

ADVISORY COMMITTEE FOR ROOFSAFETY

Information Sheet No 3

Planning Minor Roof Works (non-roofer clients)

Rev 01:2017

Endorsement by HSE

The Advisory Committee for Roofsafety (ACR) is a body dedicated to making working on roofs safer. Founded in 1998 by HSE, ACR comprises representatives of major roofworking federations and associations, and HSE. ACR has published a range of guides covering the design, specification and safe working on roofs. ACR acknowledges HSE's continuing support for its work, and looks forward to making a solid commitment to Helping Great Britain Work Well. Further information can be found on the ACR website at www.roofworkadvice.info.

Planning Minor Roof Works (non-roofer clients)

1. This information sheet is intended for non-domestic clients who have a duty under the Construction (Design and Management) Regulations 2015, 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 light, carrying out an inspection on the roof or any other work that lasts for less than a day.
3. Before commencing any work on any existing roof it is absolutely essential that you find out whether your roof is fragile 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, unless you are competent to do so.**
5. If 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 roof areas, must be put in place. ACR has a publication that will help: ACR[CP]002:2005 "Safe Working on Fragile Roofs" (available free from the ACR website 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 10°), sloping (up to 22°), steep (greater than 22°)
 - 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: Advice on selecting a Competent Roofing Contractor is available from http://www.roofworkadvice.info/ACR_Information_Sheet_No_1_Competence.pdf
9. A very simple check is to ring one of the Roofing trade organisations to check if the company you intend to appoint is a member. Ask their advice about the Company you intend to appoint.
10. Discuss with the roof work company their requirements for access. You may have to shut down areas of production because of the inherent dangers of letting people work under a roof being worked on.
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.
12. Under the Construction (Design and Management) regulations 2015, 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 they have undertaken to provide for the safety of all concerned. Do not let work start until you have this assurance in writing. A confirmation in writing is adequate if the site is remote from your place of work. If the work is on your premises, carry out a basic check.
13. Create a no-go zone under the roof work. This should be the greater of 1.5 m or H/5, where H = height to the eaves of the building.

HSE endorsement

The ACR has been authorised by HSE to include the statement contained on the front end page.

This document can be downloaded free of charge from the ACR website at <http://www.roofworkadvice.info> where the up to date list of members can also be found

British Constructional Steel 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 [BSIF,HSG]

93 Bowen Court
St. Asaph Business Park
St. Asaph
Clwyd
LL17 OJE
Tel: 01745 5856000
www.bsif.co.uk
Contact: Mr G Hook

Engineered Panels in Construction [EPIC]

St Lukes Church
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Tel: 0330 221 0499
www.epic.uk.com
Contact: Mr M Hardwick

Edge Protection Federation (EPF)

PO Box 174
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www.epf-uk.org
Contact Mr J Black

Institute of Roofing [IoR]

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Contact: Mr T Chiswell

Fall Arrest Safety Equipment Training [FASET]

PO Box 138
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Contact Mr T Seddon

Metal Cladding & Roofing Manufacturers Association [MCRMA]

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e-mail: info@mcrma.co.uk
www.mcrma.co.uk
Contact: Mr C Jones

National Association of Rooflight Manufacturers [NARM]

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National Federation of Roofing Contractors [NFRC]

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Rural Industrial Design and Building Association [RIDBA]

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DISCLAIMER

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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.
