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| **RISK ASSESSMENT 002** | **GENERAL ROOF WORK** | | **Frequency and Job Specific Information:** Please Refer to Project/ Method Statement | | |
| **Risk Assessment prepared by** |  | **Name of Person approving RA:** |  | **Date of last review:** |  |
| **Next review due** |  |
| **Limits of use without need for project specific sign off** |  | | | **Circulation List** | All site staff and Project Managers |

**Project specific details & Sign-off by Project Manager (only completed where the standard controls no longer apply)**

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| **Job Number** |  | **Site:** |  | **Project Manager Approving Amended Risk Assessment** |  | **Date:** |  |

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| **Activity** | **Hazard** | **Main Risks**  **&**  **Affected Persons** | **Risk Rating** | | | Existing **Risk Controls** | AdditionalRisk Controls | **Residual Risk** | | |
| **P** | **O** | **RR** | **P** | **O** | **RR** |
| **GAINING ACCESS TO ROOF** | Roof space  Unsecured access points | **Other contractors**  **General public Trespassers**  **Children**  Fall from height  Serious personal injury  Slips  Trips | **2** | **5** | **10** | * Only Authorised persons are permitted access to the roof space * Roof (and plant room) access doors are signed to indicate restricted access and/or hazards. * Check site security on a regular basis to identify any breaches in site perimeter | * Take care to secure access points to prevent unauthorised persons accessing roof areas. * Ensure all access points and ladders are locked off or boarded to prevent access out of hrs * Appropriate safety signage must be displayed warning of the hazards | **1** | **5** | **5** |
| **WORKING NEAR FRAGILE ROOF/SKYLIGHTS** | Unidentified skylights  Unguarded roof/skylights | Site staff  Other contractors  Fall from height through roof/skylight | **3** | **5** | **15** | * Fragile roof / skylights must be either covered, signed as hazardous or have physical barriers around them. * If the roof/skylight cannot be protected, access must be restricted to those using fall restraint / arrest equipment. | * Those accessing roofs where skylights exist are to avoid these hazard areas where possible * All site staff working at height must complete annual working at height training | **2** | **3** | **6** |

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| **Activity** | **Hazard** | **Main Risks**  **&**  **Affected Persons** | **Risk Rating** | | | Existing **Risk Controls** | AdditionalRisk Controls | **Residual Risk** | | |
| **P** | **O** | **RR** | **P** | **O** | **RR** |
| **WORKING NEAR FRAGILE ROOF/SKYLIGHTS CONTINUED.** | Unidentified skylights  Unguarded roof/skylights | **Site staff**  **Other contractors**  Fall from height through skylight | **3** | **5** | **15** | * Daily site induction to be completed with all site staff to ensure any newly emerging hazards and risks are identified and explained to all site staff | * Regular toolbox talks on the hazards and risks of working at height | **2** | **3** | **6** |
| **HAZARDOUS EMISSIONS FROM FUME STACKS** |  | **Site staff**  **Other contractors**  Exposure to hazardous substances  Occupational asthma  Ill health  Long term ill health | **2** | **3** | **6** | * Implement job rotation for all tasks to limit one person’s exposure. * Keep workers away from vents * Site staff are advised not to work for extended periods within a 3-metre radius of the fume stack. * Job to be monitored closely by the site supervisor | * Keep site staff and others not directly involved in the task as far away from the source of the fumes as possible. * If 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. * If a fume stack is less than 3 metres above the primary roof surface a further risk assessment must be completed to ensure there are adequate controls in place to prevent exposure to the vented fume | **1** | **3** | **3** |
| **WORKING ON ROOF** | No, or limited edge protection on roof | **Site staff**  **Other contractors**  Fall from height  Serious personal injury  Fatality | **2** | **5** | **10** | **If there is no fully compliant collective edge protection access will only be permitted by adherence to the following:**   * 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. * Regular checks of the weather forecast must be completed in periods of inclement weather * A safe system of work, which sets out the precautions to be taken by site staff. | **1** | **5** | **5** |

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| **Activity** | **Hazard** | **Main Risks**  **&**  **Affected Persons** | **Risk Rating** | | | Existing **Risk Controls** | AdditionalRisk Controls | **Residual Risk** | | |
| **P** | **O** | **RR** | **P** | **O** | **RR** |
| **USING ROOF ANCHORS / MAN-SAFE SYSTEMS** | Untested Roof anchors / man-safe systems  Out of date Roof anchors / man-safe systems  Faulty Roof anchors / man-safe systems | **Site staff**  **Other contractors**  Fall from height  Serious personal injury  Fatality | **2** | **4** | **8** | * All anchor devices and lateral man-safe systems must be tagged to indicate they have been tested. * The tag will show the next test due date. * All staff working at height must complete annual work at height training | * 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 * Site supervisor to complete regular checks to ensure site staff are wearing all appropriate safety equipment and harnesses * Only competent persons will be permitted to work at height | **1** | **4** | **4** |
| **ROOF ACCESS HATCHES** | Unprotected roof access hatches  Unidentified roof access areas | **Site staff**  **Other contractors**  Fall through roof hatch  Serious personal injury  Fatality | **2** | **5** | **10** | * Ensure that hatch is closed once on the roof. * Precautions must be taken to ensure that the cover will not latch in a way that prohibits exit from the roof. * Site induction to ensure all hazards and risks are identified to all staff before the start of works | * If the hatch must 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. | **2** | **3** | **6** |
| **WORKING ON A SLOPING ROOF (>10%)** | Sloping surface  Poor or no lighting | **Site staff**  **Other contractors**  **Any person working below**  Fall off roof  Fall of items, tools, equipment from roof | **2** | **5** | **10** | * Sloping roofs are not to be walked on by site staff or contractors unless access arrangements are included in a safe system of work as agreed via a permit to work. | * 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. | **1** | **5** | **5** |

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| **Activity** | **Hazard** | **Main Risks**  **&**  **Affected Persons** | **Risk Rating** | | | Existing **Risk Controls** | AdditionalRisk Controls | **Residual Risk** | | |
| **P** | **O** | **RR** | **P** | **O** | **RR** |
| **GETTING ON AND OFF THE ROOF** | Access and egress to the roof space  Slippery surfaces | **Site staff**  **Other contractors**  Fall from height | **2** | **5** | **10** | * All site staff attend Ladder training. * Only controlled equipment supplied by contractor to be used. * Comply with company policy and procedure for Ladders & Steps and Working at Height. * Assess weather conditions prior to commencing work. * Site staff and contractors to wear appropriate footwear when accessing roofs | * Access to roof area to be by either mobile scaffold tower or ladder erected by competent trained person. * If using extending ladders, ensure a minimum of 3 rungs are above roofline to enable easier access and egress. * Second person to foot the ladder; * Exercise caution where roofs are wet. | **1** | **5** | **5** |
| **LONE WORKING ON THE ROOF** | Medical emergency  Lack of medical assistance after a fall | **Site staff**  **Other contractors**  Fall from height  Serious personal injury  Fatality | **2** | **3** | **6** | * Lone working on the roof is not permitted | * Regular checks to be made by site supervisor to ensure no persons are conducting lone working on the roof | **1** | **3** | **3** |
| **WORKING ON FIXED VERTICAL (JACOBS) LADDERS.** | Untested ladders  Falling items  Tools | **Site staff**  **Other contractors**  Slips  Trips  Falls from height  Serious personal injury | **3** | **3** | **9** | * Ladder in use must be on the ladder register * Visual check of ladder structure to be completed before use * Documented ladder checks to be in place * All site staff to use tool belts * Ladder not to be used to transport items to the roof | * 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. * Ensure the working loading weight of the ladder is observed | **2** | **3** | **6** |

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| **Activity** | **Hazard** | **Main Risks**  **&**  **Affected Persons** | **Risk Rating** | | | Existing **Risk Controls** | AdditionalRisk Controls | **Residual Risk** | | |
| **P** | **O** | **RR** | **P** | **O** | **RR** |
| **WORKING ON THE ROOF IN ADVERSE WEATHER CONDITIONS** | Inclement weather | **Site staff**  **Other contractors**  Slips, trips and falls  Icy conditions  Wet surfaces  Wind speed | **3** | **3** | **9** | * 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. | **2** | **3** | **6** |
| **WORKING WITH MATERIALS ON ROOF** | Overloading roof | **Site staff**  **Other contractors**  Falls of items from roof | **3** | **4** | **12** | * 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 site management competent person must be consulted | * Ensure any items stored on the roof are securely fastened to stop them falling * Keep stored items to a minimum | **1** | **4** | **4** |
| **WORKING NEAR UNPROTECTED WALKWAYS (INCLUDING IN VALLEY GUTTERS)** | Trip hazard  Asbestos | **Site staff**  **Other contractors**  Slip trip or fall leading to serious injury or fatality | **3** | **3** | **9** | * Walking in valley gutters should be avoided unless absolutely necessary as they can often be slippery, and the lead flashing can be easily damaged. | * Ensure that the asbestos register for the property is consulted before the start of works to identify any asbestos material | **1** | **3** | **3** |
| **WORKING WITH/NEAR ELECTRICITY** | Electrical Hazards, high voltage | **Site staff**  **Other contractors**  Electrocution  Electric shock | **2** | **4** | **8** | * All staff to work in compliance with IEE Regulations | * Site manager to conduct a toolbox talk to identify any specific electrical hazards or hazardous areas | **1** | **4** | **4** |
| **WORKING IN THE SUN** | Sun exposure  UV exposure | **Site staff**  **Other contractors**  Sun burn  Heat exhaustion | **3** | **2** | **6** | * Wear appropriate PPE and sun protection cream. * Avoid working in direct sun light for prolonged periods and take regular breaks | * Keep hydrated with fresh water | **1** | **2** | **2** |

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| **Activity** | **Hazard** | **Main Risks**  **&**  **Affected Persons** | **Risk Rating** | | | Existing **Risk Controls** | AdditionalRisk Controls | **Residual Risk** | | |
| **P** | **O** | **RR** | **P** | **O** | **RR** |
| **HOT WORKS ON ROOF** | Unattended hot works | **Site staff**  **Other contractors**  Fire  Burns  Serious person injury | **2** | **4** | **8** | * No Hot Works are to be undertaken without a Hot Work Permit. * Any contractor undertaking hot works must comply with the conditions required by the hot work permit.   **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. * 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. | * Do not torch directly onto building materials, flashing, or voids in the roof. * Be careful on steep slopes; walk-behinds can roll away or tip over. * Do not pull a walk-behind backward on roofs that exceed a 1in 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. * Do not touch grounded objects such as pipes or scaffolding while operating the equipment. * Do not overheat plastic membranes, they can emit toxic compounds. | **1** | **4** | **4** |

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| **Activity** | **Hazard** | **Main Risks**  **&**  **Affected Persons** | **Risk Rating** | | | Existing **Risk Controls** | AdditionalRisk Controls | **Residual Risk** | | |
| **P** | **O** | **RR** | **P** | **O** | **RR** |
| **WORKING WITH HAZARDOUS SUBSTANCES** | Substances | **Site staff**  **Other contractors**  Exposure to hazardous substance | **3** | **3** | **9** | * COSHH risk assessment must be completed for any hazardous substance * Appropriate PPE/RPE to be worn when dictated by the hazard safety data sheet and the COSHH risk assessment | * Any known hazards will be detailed on the risk assessment which is to be shared with staff and contractors. | **3** | **2** | **6** |
| **WORKING NEAR ELECTROMAGNETIC/RADIO WAVES FROM TELECOMS TRANSMITTERS** | Electromagnetic/Radio waves from telecoms transmitters | **Site staff**  **Other contractors**  Exposure to Electromagnetic/Radio waves from telecoms transmitters | **2** | **3** | **6** | * All works associated with telecoms masts will be undertaken subject to submission of a risk assessment | * A method statement and permit to work must be completed to work in these areas | **1** | **3** | **3** |
| **WORKING NEAR WASTEWATER ON THE ROOF** | Exposure to Legionella bacteria | **Site staff**  **Other contractors**  Exposure to Legionella bacteria | **2** | **3** | **6** | * Before the start of works site supervisor to check that there are arrangements in place, which satisfy the duties as set out in the Approved Code of Practice (L8) for controlling the risk of Legionellosis. | * All site staff must wash their hands before eating drinking or smoking * Appropriate PPE to be worn | **1** | **3** | **3** |
| **WORK NEAR AUTOMATIC OPENING VENTS AND WINDOWS CAN PRESENT** | Blocking off access routes | **Site staff**  **Other contractors**  Trip/fall hazards and encroach on walkways | **2** | **4** | **8** | * These will be identified on the roof Risk Assessment of the work/project to be undertaken and the adoption of safe working methods. | * Ensure all automatic vents and openings near the work area are identified and made known to all staff working in the area | **1** | **4** | **4** |

**PPE Required**

**(Please tick all that apply)**

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| **SAFETY HELMET**  **MUST BE WORN** | **HIGH VISIBILITY VEST**  **MUST BE WORN** | | | | **SAFETY BOOTS**  **MUST BE WORN** | **SAFETY GLOVES**  **MUST BE WORN** | **EYE PROTECTION**  **MUST BE WORN** | **EAR PROTECTION**  **MUST BE WORN** | **SAFETY OVERALLS**  **MUST BE WORN** |
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| **LABORATORY COATS**  **MUST BE WORN** | **WELDING MASK**  **MUST BE WORN** | | | | **VISORS**  **MUST BE WORN** | **HAIR NETS**  **MUST BE WORN** | **ESCAPE ROUTES**  **TO BE KEPT CLEAR** | **SAFETY HARNESSES**  **MUST BE WORN** | **NO MOBILE PHONES** |
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| **REPIRATORS**  **MUST BE WORN** | **HAVE YOU BEEN**  **FACE FIT TESTED?** | | | | **PEDESTRIAN MUST**  **USE THIS ROUTE** | **INTRINSICALLY SAFE OVERALLS**  **TO BE WORN** | **INTRINSICALLY SAFE FOOTWEAR**  **MUST BE WORN** | **OPAQUE SAFETY GLASSES**  **MUST BE WORN** | **DRIVERS MUST REPORT TO SITE OFFICE** |
|  | **Yes** |  | **No** |  |  |  |  |  |  |

**Notes**

* For risk assessments requiring project specific amendment - the Risk Assessment shall be reviewed weekly to ensure, it remains current as the project progresses.
* All employees to attend site induction/sign-in prior to commencing work on site.
* First Aid facilities to be provided by Client/Principal Contractor
* Welfare facilities to be provided by Client/Principal Contractor

**Risk Assessment Matrix**

**Multiply scores to arrive at risk rating (RR)**

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| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | **Probability** | | | | | |
|  |  | **Remote** | **Unlikely** | **Possible** | **Probable** | **Very Likely** | **Certain** |
| **Outcome** | **No Injury** | **0** | **1** | **2** | **3** | **4** | **5** |
| **Minor Injury** | **1** | **1** | **2** | **3** | **4** | **5** |
| **First Aid Injury** | **2** | **2** | **4** | **6** | **8** | **10** |
| **Reportable Injury**  **(7 Day)** | **3** | **3** | **6** | **9** | **12** | **15** |
| **Major Injury** | **4** | **4** | **8** | **12** | **16** | **20** |
| **Fatality/Disability** | **5** | **5** | **10** | **15** | **20** | **25** |

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| **Low** | **1 – 6** | **Monitor** | **Tolerable risk. No additional controls required. Employees made aware of safe/correct system of work.** |
| **Med** | **8 – 12** | **Improvement** | **Action required to further reduce risk to acceptable level. Review of process or activity.** |
| **High** | **15+** | **Immediate Action** | **Unacceptable risk. Stop activity immediately. Inform next level of management & refer to Manager/Safety Coordinator. Possible withdrawal of process or activity.** |

**Monitoring and Review**

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| **Date Completed** | **Assessed by:** | **Job Title:** | **Signature:** | **Review Date:** |
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**Further Actions**

**(Please detail any actions for the risk assessment here)**

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| **Issue** | **Further action** | **Action by who?** | **Action by when?** | **Completed** |
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**All actions to be followed up are marked in bold in the body of the risk assessment above.**

**Confirmation of Risk Assessment & Method Statement Briefing**

**Before commencing the activities covered in this safe system of work document all staff are to sign below to confirm that a clear briefing explaining the job has been given and is understood**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Signature** | **Date** | **Comments** |
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