

Pre-Site Checklist

Roofing/Decking

Confirm Done

Surveys	A survey of the roof should be carried out before any work starts. It should determine the condition of the roof, means of safe access and the requirements for edge protection. You will need to respond to the findings of the survey.	<input type="checkbox"/>
Safety Method Statements	A Safety Method Statement should be prepared by the roofing contractor for all roof work or for works which involve the roof as a means of access. Smartplan provides Method Statement Guidance Notes for Roofwork to help you assess or prepare it.	<input type="checkbox"/>
Fall Protection	<p>Work or access is to be within 2m of roof edge. Substantial edge protection will be needed.</p> <p>All edges must be protected by double guardrails, toeboards, etc to protect people and materials/equipment falling. Having surveyed the roof, appropriate protection should be assessed and agreed with the roofing contractor and/or scaffolder</p>	<input type="checkbox"/> <input type="checkbox"/>
Access across Roof	<p>Roof ladders or crawling boards should be purpose made for the job and not be made up from odd timber on site! Scaffold boards are not recommended either</p> <p>Crawling boards securely fixed to prevent slipping must be used on fragile roofs (at least 2 will be needed - one for the person and one to be moved to the new position. Consider if guardrails and toeboards are needed as additional fall protection.</p>	<input type="checkbox"/> <input type="checkbox"/>
Rooflights	<p>Work will not be within 2m of non-loadbearing rooflights however there is a requirement to assess and provide suitable and sufficient fall protection for anyone requiring access on/across roof</p> <p>To protect rooflights either use simply barriers no less than 2m away from them (crossed scaffold tubes supporting a tubing guardrail or visual barrier if time spent on roof is very short) or all rooflights to be protected with loadbearing covers.</p>	<input type="checkbox"/> <input type="checkbox"/>
Contractor Competence	Work on a sloping roof (slope of 10°+) should be carried out by physically capable men fully experienced and trained. A bona-fida roofing contractor should therefore be employed.	<input type="checkbox"/>
Signage/Notices	Warning notices must be fixed at all approaches to roofs constructed with fragile materials to comply with the Health and Safety (Signs and Signals) Regulations 1996	<input type="checkbox"/>
Sloping Roof	Protection against falls for sloping roofs can be: 1. suitable catch barrier 2. a platform erected at the eaves of the building or 3. a three board wide (min 600mm) working platform with guard rails. Agree the best type with the scaffolding contractor	<input type="checkbox"/>
Fragile Roof	In addition to any other edge protection, barriers should be positioned at a safe distance from any parts of the roof which are fragile. This will prevent anyone casually stepping onto the fragile material	<input type="checkbox"/>

Signed

Date