

Instructions for the Use of the Excel Spreadsheet

There are Four tabs at the bottom of this worksheet



Instructions tab is the one you are reading

Title Tab

The Title Tab is the front cover pages of the Risk Assessment

Simply insert your Company Name, Date and Assessor name where indicated

Print the front cover once you have completed your Audit

Do not enter any data other than Company name, Date and Assessor - the data will copy from the risk assessment details

Audit Details Tab

Read each section and answer the questions

Enter Data ONLY in the white coloured boxes for each question

Enter a score for each question as indicated

If the question is not applicable score it as max potential score

Enter comments in the comments box

H&S Plan Tab

Fill in the relevant boxes in answer to the questions posed

Method Statement Tab

A generic method statement is included

The items highlighted in blue are where you can insert details of Materials, Equipment and Method

This sheet is completely unprotected so that you can edit it for your own particular project

Once complete simply print off both the H&S Plan, Title, Risk Assessment & Method statement pages

Note you may need to change your printer settings

You have now completed your Health & Safety Plan & Risk Assessment

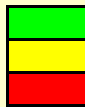
Health & Safety General Joinery Risk Assessment

Date	
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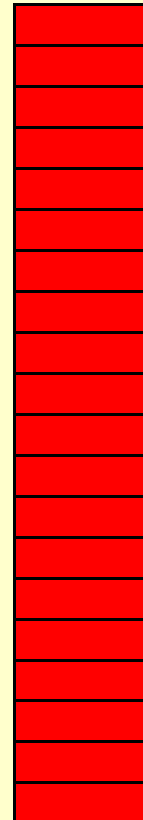
Company Name	
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Assessor	
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Performance Acceptable - no action required
Performance marginal - ongoing action required
Performance not acceptable - urgent action required



- General Hazards**
- Road Safety**
- Equipment**
- Maintenance**
- Training**
- Ladders**
- Scaffolds**
- Roof Work**
- Tools and Machinery**
- Hazardous Substances**
- Electricity and Other Services**
- Protecting the Public**
- Fire**
- Manual Handling**
- Hygiene**
- Accidents and First Aid**
- Slips & Trips**
- Adverse Weather**
- Noise**
- Vibration**



General Joinery Risk Assessment

Question Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant	Potential Score	Score	% Performance	Comments
General Hazards				
Do you ensure that there are no trip hazards to general public presented by trailing cables / equipment by cordoning off and displaying signs	3	0	0	
Do you ensure that there are no slip hazard presented from dust covered pathways / walkway to general public by cordon and signage	3	0	0	
Do you ensure that the operator has suitable footwear to prevent a slip hazard while concentrating on work.	3	0	0	
Do you ensure there is no electrocution hazard from working near to power sources.	3	0	0	
Do you ensure that no injury to others can occur from falling objects or fabric of the building that may be dislodged.	3	0	0	
Do you provide hard hats for operators to prevent injury from falling objects	3	0	0	
Do you give consideration to the day and time of working to minimise the numbers of people who may be present.	3	0	0	
Do you provide hi-viz clothing.	3	0	0	
	24	0	0	

General Joinery Risk Assessment

Question Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant	Potential Score	Score	% Performance	Comments
Road Safety				
Are journeys to and from the workplace are subject to documented risk assessment.	3		0	
Are loads secure to ensure that it does not shift under normal driving conditions	3		0	
Is the load secure to ensure that it does not shift under emergency braking	3		0	
Is the load secure to ensure that it does not shift during a collision	3		0	
Do you provide suitable vehicles	3		0	
Do you provide suitable equipment	3		0	
Do you provide a means of securing the load	3		0	
Do you ensure the vehicle is not overloaded	3		0	
Do you give consideration to The payload capacity of the vehicle and the potential of overloading.	3		0	
Do you give consideration to Driving conditions and braking distances.	3		0	
	30	0	0	

General Joinery Risk Assessment

Question Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant	Potential Score	Score	% Performance	Comments
Equipment				
When choosing equipment do you consider the duration and extent of work.	3		0	
When choosing equipment do you consider the height at which work has to be done.	3		0	
When choosing equipment do you consider the site conditions.	3		0	
If using a Mobile Elevated Work platform (MEWP) - Do you ensure that you follow normal guidelines for MEWPS operation	3		0	
If using a Mobile Elevated Work platform (MEWP) - Do you ensure consideration is given to securing equipment to the MEWP basket to prevent it falling if dropped	3		0	
	15	0	0	

General Joinery Risk Assessment

<p>Question Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant</p>	<p>Potential Score</p>	<p>Score</p>	<p>% Performance</p>	<p>Comments</p>
<p>Maintenance</p>				
<p>Do you carry out a pre-use visual inspection – Obvious defects in equipment</p>	<p>3</p>	<p></p>	<p>0</p>	<p></p>
<p>Do you have regular documented management inspections that takes into account the degree of use of equipment. In practise three monthly inspections are recommended.</p>	<p>3</p>	<p></p>	<p>0</p>	<p></p>
<p>Do you have procedures should be in place for handling any defects found that would include repair or replacement.</p>	<p>3</p>	<p></p>	<p>0</p>	<p></p>
<p></p>	<p>9</p>	<p>0</p>	<p>0</p>	<p></p>

General Joinery Risk Assessment

Question Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant	Potential Score	Score	% Performance	Comments
Training				
Do you instruct operators in Manual handling	3		0	
Do you instruct workers in Working at Height	3		0	
Do you instruct operators in ground conditions	3		0	
Do you instruct operators in cordoning off	3		0	
Do you instruct operators in recognising common Hazards	3		0	
Do you instruct operators in the the need for the operator to be vigilant with regard to the surroundings.	3		0	
Do you inform operators not to use defective equipment.	3		0	
Do you inform operators to always cordon off and/or display suitable warning signs when working in public areas.	3		0	
Are Joiners properly qualified	3		0	
Are employees competent to use the woodworking equipment that you provide	3		0	
Do you prohibit any person under the age of 18 from using woodworking equipment	3		0	
	33	0	0	

General Joinery Risk Assessment

Question Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant	Potential Score	Score	% Performance	Comments
Ladders				
Does the ladder meet the requirements of BS EN 131	3		0	
Do you limit ladder length to 9m	3		0	
Do you ensure a pre use check is carried out daily	3		0	
Do you ensure defective ladders are not used	3		0	
Do you tie off the ladder wherever possible	3		0	
Do you ensure that you do not over-reach	3		0	
Does the ladder have anti-slip feet	3		0	
Do you ensure the ladder is at the correct angle 1:4	3		0	
Do you ensure rungs and stiles are clean and not slippery	3		0	
Do you ensure that ladders are not left unattended	3		0	
Do you use a tool belt	3		0	
Do you ensure that suitable footwear is used	3		0	
Do you ensure both stiles are in contact with the ground and upper resting point of the ladder	3		0	
Do you ensure that the surface the top of the ladder is resting on is strong enough to withstand the load	3		0	
	42	0	0	

General Joinery Risk Assessment

Question Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant	Potential Score	Score	% Performance	Comments
Scaffolds				
Are scaffolds erected, altered and dismantled by competent people?	3		0	
Are all uprights provided with base plates (and, where necessary, timber sole plates)?	3		0	
Are all uprights, ledgers, braces and struts in position?	3		0	
Is the scaffold secured to the building or structure in enough places to prevent collapse?	3		0	
Are there double guard rails and toe boards, or other suitable protection, at every edge, to prevent falling?	3		0	
Are the working platforms fully boarded and are the boards arranged to avoid tipping or tripping?	3		0	
Are there effective barriers or warning notices in place to stop people using an incomplete scaffold, eg where working platforms are not fully boarded?	3		0	
Is the scaffold strong enough to carry the weight of materials stored on it and are these evenly distributed?	3		0	
Are scaffolds being properly maintained?	3		0	
Does a competent person inspect the scaffold regularly, eg at least once a week; and always after it has been altered or damaged and following extreme weather?	3		0	
Are the results of inspections recorded?	3		0	
Have proprietary tower scaffolds been erected and are they being used in accordance with suppliers' instructions?	3		0	

General Joinery Risk Assessment

Question Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant	<i>Potential Score</i>	<i>Score</i>	<i>% Performance</i>	Comments
Have the wheels of tower scaffolds been locked when in use and are the platforms empty when they are moved?	3		0	
	39	0	0	

General Joinery Risk Assessment

Question Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant	Potential Score	Score	% Performance	Comments
Roof Work				
Is there edge protection to stop people or materials falling?	3		0	
Have you identified fragile materials such as cement sheets and roof lights?	3		0	
Have you taken precautions to stop people falling through fragile materials when working on the roof eg by providing barriers, covers or working platforms?	3		0	
Are people kept away from the area below the roof work? If this is not possible, have additional precautions been taken to stop debris falling onto them?	3		0	
	12	0	0	
Tools and Machinery				
Are the right tools or machinery being used for the job?	3		0	
Are tools and machinery maintained in good repair and are all safety devices operating correctly?	3		0	
Are all operators trained and competent?	3		0	
Has all woodworking machinery properly guarded to comply with the PUWER Regulations	3		0	
Has all woodworking machinery been fitted with braking devices to comply with the PUWER Regulations	3		0	
	15	0	0	

General Joinery Risk Assessment

Question Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant	Potential Score	Score	% Performance	Comments
Hazardous Substances				
Have you identified all harmful substances and materials, such as asbestos, lead, solvents, paints ?	3		0	
Do you ensure the chemicals / solvents that are used are safe for the operator	3		0	
Do you ensure that the chemicals / solvents that you use do not present a risk to the environment	3		0	
Do you ensure the cleaning chemicals that are used are safe for the operator	3		0	
Do you ensure that the cleaning chemicals that you use do not present a risk to the environment	3		0	
Have you controlled exposure to hazardous substances, by doing the work in a different way, to remove the risk entirely	3		0	
Have you controlled exposure to hazardous substances, by using a less hazardous material	3		0	
Do you ensure that the work area is well ventillated when cutting or sanding of wooden components	3		0	
Do you provide suitable repiratory protection against dust	3		0	
Have workers had information and training so they know what the risks are from the hazardous substances used and produced on site, and what they need to do to avoid the risks?	3		0	
	30	0	0	

General Joinery Risk Assessment

Question Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant	Potential Score	Score	% Performance	Comments
Electricity and Other Services				
Have all necessary services been provided on site before work begins and have you also identified existing services present on site (eg electric cables or gas mains) and taken effective steps, if necessary, to prevent danger from them?	3		0	
Are you using low voltage for tools and equipment eg battery-operated tools or low voltage systems?	3		0	
Where mains voltage has to be used, are trip devices, eg residual current devices (RCDs), provided for all equipment?	3		0	
Are RCDs checked daily by users and properly maintained?	3		0	
Are cables and leads protected from damage?	3		0	
Are all connections to the system properly made and are suitable plugs used?	3		0	
Are tools and equipment checked by users, visually examined on site and regularly inspected and tested by a competent person?	3		0	
	21	0	0	

General Joinery Risk Assessment

Question Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant	Potential Score	Score	% Performance	Comments
Protecting the Public				
Is the work fenced off from the public?	3		0	
Are the public protected from falling material?	3		0	
When work has stopped for the day is the boundary secure and undamaged?	3		0	
When work has stopped for the day are all ladders removed or their rungs boarded so that they cannot be used?	3		0	
When work has stopped for the day is all plant immobilised to prevent unauthorised use?	3		0	
When work has stopped for the day are chemicals or dangerous substances locked away in secure storage places?	3		0	
	18	0	0	
Fire				
Do you ensure no flammable substances are on or near sources of heat or direct sunlight?	3	0	0	
Do you ensure flammable substances are correctly stored in flameproof cupboards (solvents, paints, etc.)?	3		0	
Do you ensure there is no potential for a flammable substance to be spilled onto sources of heat or electrical equipment?	3		0	
Do you ensure flammable waste materials are not left in waste bins overnight?	3		0	

General Joinery Risk Assessment

<p>Question Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant</p>	<p><i>Potential Score</i></p>	<p><i>Score</i></p>	<p><i>% Performance</i></p>	<p>Comments</p>
<p>Do you ensure oily/ paint contaminated paper towels or rags are disposed of properly?</p>	<p>3</p>	<p></p>	<p>0</p>	<p></p>
<p>Are fire extinguishing equipment and methods adequate (e.g. extra fire blankets or extinguishers)?</p>	<p>3</p>	<p></p>	<p>0</p>	<p></p>
<p></p>	<p>18</p>	<p>0</p>	<p>0</p>	<p></p>

General Joinery Risk Assessment

Question Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant	Potential Score	Score	% Performance	Comments
Manual Handling				
Do you ensure working positions don't pose a hazard that could cause muscular strains, such as poor lifting positions?	3	0	0	
Do you ensure working positions don't pose a hazard that could cause muscular strains, such as heavy or large and awkward objects?	3	0	0	
Do you ensure working positions don't pose a hazard that could cause muscular strains, such as bad posture ?	3		0	
Do you ensure working positions don't pose a hazard that could cause muscular strains, such as repetitive twisting or turning?	3		0	
	12	0	0	

General Joinery Risk Assessment

Question Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant	Potential Score	Score	% Performance	Comments
Hygiene				
Is toilet and hand washing facilities adequate?	3		0	
Is the provision of barrier creams and hand cleaners adequate?	3		0	
	6	0	0	
Accidents and First Aid				
Are there adequate accident treatment provision?	3		0	
Do you ensure everything in the first aid boxes is within its use by date?	3		0	
Are there adequate first aid box provision?	3		0	
	9	0	0	
Slips & Trips				
Do you ensure good standards of housekeeping are maintained	3		0	
Do you ensure you minimise trip and slip hazards within the work area etc	3		0	
Do you post signs warning of potential dangers when working etc	3		0	
	9	0	0	

General Joinery Risk Assessment

Question Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant	Potential Score	Score	% Performance	Comments
Adverse Weather				
Do you refrain from roof work in excessively windy conditions	3		0	
Do you refrain from roof work in rainy conditions	3		0	
Do you refrain from roof in excessively cold conditions where there is a risk of ice	3		0	
In cold consitions do you ensure walkways are prevented from freezing by applying salt to the working area	3		0	
	12	0	0	

General Joinery Risk Assessment

Question Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant	Potential Score	Score	% Performance	Comments
Noise				
Have workers had information and training so they know what the risks are from noise on site, and what they need to do to avoid those risks?	3		0	
Have you identified and assessed workers' exposure to noise?	3		0	
Can the noise be reduced by using different working methods or selecting quieter plant eg by fitting breakers and other plant or machinery with silencers?	3		0	
Are people not involved in the work kept away from the source of the noise?	3		0	
Is suitable hearing protection provided and worn in noisy areas?	3		0	
Have hearing protection zones been marked?	3		0	
Have you arranged health surveillance for people exposed to high levels of noise?	3		0	
	21	0	0	
Hand Arm Vibration				
Have workers had information and training so they know what the risks are from hand-arm vibration (HAV) on site, and what they need to do to avoid those risks?	3		0	
Have you identified and assessed risks to workers from prolonged use of vibrating tools such as concrete breakers, angle grinders or hammer drills?	3		0	

General Joinery Risk Assessment

Question Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant	<i>Potential Score</i>	<i>Score</i>	<i>% Performance</i>	Comments
Has exposure to HAV been reduced as much as possible by selecting suitable work methods and plant?	3		0	
Are reduced-vibration tools used whenever possible?	3		0	
Have vibrating tools been properly maintained?	3		0	
Have you arranged health surveillance for people exposed to high levels of hand-arm vibration, especially when exposed for long periods?	3		0	
	18	0	0	

Health & Safety Plan

Part 1 - Project Details	
Project co-ordinator	
Site	
Dept	
Work Site Address	
Phone number	
Description of works:	
Programme of works:	Start date:

Part 2 - Existing Environment	
Are any of the following applicable to the works - if yes enter brief detail in space provided or N/A	
2.1	What happens / what activity occurs at the worksite? E.g. manufacturing, office, building site, etc.
details:	
2.2	Underground hazards - are there any utility services in vicinity such as electricity, gas, water, BT, CTV, etc.
details:	
2.3	Overhead hazards - is there any working overhead, overhead moving plant, overhead lines, limited headroom, etc.
details:	
2.4	Access/egress restrictions - are there any procedural (security) or physical access problems during the works?
details:	
2.5	Existing structure - will work be affected by fragile roof, asbestos, demolition work, stability of structures, etc?
details:	
2.6	Existing ground conditions - will work be affected by land contamination, water table, ground stability, etc.
details:	
2.7	Environmental Management - are there any noise sensitive areas, is spillage or waste management needed, etc.
details:	

Part 3 - Site wide elements	
Are any of the following applicable to the works - if yes enter brief detail in space provided or N/A	
3.1	Is any special clothing or specialist PPE needed to carry out the works?
Details:	
3.2	Are any special skills training or site safety induction training needed prior to working?
Details:	
3.3	Are there any special traffic or pedestrian routes or, any 'no-go' or restricted areas at site?
Details:	
3.4	Are there any site specific arrangements for unloading and storage of materials and equipment?
Details:	
3.5	Arrangements for welfare facilities at the work site e.g. toilet, washing, shelter, eat/drink, etc?
Details:	
3.6	Are there any special site rules : e.g. permit to work system, site reporting procedures, etc.?
Details:	
3.7	Work off the ground : detail working height & safe work method - scaffold, MEWP, harness, steps
Details:	
3.8	Who will be supplying the plant , equipment, access equipment & scaffold as required to work?
Details:	
3.9	Arrangements for Emergencies e.g. A&E hospital, first aiders, fire, major incident management, etc.
Details:	

Part 4 - Project liaison & communication.	
If yes to any point - indicate brief details in space below or N/A	
4.1	Project review meeting - where are they held? how often are they held?, who should attend?, etc.
Details:	
4.2	Arrangements to review and vet method statements and risk assessments for work tasks
Details:	
4.3	Arrangements to allow work of other specialist contractors to be safely integrated on the project
Details:	

Method Statement

Introduction

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Any working operation, which an employee or contractor carry out must meet all the legal requirements.

When used they are agreement to remove, repair or replace and have no additional notices displayed.

Adequate supervision of the workforce will be provided at all times.

All staff will be suitably and sufficiently trained for the task they are to perform. Whilst the depth of knowledge is dependent on the task the worker is to undertake, the areas of knowledge are the same:

1. Adequate knowledge of chemicals used to appreciate the dangers at the level that the worker will be exposed
2. Adequate knowledge of the equipment to be used
3. Adequate understanding of the procedures and methods which they will be using, including where necessary, practical experience
4. An appreciation of the hazards that may arise in the normal function of their task and what precautions are put in place to control the risk - including appreciating their limitations and when they should report a problem
5. Sufficient information to enable them to recognise if the equipment or system they are, or are about to, work with or on is safe enough to permit the work to continue

A permit to work must be obtained from a suitable authority for:

Work near electrical installations
Hot Work

Materials Used

Enter a list of materials being used in the project

A Coshh Data sheet for all chemicals used is attached.

Equipment

Enter a list of Equipment to be used on the project

Method

Enter a brief description of the actual method to be used and the order it will be done

The main hazards

Falls from height
Contact with electricity.
Injury from incorrect Manual handling.
Skin and eye irritation from wood dust
Respiratory tract irritation from inhaling dust created during cutting or sanding operations
Noise
Injury from slips trips and falls.
Lone working.
Injury to other staff or members of the public.
Use of woodworking machinery

Preventative Measures

You must be "competent" to carry out the task.
Edge protection must be in place at all times when working at height.
Specialist Roof ladder must be used.
You must use residual current devices with electrical equipment or use 110V supply.
Warning signs must be placed around the work area.
You must not lift beyond your capabilities, get help if necessary.
You must follow all directions given by the site foreman or his agents
You must have suitable respiratory protection and eye protection during cutting operations
You must have suitable hearing protection when using noisy equipment
Only trained and competent operatives must use woodworking equipment

Personal Protective Equipment

Fall Arrest equipment where necessary

Head protection

Dust masks to BSEN 149 Class FFP1

Eye protection to BSEN 166

Safety boots

Protective Overall.

Protective Gloves.

Environmental Protection Measures

You must dispose of waste to the designated area provided for waste.

Quality Control

Adhere strictly to the following procedure to ensure quality of service

If in doubt contact your manager for clarification before proceeding.

Equipment Required;

Warning signs.

Residual Circuit Breaker.

Roof ladder

Woodworking equipment

Security

Prior to starting on site all employees will obtain permission to access the site.

A list of staff working on site will be notified each day.

Normal working hours would be 08:00 to 18:00 hours

Delivery

Delivery of product, material or services will be direct to site in vehicles appropriate to the access available.

Deliveries will be as per time slot allocated.

Unloading

All personnel will ensure they adhere to the procedures set out in the Health & safety plan for Manual Handling and be wearing the required PPE before commencing work.

The product or materials will be moved using skates, trolleys or other appropriate devices. It may be necessary to carry if no other means are available.

Tools and Equipment

All equipment or tools brought on to premises will be of sound construction and will meet the statutory requirements applicable to these tools or equipment.

An employee can not use any other tools but their own including machinery or equipment, unless authorised to do so.

Employees are prohibited from using contractor tools, machinery or equipment.

All lifting equipment will carry a current certification, which will be available for inspection

All portable electrical equipment will comply with Company standards and conform to the 1989 Electricity at Work Regulations.

All ladders used will be of type 1 or 2 and not domestic ladders. Ladders will be in a safe condition and are used in accordance with company standards.

Fire

All Company staff have been advised of the fire evacuation procedure, and of the assembly points they are report to in the event of a fire.

"No Smoking" policy will be in force at all times by Company staff.

Staff will be made aware of the location of fire extinguishers.

COSHH

The Company will not introduce any hazardous substance without the prior approval of the Health and Safety Department onto premises.

Noise

The Company will control noise levels of any activities carried out on site and must not expose anyone, to noise levels above 85dB(A).

Accidents

All accidents will be reported to managing site authority. An accident means any injury to personnel, damage to property, or event, which may have led to such an occurrence.

The company may wish to investigate all accidents that occur and expect the co-operation of the managing site authority and his employees in ascertaining the true cause in an effort to prevent a similar accident.

Accidents and dangerous occurrences must be reported in accordance with Report of Injury, Disease or Dangerous Occurrences Regulations 1995.

First Aid

In the event of an accident First Aid is available.

Work Instructions

Preparation

Staff will be inducted onto sites by the main contractor; all members of staff are obliged to follow the main contractor rules and regulations whilst on site.

If in control of a site the site foreman will ensure that all safety measures are followed, the site foreman will set up and manage work patterns, equipment storage, control of visitors and protection of clients and members of the public

All materials and equipment will be delivered to site by suppliers and kept in designated storage areas.

The site foreman will ensure staff are competent to complete the job safely and that apprentices are properly supervised.

Test the operation of the RCD or any other safety devices

Physically check all equipment for signs of undue wear or damage, particularly ladders, plugs and cables

Step by Step Guide

If appropriate inform the main contractor representative of start of works.

Ensure the area to be worked has been clearly signed and marked out with warning tape; if necessary erect physical barriers to prevent unauthorized access.

Put on your personal protective equipment.

Ensure roof access equipment and edge protection is in place and of sound construction

Do not leave tools and equipment unattended at any time.

When cutting or sanding components ensure dust is kept to a minimum or done in a well ventilated area

Use a dust mask, eye protection and ear defenders when using cutting or sanding machinery

Keep the work area clean and tidy at all times, remove rubbish and debris as it accumulates

Care of equipment

Ensure all equipment is cleaned and returned to the storage area, do not leave tools and equipment unattended.

Risk Control Measures

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

Risk control measures should be in line with HSE Publication HSG33

Where feasible work directly from MEWP, craned work cage

Access to any unprotected or fragile roof shall require the issuing of a working at height permit

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 Maintenance Department and roofing contractor

All permanent access ladders to be of a fall protected design including adequate guarding at their landing point

If permanent access is not available the following hierarchy shall apply:

No lone working

No roof work when raining, icy, or wind speeds > 20mph

The following PPE shall be worn:

- Safety shoes (non-slip soles)
- Appropriate respiratory protection when working within 2m of any process exhaust emission

Flat Roof – No Edge Protection

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 operator harnessed

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

Fragile Roof

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 harnesses if suitable attachment available
- For work in excess of one shift erect safety net below work area

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

Pitched Roof – Non Fragile, No Edge Protection

Minimum Risk Control Measures

- For pitches between 0° and 10° treat as flat roof
- For pitches > 10°:
 - Work from 600mm wide crawl boards or roof ladders
 - Provide temporary edge protection – use of MEWP cage is permissible

Additional Fixed Protection Measures

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

- For pitches between 0° and 10° treat as flat roof
- For pitches > 10° treat as fragile roof

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

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'

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 2002 and HSE guidance HSG210 – Asbestos Essentials Task

Signed:

Date: