

ROOF SAFETY

1.0 Purpose

This instruction details control measures to be used by those involved in:

- Roof maintenance/repair
- Maintenance/repair of roof mounted plant and equipment
- Roof safety risk assessment
- Building/roof design

2.0 Scope

This Safety Instruction applies to all AWL employees, agency workers, contractors and temporary staff employed to conduct roof work including maintenance of roof mounted systems, inspections, cleaning, repair, replacement or removal.

3.0 Definitions

There are no specific definitions associated with this Safety Instruction.

4.0 References and Related Legislation

- The Work at Height Regulations 2005
- HSG33 Health and Safety in Roof Work
- HSG210 Asbestos Essentials Task Manual
- HSP1070 Fire and Emergency Procedures
- HSP1055 Training
- HSP2040 Asbestos
- HSP2050 Controlling Contractors
- HSP2051 Permits to Work

5.0 Forms

WA3413 Contractor Risk assessment
WA3160E Working at Height Permit

All Forms can be downloaded from the Company Intranet through the COS link.

6.0 Procedures

6.1 Responsibilities

6.1.1 Site Facilities Management

Site Facilities Management shall:

- Ensure that all Cat ladders and fixed access points to roofs are inspected and maintained to a PPM schedule
- Ensure that all anchor points, harness lines, fixed and temporary edge protection is inspected and maintained to a PPM schedule
- Ensure that the 2m exclusion zone on those roofs requiring it remains clearly marked
- Ensure that all contractors engaged to provide access to roofs through erection of scaffolding or to complete any work on or to roofs are approved for the work and inducted to the site and immediate area of works in accordance with HSP2050

- Ensure that all personnel working on roofs have read the respective roof assessment and provided an agreed risk assessment and method statement for the works in accordance with HSP2050
- Provide WAH and hot work permits where applicable in accordance with HSP2051 and HSP1070
- Ensure that any person using a MEWP as access to a roof are suitably qualified to do so and operate in accordance with SI32
- Ensure that the relevant asbestos R&D survey is conducted prior to any intrusive works on roofs and any subsequent removals are completed by qualified contractors in accordance with HSP2040

6.1.2 Health, Safety & Environment Department

The HSE Department shall:

- Develop, maintain and review master copies of roof risk assessments for all roofs under AWL control
- Provide guidance and advice on asbestos related roof projects
- Co-ordinate the provision of roof awareness training for AWL staff expected or required to access roofs in accordance with HSP1055

6.1.3 Site Facilities Department

The Site Facilities Department shall:

- Ensure that personnel are suitably qualified to work on roofs and that they use all protective measures such as harnesses and MEWPS involved in the process
- Ensure a suitable and sufficient risk assessment is provided for the activity prior to starting work
- A copy of the relevant roof assessment is provided to personnel accessing roofs

6.2 Process

6.2.1 General

To meet the requirements of the WAHR all roof work shall be controlled as follows:

- Prior to working on any roof the current roof risk assessment shall be read
- Risk control measures shall be in line with HSG33
- Where feasible work shall be undertaken directly from MEWP, craned work cage
- Access to any unprotected or fragile roof shall require the issuing of a working at height permit by the Site Facilities Dept
- All persons accessing an unprotected or fragile roof shall have completed roof safety awareness training
- All access ladders/stairs shall be locked off – keys to be held by the Site Facilities Maintenance Department and roofing contractor
- All permanent access ladders to be of a fall protected design including adequate guarding at their landing point and in date for statutory inspection
- If permanent access is not available the following hierarchy shall apply:
 - Access via Scaffold (Preferred Method)
 - MEWP
 - Ladder-footed and tied if possible
- No lone working
- No roof work when raining, icy, or wind speeds > 20mph
- The following PPE shall be worn:
 - Safety shoes (non-slip soles)
 - Hard hat
 - Reflective jacket/vest
 - Tool belt if appropriate

- Appropriate respiratory protection when working within 2m of any process exhaust emission point
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6.3 Flat Roof – No Edge Protection

6.3.1 Minimum Risk Control Measures

- 2m safety zone around roof edge – permanently marked where possible
- Protected access ladder to have additional protection across 2m zone
- Work within 2m safety zone requires erection of temporary edge protection
 - Use of MEWP cage is permissible if work is confined to cage width and operator harnessed

6.3.2 Additional Fixed Protection Measures

Use some, or all of the following based on the findings of the roof risk assessment:

- Permanent edge protection
- Protected walkways to/around plant and equipment
- Attachment points for restraint harnesses

6.4 Fragile Roof

6.4.1 Minimum Risk Control Measures

- Work from 600mm wide crawl boards, or roof ladders – no walking
- No personnel working below – area cordoned off and marked accordingly
- Provide temporary edge protection – use of MEWP cage is permissible
- Cover adjacent fragile roof lights with protective cover/18mm thick plywood sheets
- Use **restraint** harnesses if suitable attachment available. **Arrest harness use shall be agreed by HSE department and shall include the production of a rescue plan**
- For work in excess of one shift erect safety net **or internal scaffold** below work area

6.4.2 Additional Fixed Protection Measures

Use some, or all of the following based on the findings of the roof risk assessment:

- Permanent protected walkway – providing access to plant and equipment
- Permanent protection around fragile roof lights
- Harnessing points around roof lights and plant/equipment
- Permanently installed protection at valley gutters
- Running line for harness attachment if suited to roof construction and maintenance needs
- Portable walkway with handrail and attachment points to be stored on roof

6.5 Pitched Roof – Non Fragile, No Edge Protection

6.5.1 Minimum Risk Control Measures

- For pitches between 0° and 10° treat as flat roof (section 6.3)
- For pitches > 10° **treat as fragile roof in paragraph 6.4 and:**
 - Work from 600mm wide crawl boards or roof ladders
 - Provide temporary edge protection – use of MEWP cage is permissible
 - Temporary protection of roof lights

6.3 Work On Roof Lights

In addition to the roof working safety measures detailed in this Safety Instruction, the following controls shall be employed when repairing/replacing roof lights:

- Erect a safety net below roof light, or
- Employ a work platform below the roof light to prevent falls e.g. erect a scaffold, or use a MEWP if access allows

6.4 Hot Work

Where hot work is undertaken on a roof, whether it is associated with repairs to the roof itself, or to plant and equipment installed on the roof, such work shall require the issuing of a 'hot work' permit, in accordance with HSP1070 and HSP2051

6.5 Working With Asbestos Cement

All work involving the cutting, cleaning, or removal of asbestos cement roofing sheets shall be undertaken in accordance with the Asbestos at Work Regulations 2012, HSP2040 and HSE guidance HSG210 – Asbestos Essentials Task Manual

6.6 Training

All training requirements are detailed within HSP1055

7.0 Records

All record keeping requirements are detailed within HSP2050

Record Type	Dept Responsible	Retention Period
Personnel Training Record	AW SAP System	In accordance with ISO 16.1
Contractor Control Records	Site Facilities/HSE Department	In accordance with HSP2050