 'sail effect' can be extremely hazardous, even in light winds.
Overloading roof	Workers	Where heavy plant or materials are to be placed on a roof consideration must be given to the safe working load of the roof. Where there is any doubt the Facilities	Always consider distributing the weight with use of spreader plates, joists or sheeting.

		Management competent person must be consulted.	
Poor or no lighting	Workers	Do not carry out work operations in poorly lit areas. Provide additional lighting – extension leads, torches if required etc. Beware of trip hazards presented by extension leads.	
Falling objects	Workers, Pedestrians	Where tools or equipment are being used adjacent to a roof edge and there is a risk of them falling and injuring those below those items must be attached to a safety lanyard. Be particularly mindful of the ‘sail’ effect which large work materials can produce e.g. plywood, glazing. This sail effect can be extremely hazardous even in light winds blowing material off towers	For added safety consider using barriers to cordon off the area below to prevent injuries to pedestrians. Good housekeeping throughout the roof work is very important.
Unprotected walkways (including in valley gutters)	Workers	Walking in valley gutters should be avoided unless absolutely necessary as they can often be slippery and the lead flashing can be easily damaged.	
Asbestos – e.g. cement roof sheets, glazing rope.	Workers	Check if any asbestos is present on the site.	If the presence of asbestos is suspected notify a manager before commencing any work in the area
Hot works on roofs	Workers	No Hot Works are to be undertaken without a Hot Work authorization from a manager. Any operative undertaking hot works must comply with the conditions required by the hot work authorization. The following are general precautions which should be taken: To prevent fires keep flammable material, gases and/or liquids well away from the heat source. Nominate a fire watcher where indicated by the risk assessment. Seal off air intakes and roof openings to keep fumes and flame out of the building.	Don’t torch directly onto building materials, flashing, or voids in the roof. Be careful on steep slopes; walk-behinds can roll away or tip over. Don’t pull a walk-behind backward on roofs that exceed a 1 in 3 slope set a torch down, always turn it off and set it upright on its legs. Never hang a torch over a roof edge. Stop work 2-3 hours before you leave a job to prevent hot spots or smouldering fires. Welding machines to apply plastic roof membranes reach 1,100°F and use up to 230 volts of electricity. To prevent electric shock, use circuit breakers and avoid rain or wet areas. Don’t touch grounded objects such as pipes or scaffolding while operating

		<p>Have fire extinguishers available. Make an emergency plan. Know the roof's escape routes. Set up communication between the roof crew, building, and ground workers. Know the local emergency numbers for fire and medical services. Know first aid for heat illness and severe burns.</p>	<p>the equipment. Don't overheat plastic membranes, they can emit toxic compounds.</p>
Electrical Hazards, high voltage	Workers	All staff to work in compliance with IEE Regulations.	
UV exposure, heat.	Workers	Wear appropriate PPE and sun protection cream. Avoid working in direct sunlight for prolonged periods and take regular breaks, keep hydrated with fresh water.	
Manual handling	Workers	All Workers to work in compliance with the Risk Assessment / Method Statement and apply 'best practice' handling techniques.	
Hazardous substances	Workers	Any known hazards will be detailed on the roof risk profile which is to be shared with staff and any other contractors.	
Electromagnetic/Radio waves from telecoms transmitters	Workers	All works associated with telecoms masts will be undertaken subject to submission of a risk assessment / method statement and permit to work.	
Trip hazards (lightning conductors, drain vents etc.)	Workers	There can be many trip hazards on roofs due to the presence of services, plant, gantries and roof finishes. Workers should always wear footwear which is appropriate to the task being undertaken and always pay attention to where they are walking. Purpose made walkways should be used where provided.	
Cradle access systems	Workers	Cradle systems are 'mobile elevating working platforms' and are not to be operated other than by a qualified person.	

Head height obstructions	Workers	Wear appropriate PPE.	
Poor 'housekeeping'	Workers	Keep areas tidy and unobstructed at all times. Promptly remove unused materials from roof area after works have been completed.	Report to the Building Manager any structural damage you may find and any work materials which have been left by others.
Poor communications	Workers	Some roofs due to their profile of hazard will be designated as 'No lone-working locations'. Where lone working is permitted, workers are to have the means to communicate with their Supervisor.	
Automatic opening vents and windows can present trip/fall hazards and encroach on walkways	Workers	These will be identified on the roof hazard schematic, which is to be used as the basis for Risk Assessment of the work/project to be undertaken and the adoption of safe working methods.	
Other dangers	Workers/ managers/ supervisors	Before commencing any work on site check for possible other dangers, report and assess the risk.	

I have read and understood the above risk assessment and received appropriate relevant training:

Employee's Signature: _____ Employee's Name (print): _____ Date: _____

Risk Assessment Signed Off by: Mark Evans, M.D. Date: _____ Next review date: _____

Copies to: Managers, operatives, managers/ owner of commercial premises.