

Roof Inspection Risk Assessment & Method Statement

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This document is prepared to cover any type of roof construction upon which an inspection may be necessary by this company as requested by the client.

As our requested inspection visit is often the first knowledge of the site, it is impossible to establish and identify project specific or construction risks prior to that information being established. For this reason, a specific safe method of inspection and risk assessment cannot be given unless requested by the client beforehand.

It should be remembered that often our survey serves to establish the safety (e.g. non -fragility) and other risks involved with the roof in the first place.

It is therefore necessary to evaluate the risk upon arrival and prior to undertaking any type of survey and adopting such a method as is deemed safe. If a safe method of undertaking a survey cannot be found, or the roof is considered not to be safe to walk upon, then the visit will be aborted or undertaken from a cherry picker only.

Should a project specific RAMS be required by the client, then we may be required to visit site (possibly with a cherry picker) for this purpose. (This will attract an additional cost)

General Observations

Working at Height is always a dangerous area for inexperienced persons. No person should be allowed upon a roof without adequate training, supervision or detailed and specific induction.

David Hicks has worked within this Industry since 1969 and has inspected numerous roofs of various construction types on a regular basis. (virtually daily basis)

Phillip Smith has worked within this Industry since 1995 and has inspected and installed numerous roofs of various construction types on a daily basis.

Obligations of Our Client (prior to our visit)

There are a number of obligations required to be undertaken by our client or their agents.

- a) To provide an O&M / Safety manual prior to our visit if possible (existing buildings)
- b) To ensure that an internal inspection of the roof and walls is available (subject to practical limits)

- c) To advise of any specific Health and Safety Issues prior to placing an order. (e.g over head power cables, rifle ranges, airports, discharge of hazardous chemicals / fumes from this or near by buildings.)
- d) Provide current details of Mansafe or Solar panel equipment within the working area.
- e) Provide Parking for cars and plant on site and in close proximity to the working area
- f) Advise of any known asbestos on or in the building, or within the immediate vicinity.

Proposed method of gaining access to the roof

There are four methods available to gain access to the roof, they are, in preferred order:-

- a) Through an existing roof hatch or personnel doorway (from plant room or similar)
- b) By Hired MEWP with a qualified IPAF operator
- c) By scaffold (usually for new builds or refurbishment)
- d) By Hired Alloy Tower system, installed by PASMA operatives
- e) By ladder, but only low single storey roofs and only where considered safe to do so. NB: Additional labour may be required to support the ladder at extra charge.

Before stepping on the roof, an assessment should be taken to ensure as far as possible that the roof is securely fixed and capable of taking the weight of foot traffic. This may be established from the O&M / Safety Manual where one is provided

Any Plant not hired by us must be supplied and operated by a suitably qualified person.

NB: Plant not hired by us will not be covered by our insurance and neither we, nor our insurers will be held responsible for damage of any kind, howsoever caused.

The Existing Hatch or Doorway method

Access via an existing hatch way is preferred not only from a cost point of view, but as it is clearly the safest and most efficient. An impromptu assessment will be undertaken to establish that the access ladder is adequately safe and that the hatch position allows access to the roof in a safe and secure position. (i.e. not adjacent to a roof edge or rooflight)

By Scaffold

This will usually be supplied and installed by a Main Contractor. However, we will refuse to use such access if considered in our opinion to be unsafe. (Our decision is final on this matter, irrespective of any other person's opinion or certification to the contrary)

Access by Cherry picker (MEWP)

A suitable cherry picker will be hired (or supplied by the Client / Contractor) with a trained and competent and qualified driver operator to provide access to the roof. An impromptu assessment will be first made as to the safest position to provide access to the roof, and preferably away from passing vehicles that could collide with the base of the machine (Though this is not always possible)

We may request an exclusion zone to be installed / permitted around the MEWP working area.

Access by ladder

Subject to an impromptu assessment of the situation, access by ladder may be contemplated only if considered safe to do so

Access by ladder should be avoided unless it is the only solution. Ladders should be suitably tied and secured at both ends where possible.

The ladder should have at least a 1000mm over run to provide safe operative access to the roof for inspection.

Whilst on the roof

it is not intended to use harness and lanyards whilst on the roof.

It should also be noted that previously installed mansafe wire systems do not allow access to all areas that require to be inspected; therefore such installations are not always practical for inspection purposes. Furthermore, such systems do not always offer protection for buildings of circa 6m high or less.

Where existing systems are installed and it is practical to do so, they will be used if deemed suitable for our inspection. However, these will not be relied upon. Where reliance upon such equipment is required, then a current annual test certificate should be provided to us either prior to or immediately upon arrival.

Note: We will not use a rope lanyard under any circumstances. Where we are required to use a lanyard we will use an auto-retractable steel lanyard. The hire costs of which, together with additional fees will be charged extra.

We will not wear a harness or lanyard where our working area can permit either the inspector or the lanyard to touch PV panels !

Safety wires to the perimeter of a building only are not suitable for a whole roof inspection.

On most buildings, we will still not encroach within c 3m of the edge of a building even with a lanyard.

Other PPE

Hi-viz, safety boots/shoes and hard hat will generally be worn during an inspection or whilst on an active site. (or as directed by the site manager)
These may be omitted where the building being inspected is not deemed to have this risk requirement

Several Contractors are now requiring glasses and gloves to be worn. However as these can affect our use of a camera we would request a dispensation to allow us to work freely please. Constantly replacing glasses and gloves can cause a distraction and further extend the time taken to undertake the survey, thus increasing the risk rather than removing it.

Identifying the threats

Falling

Clearly the greatest risk is of falling.

Only two realistic eventualities that can cause this to happen.

- a) Off the perimeter edge of the building.
Building edges to be avoided by a margin of approx. 3m, unless netted or other suitable barrier is installed or is existing (e.g scaffold, hand rail or parapet.)
- b) Through the rooflights (or other fragile materials such as asbestos)

We will not walk on asbestos roofs

Roof lights present the biggest danger.

Under no circumstances should rooflights be walked or stepped upon even if they are described as “Mansafe” or “walkable”.

Access to the areas immediately above them should also be avoided where possible to prevent encroachment by slipping or tripping

The rooflights are usually clearly visible and defined by red caps, however this is not always the case. The inspector will familiarise himself with the rooflight positions prior to stepping on the roof.

Where the rooflights have discoloured so as to match the colour of the roof sheet, access across the roof should not be made by our inspector. In such circumstances the survey will be limited to safe roof areas or the MEWP basket only, If for some reason this is not possible, the survey is to be aborted.

Over head obstructions	This must be advised prior to instruction and will include electric cables within 800m of any point of the building. Those instructing us should obtain from the power company a certificate to show that it is safe to walk on the roof at the time of our visit. A copy of which must be provided to us <u>prior</u> to our arrival on site.
Slippery Surface	This situation is to be further assessed upon arrival on site. Where the roof surface is considered slippery due to rain or frost then the survey will be restricted to the MEWP basket only, or as otherwise deemed as safe
Hazardous chemicals	We must be advised by the client or site personnel of any hazardous chemicals or substances. This includes discharges from any building or plant within 1Km. This will be further assessed upon arrival
Mobile Telephone	The Inspector will carry a charged mobile telephone during the inspection to summons help in the unlikely event of accident or difficulty whilst on the roof.

Project specific items To be advised by the site management upon arrival, or by those instructing us prior to the inspection taking place.

Being Escorted

Whilst we will permit ourselves to be escorted by site staff, or similar, this will be on the sole understanding that they are “roof wise”. We will insist that our survey continues unescorted if for any reason we do not have the confidence that such an escort is suitably skilled. (our decision is final.)

Furthermore, we will not allow anyone to escort us if we are wearing a retractable lanyard.

If working alone the Inspector will exchange telephone numbers with site staff where practical.

End of Document
(doc ref RAMS Jan 2018 – V 1.08c)