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| **RISK ASSESSMENT 005** | **WORKING ON FLAT ROOFS (ROOF PITCH LESS THAN 10 DEGREES)** | | **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** |
| **WORKING ON FLAT ROOFS** | **Falls from/access points** | **All site staff**  **Other Contractors**  **General public**  Lacerations  Serious personal injury  Broken Bones  Death | **2** | **5** | **10** | * Safe access to the roof will always be provided and maintained by lashed ladder or tower scaffold or some other means. * If there is no permanent parapet or guard rail provided, edge protection, in the form of guard rails and toe boards will be erected, which must be secure. * If persons are not likely to approach within 2m of the roof edge a suitable secure barrier may be set back from the roof. | * Site health and safety induction to be completed before work starts * Bitumen boilers should not be used on a roof unless operative is in attendance and suitable precautions are taken, i.e. A non-combustible base is used, and suitable fire extinguisher is present. * Where work is in progress at the roof edge guard rail and toe board may be removed, subject to a safe system of work being used, to prevent falls i.e. Use of safety harness and protection is replaced as soon as work is complete. | **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** |
| **ACCESS AND EGRESS TO THE FLAT ROOF** | **Falls from roof edge** | **All site staff**  **Other Contractors**  **General public**  Lacerations  Serious personal injury  Broken Bones  Death | **2** | **5** | **10** | * All persons engaged in roof work will be adequately trained and supervised. * All access points and ladders will be checked before the start of any works * Weather check to be completed before the start of any works and periodically during the works. | * Ensure that any fragile surfaces and or roof lights are clearly identified and barriered off * Ensure correct safety footwear is worn | **1** | **5** | **5** |
| **WORKING AND MOVING MATERILAS ON FLAT ROOF** | **Falls of materials from roof edge** | **All site staff**  **Other Contractors**  **General public**  Lacerations  Serious personal injury  Broken Bones  Death | **2** | **4** | **8** | * Materials will not be thrown down from the roof * Necessary precautions will be taken to prevent materials either falling from or being blown off a roof. * Adequate precautions, as necessary, will be taken to protect others who may be affected by roof work. | * A competent person will be required to inspect scaffolds and lifting appliances and complete Inspection Register * All fragile materials i.e. Roof   lights etc. will be covered or fenced   * Area beneath the work area to be barrier off * Tool belts will be provided and used | **1** | **4** | **4** |
| **WORKING ON FLAT ROOF-WEATHER** | **Inclement weather** | **Site staff**  **Other contractors**  Slips  Trips  Falls  Serious personal injury | **3** | **4** | **12** | * High winds can tilt access ladders and make them unstable. * Set a maximum safe wind speed for operation. * Storms and snowfalls can also make roof surface slippery. * Inspect the platform before use after severe weather. | * Weather forecast to be checked during the works on a regular basis * Appropriate personal protective equipment must be worn during periods of inclement weather * Supervisor to ascertain if work should take place during periods of inclement weather | **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 IN THE SUN** | **High levels of solar ultraviolet radiation (UVR) from exposure to direct sunlight and reflective surfaces such as concrete, metal and glass in roofing materials.** | **Site staff**  **Other contractors**  Slips  Trips  Falls  Serious personal injury | **3** | **4** | **12** | * Carrying out roof work earlier in the morning or later in the day * Rotating or sharing between external and internal work * Wearing a hat, sunglasses Ensure you applying 30+ SPF sunscreen, and were possible work in the shade or under overhead protection (although be aware of potential exposure from nearby reflective surfaces). | * Where reasonably practicable, workers should wear clothing that covers as much skin as possible. * Examples include loose-weave fabric shirts with a collar and long sleeves, long trousers and hats with broad brims or caps with ‘legionnaire’ style peak and flap at the back. | **1** | **4** | **4** |
| **UNAUTHORISED ACCESS TO FLAT ROOF** | **Unauthorised Access** | **General public**  **Children**  Fall from flat roof  Serious personal injury  Death | **2** | **5** | **10** | * While works are taking place, the access must be boarded/closed off or removed to prevent unauthorised access after working hrs * Appropriate site safety signage must be displayed. * Site security must be checked to ensure access cannot be gained by members of the general public/trespassers and children | * Regular checks to be completed at the end of the day to ensure access to roof has been closed off and all access points and ladders have been removed | **1** | **5** | **5** |

**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** |  | **Nio** |  |  |  |  |  |  |

**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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