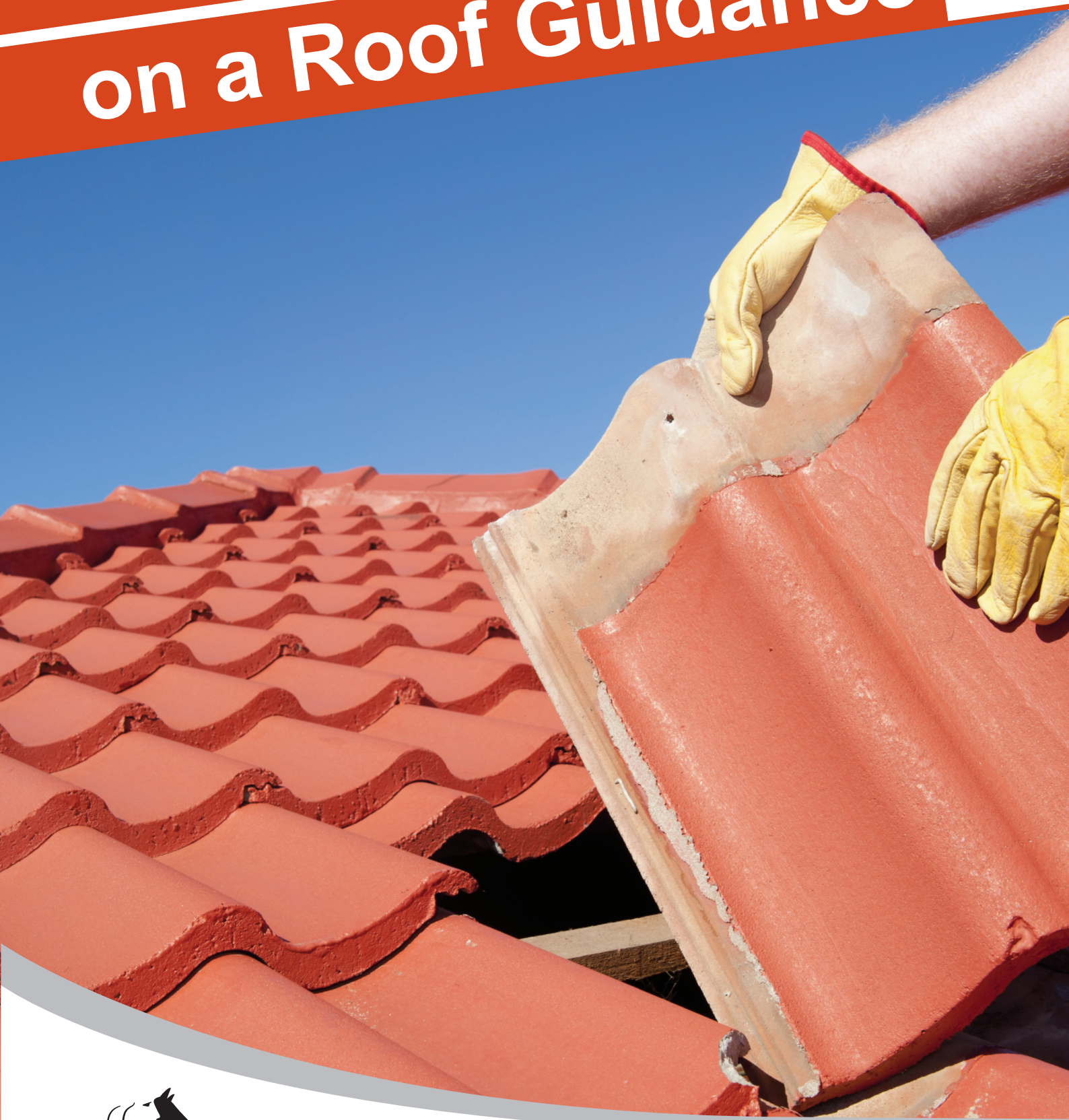


Review date April 2017

# Permit to Work

# on a Roof Guidance



Coventry City Council

[www.coventry.gov.uk](http://www.coventry.gov.uk)

## Introduction

This Guidance is about managing the risks to the health and safety of all those who are required to access or work on a roof, whether this is for a simple quick survey or a complex lengthy construction or refurbishment project. This document should be read in conjunction with the Permit to Work Guidance.

Any fall from a roof inevitably can involve a serious injury. Many have been killed who only meant to be on the roof for a few minutes 'to have a quick look' or to carry out a small repair. This guidance should be read in conjunction with the Permit to Work and Working at Height guidance along with any other guidance where applicable e.g. hot work.

Falls occur:

- from the edges of roofs
- through gaps or holes in roofs
- through fragile roof materials incl. roof lights

Many people have also been seriously injured by material falling or thrown from roofs. Any work on a roof is high risk because it involves working at height. High safety standards are essential however long or short term the work is. The nature of the precautions needed may vary from one job to another.

Accessing or working on a roof must be properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the job. You must use the right type of equipment for working at height. Take a sensible approach when considering precautions. Low-risk, relatively straightforward tasks will require less effort when it comes to planning and there may be some low-risk situations where common sense tells you no particular precautions are necessary.

## Significant risks

A permit to work should ensure that:

- Falls of persons from height
- Falls of items e.g. material, tools, etc. onto persons below
- Personal injury / fatality

## Managers / Head Teachers

Under the Permit to Work Guidance, if you become the Permit Authoriser, it is your responsibility to confirm employees / contractors are competent to gain access or work on a roof. If you do not have the technical knowledge to make this assessment, you can use the services of the Council's Repairs and Maintenance Team. A charge is made for this service. In addition, any person working at height to access or work on a roof must be familiar with the on-site emergency procedures.

You must also:

- Confirm that all tasks or projects involving accessing or working on a roof are suitably planned in advance
- Ensure that no person accesses or works on a roof for any purpose if it is reasonably practicable to achieve that purpose without such access
- Provide all employees, contractors and others at risk with sufficient information, instruction and training
- Confirm that all those who access or work on a roof are competent to do so
- Ensure that a suitable and sufficient 'site specific' risk assessment is completed, outlining the risks for all work activities and identifying all hazards associated with access onto and working on a roof. Identify what control measures are to be implemented. This will be supported with a suitable method statement or safe system of work
- Ensure that there are effective arrangements for raising the alarm and that emergency rescue procedures are in place and practiced.
- Ensure work is monitored and reviewed throughout to confirm that safe systems of work are being adhered to

## Employees / Contractors

- Notify your line manager/supervisor of any problems with the controls that have been implemented such as:
  - ensuring you can get safely to and from the roof
  - ensuring the permit to work is signed off and is being followed
  - ensuring equipment is suitable, stable and strong enough for the job, and that it is maintained and checked regularly
  - being aware of additional precautions when working on or near fragile surfaces
  - protecting those working lower down and on the ground from falling objects
- be aware of any emergency evacuation and rescue procedure
- report all health and safety concerns to an appropriate person
- follow any instruction, information and training received
- notify your line manager if you experience any health problems that could be connected to accessing or working on a roof

## Provision of Information, Instruction and Training

City Council training  
Working at height  
Roof work

### Legislation

The Work at Height Regulations 2005 [Click here](#)

The Construction (Design and Management) Regulations 2007 [Click here](#)

## Coventry City Council Guidance

Permit to Work Guidance

Guidance: Working at height guidance [Click here](#)

## HSE guidance

HSE topic guidance on roof work with links to information, resources and FAQs

Construction/safetytopics/roofwork [Click here](#)

Working on roofs [Click here](#)

Health and safety in roof work [Click here](#)

Fragile roofs – safe working practices [Click here](#)

## Contacts

### For further information contact:

Occupational Health, Safety and Wellbeing Service on 024 7683 3172  
or e-mail [healthandsafetyservicesadmin@coventry.gov.uk](mailto:healthandsafetyservicesadmin@coventry.gov.uk)

Permit requests/Repairs and Maintenance Team on 024 7683 2960  
or e-mail [simon.amos@coventry.gov.uk](mailto:simon.amos@coventry.gov.uk) or [paul.aitken@coventry.gov.uk](mailto:paul.aitken@coventry.gov.uk)

If you need this information in another language or format  
please contact Health and Safety on 024 7683 3172

# Accessing or Working on a Roof Guidance

## APPENDIX 1

### Permit to Work: Roof Access or Work

<b>PART 1: JOB DETAILS – To be completed by the Permit Requestor</b>		<b>REF:</b>	
Nature of job:			
Site Location:			
<b>Permit Operator</b> Name:		If sub-contractor, please give details:	
<b>PART 2: SAFETY PRECAUTIONS - To be completed by the Permit Requestor</b>			
<b>NB:</b> Work cannot commence without the following information. Tick the boxes below as appropriate to those precautions that have been taken. Those boxes which are not relevant must be marked N/A			
<b>Risk assessment method statement</b>	<b>Yes</b>	<b>No</b>	
A signed and dated risk assessment must be submitted (the risk assessment must be suitable and sufficient and relevant to the work being undertaken). Has the content been reviewed prior to work commencing?			
As a method statement detailing the safe system of work been adopted to accompany the risk assessment and has this been signed and dated.			
<b>Part 3 PERMIT AUTHORISER</b> to confirm P1 & 2 complete and that a risk assessment, method statement are attached	<b>SIGN &amp; DATE:</b>		
<b>PERMIT VALID UNTIL:</b> (NB: A new permit will be required if the work specified in Part 1 does not commence on or before this date)			
<b>PART 4: PRECAUTIONS – To be completed by Permit Requestor</b>			
	<b>Yes</b>	<b>No</b>	
1. Is suitable permanent edge protection in place?			
1.1 Is the required access or work further than 2m from an unprotected leading edge (if a flat, level roof)			
1.2 Will suitable temporary edge protection be in place prior to access / commencement of work?			
1.3 If a safety harness and lanyard is to be used, are the persons competent? Have condition of harness and lanyard been checked? Is the equipment suitable for the work or access to be carried out? Have secure anchorage points been established?			
2. Is access or work to be carried out adjacent to fragile surfaces (e.g. skylight, asbestos cement sheeting, roof structure in poor condition, etc.)?			
2.1 Will the fragile roof surface be suitably cordoned off with barriers and signage?			
2.2 Will the fragile roof surface be safely covered and secured into place?			
3. Is there safe means of getting persons, material and equipment to the roof area and back down again?			
4. Is there a safe means of getting waste materials removed from the roof?			
5. Does the roof work involve hot works?			
5.1 Has a hot work permit been carried out or planned to be carried out prior to commencing work?			
5.2 Can the roof work be carried out whilst rooms below are still occupied?			
6. Is there are sufficient cordon with safety signage in place below the roof work to prevent persons entering an area where there is a risk of items falling onto them?			
7. Has a weather forecast been obtained and/or are the weather conditions suitable for working safely on a roof?			
8. Are suitable arrangements in place in case of emergency, for example the need to bring an injured person back down safely from off the roof?			
State any other precautions required:			
<b>NAME OF PERMIT REQUESTOR:</b>		<b>SIGN &amp; DATE:</b>	
<b>PART 5: PERMIT OPERATOR</b>	I've read and understood the conditions of this permit.	<b>SIGN &amp; DATE:</b>	
<b>PART 6: HAND BACK:</b> <i>Permit Requestor to complete pink &amp; white copy then notify Permit Authoriser to cancel permit.</i> <i>*delete as appropriate</i>	I certify that the work has been completed/partially* completed and left in a safe condition.	<b>SIGN &amp; DATE:</b>	
<b>PART 7: HAND BACK:</b> <i>Permit Authoriser to complete &amp; file with yellow copy.</i> <i>*delete as appropriate</i>	I certify that the work has been completed/partially* completed and the permit is now cancelled.	<b>SIGN &amp; DATE:</b>	