



ADVISORY COMMITTEE FOR ROOFSAFETY

Information Sheet No. 3:2012

Planning Minor Roof Works

1. This information sheet is intended for clients who have a duty under the Construction (Design and Management) Regulations 2007, ie, any person who has minor roof work carried out in furtherance of a business.
2. Minor roof work includes: replacing a tile or tiles, cleaning or replacing a roof light¹, carrying out an inspection on the roof or any other work that lasts for less than a day.

Note 1: Where practical, replace roof lights from below using a proprietary replacement system using a MEWP or tower scaffold.
3. Before commencing any work on any existing roof it is absolutely essential that you find out whether your roof is fragile, has fragile elements (e.g rooflights) or non fragile. This is a key decision, which should only be made by persons competent to do so. If there are any doubts, assume that the roof is fragile.
4. **NEVER GO ON A ROOF YOURSELF.**
5. If the roof, or parts of the roof, is identified as fragile (or suspected of being fragile), systems of work, which protect the worker from the hazards of working on or close to fragile surfaces, must be put in place. ACR has a publication that will help: ACR[CP]002 "Safe Working on Fragile Roofs" (available to download free from http://www.roofworkadvice.info/html/the_green_book_-_fragile_roof_g.html)
6. Assemble all the existing information you have about the roof and pass it to the company you have selected for the work. If you have none, you can still supply the basics:
 - What supports the roof (if you can see): steel trusses, timber rafters, etc;
 - What the roof covering is: tiled, sheeted, corrugated asbestos cement, etc;
 - The roof slope:
 - flat (up to 10⁰),
 - sloping (up to 22⁰),
 - steep (greater than 22⁰)
 - Send photographs as well.
7. Insist that they visit the site to evaluate what needs to be done.
8. Choose a company competent to carry out roof work. ACR Information Sheet No 1: Selecting a Competent Roofing Contractor is available free from http://www.roofworkadvice.info/html/the_yellow_book_-_clients_guide.html. Appendix 1 lists questions to help assess competence
9. A very simple check is to ring one of the Roofing Trade Associations to check if the company you intend to appoint is a member.
10. Discuss with the roof work company their requirements for access to the roof and over the roof to the place of work. Segregation of your workers from theirs. Where the public are present (e.g. when working from a street or common yard) how the public will be distanced/protected from the work. What measures will be taken to prevent the fall of people or materials from or through the roof. You may have to shut down areas of your premises or production because of the inherent dangers of letting people work under a roof being worked on. **Do not allow work to start until you have these details in a written plan.** A confirmation in writing is adequate if the site is remote from your place of work.
11. Make all your employees aware that roof work is being carried out on your premises and warn them of the dangers associated with such work and tell them

of any precautions put in place for their safety. Under the Construction (Design and Management) Regulations 2007, you have a duty to take reasonable steps to ensure that the work is going to be carried out safely. Therefore, before letting the contractor start work, ensure that they have supplied what is outlined in the written plan. If the work is on your premises, check to see if they are working to the agreed written plan.

12. Create a no-go zone that extends 1.5m or $H/5$ (where H = height to the eaves of the building) beyond the area directly under the roof work.

Appendix 1

Item	Description of information required		
1.	Are you a member of a roofing trade association?	YES	NO
2.	If answer to 1 is yes, which one? Name of Trade Association: Address of Trade Association: Tel: _____ Email: _____ Fax: _____		
3.	Do you employ a health and safety advisor?	YES	NO
4.	Does your company have a Health and Safety Policy?	YES	NO
5.	Do your roof workers hold valid CSCS cards?	YES	NO
6.	If your answer to 5 is yes, what percentage holds valid CSCS cards? Enter %age here:		
7.	Will you be using a MEWP to access the roof	YES	NO
8.	If your answer to 7 is No please explain why not:		
9.	Has your company been the subject of a health and safety prosecution in the last three years?	YES	NO
10	Has your company been the subject of an enforcement notice (either a Prohibition Notice or an Improvement Notice) in the last three years?	YES	NO
11	Please supply 3 references that we can contact (for work carried out within the last three years).		
9(a)	Reference Name: Address: Post code: Contact name: _____ Tel: _____ Email: _____		
9(b)	Reference Name: Address: Post code: Contact name: _____ Tel: _____ Email: _____		
9(c)	Reference Name: Address: Post code: Contact name: _____ Tel: _____ Email: _____		

This questionnaire may be reproduced and sent to companies.

This document can be downloaded free of charge from the ACR website at www.roofworkadvice.info
Where the up to date list of members can also be found

British Constructional Steelwork Association [BCSA]
4 Whitehall Court
Westminster
London, SW1A 2ES
Tel: 020 7839 8566
www.steelconstruction.org
Contact: Mr P Walker

British Safety Industry Federation, Height Safety Group
93 Bowen Court
St. Asaph Business Park
St. Asaph
Clwyd, LL17 OJE
Tel: 01745 5856000
www.bsif.co.uk
Contact: Mr G Hook

Concrete Tile Manufacturers Association [CTMA]
60 Charles Street
Leicester
Leicestershire, LE1 1FB
Tel: 0116 253 6161
www.britishprecast.org
Contact: Mr C Nessfield

Engineered Panels in Construction [EPIC]
29 High Street
Ewell
Surrey, KT17 1SB
Tel: 020 8786 3619
www.epic.uk.com
Contact: Mr P Trew

Fall Arrest Safety Equipment Training [FASET]
PO Box 138
Whitchurch
Shropshire, SY13 9AD
Tel: 01948 780652
e-mail: tony.seddon@faset.org.uk
Contact: Mr A Seddon

Fibre Cement Manufacturers' Association [FCMA]
5a The Maltings
Stowupland Road
Stowmarket
Suffolk, IP14 5AG
Tel: 01449 676049
e-mail: fcma@ghyllhouse.co.uk
Contact: Mr A M Hutchinson

Metal Cladding & Roofing Manufacturers Association [MCRMA]
MCRMA Ltd
106, Ruskin Avenue
Rogerstone,
Newport
South Wales, NP10 0BD
Tel: 01633 891584
Email: mcrma@compuserve.com
Contact: Mr C Jones

National Association of Rooflight Manufacturers [NARM]
43 Clare Croft
Middleton
Milton Keynes, MK10 9HD
Tel: 01908 692325
e-mail: admin@narm.org.uk
Contact: Lorraine Cookham

National Federation of Roofing Contractors Ltd [NFRC]
Roofing House
31 Worship Street
London, EC2A 2DY
Tel: 020 7638 7663
e-mail: info@nfr.co.uk
Contact: The Technical Officer

Rural Industrial Design and Building Association [RIDBA]
5a The Maltings
Stowupland Road
Stowmarket
Suffolk, IP14 5AG
Tel: 01449 676049
e-mail: secretary@ridba.org.uk
Contact: Mr A M Hutchinson

Work at Height Safety Association [WAHSA]
3 Sherwood Road
Aston Fields Industrial Estate
Bromsgrove
Worcestershire, B60 3DU
Tel: 01527 577665
email via website: www.wahsa.org.uk

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The Advisory Committee for Roofsafety (ACR) is a body dedicated to making working on roofs safer. Its membership is made up of nominees from the major roof working Federations and Associations and the Health and Safety Executive, who provide the experience of many years of involvement in working on roofs in the advice given in their documents.
