

# INFORMATION SHEET 3

Rev01:2017

# Planning Minor Roof Works (non-roofer clients)

[First edition]

BCSA	NAMR
BSIF	NFRC
HSG	RIDBA
EPIC	RTA
FACET	SPRA
HSE	WAHSA
MCRMA	



Advisory Committee  
for **Roofsafety**

[www.the-acr.org](http://www.the-acr.org)

## **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](http://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](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<sup>0</sup>), sloping (up to 22<sup>0</sup>), steep (greater than 22<sup>0</sup>)
  - 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](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.

# Appendix 1

Item	Description of information required			
1.	<p>Are you a member of a roofing trade organisation?                      A NO answer does not necessarily preclude an appointment.</p>		YES	NO
2.	<p>If answer to 1 is yes, which one?                      Name of Trade Association:                      Address of Trade Association:                       T: _____ E: _____ F: _____</p>			
3.	<p>a) Do you employ a full time health and safety advisor?                      If YES: name of advisor:                      Qualifications:                      Note: the minimum qualification is NEBOSH Construction Certificate</p>		YES	NO
	<p>b) If NO where do you get H&amp;S assistance from?                      Note: a company with no access to H&amp;S advice may not have demonstrated the necessary commitment to health and safety</p>	<p>Answer: _____</p>		
4.	<p>Does your company have a Health and Safety Policy?                      Note: if NO then do not appoint</p>		YES	NO
5.	<p>Do your workers hold valid CSCS cards?                      Note: if NO, the company may not have demonstrated the necessary commitment to health and safety</p>		YES	NO
6.	<p>If your answer to 4 is yes, what percentage holds valid CSCS cards?                      Note: If the %age is less than 75% the Company may not have demonstrated the necessary commitment to health and safety</p>		Enter %age here:	
7.	Please supply 2 references that we can contact (for work carried out within the last three years).			
7(a)	<p>Reference Name:                      Address:                       Post code:                       Contact name: _____ T: _____ E: _____</p>			
7(b)	<p>Reference Name:                      Address:                       Post code:                       Contact name: _____ T: _____ E: _____</p>			

This questionnaire may be reproduced and sent to companies.

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](http://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](http://www.bsif.co.uk)  
Contact: Mr G Hook

**Engineered Panels in Construction [EPIC]**

St Lukes Church  
Pavilion Way  
Macclesfield  
Cheshire  
SK10 3LU  
Tel: 0330 221 0499  
[www.epic.uk.com](http://www.epic.uk.com)  
Contact: Mr M Hardwick

**Edge Protection Federation (EPF)**

PO Box 174  
Whitchurch  
Shropshire  
SY13 9BY  
Tel: 07595 466353  
[www.epf-uk.org](http://www.epf-uk.org)  
Contact Mr J Black

**Institute of Roofing [IoR]**

Roofing House  
31 Worship. Street,  
London  
EC2A 2DX  
[www.instituteofroofing.org](http://www.instituteofroofing.org)  
Contact: Mr T Chiswell

**Fall Arrest Safety Equipment Training [FASET]**

PO Box 138  
Whitchurch  
Shropshire  
SY13 9AD  
Tel: 01948 780652  
[www.faset.org.uk](http://www.faset.org.uk)  
Contact Mr T Seddon

**Metal Cladding & Roofing Manufacturers Association [MCRMA]**

106 Ruskin Avenue  
Rogerstone,  
Newport  
Gwent, NP10 0BD  
Tel: 01633 895633  
e-mail: [info@mcrma.co.uk](mailto:info@mcrma.co.uk)  
[www.mcrma.co.uk](http://www.mcrma.co.uk)  
Contact: Mr C Jones

**National Association of Rooflight Manufacturers [NARM]**

[www.narm.org.uk](http://www.narm.org.uk)  
e-mail: [admin@narm.org.uk](mailto:admin@narm.org.uk)

**National Federation of Roofing Contractors [NFRC]**

Roofing House,  
31Worship St  
London,  
EC2A 2DY  
Tel: 020 7638 7663  
e-mail: [info@nfrco.co.uk](mailto:info@nfrco.co.uk)  
Contact: The Technical Officer

**Roof Tile Association [RTA]**

Federation House  
Station Road  
Stoke on Trent  
ST4 2SA  
Tel: 01782 744631  
Email: [John.Mercer@weinerberger.com](mailto:John.Mercer@weinerberger.com)  
Contact: Mr J Mercer

**Rural Industrial Design and Building Association [RIDBA]**

6-8 Bonhill Street  
London  
EC2A 4BX  
Tel: 0844 249 0043  
[ridba.org.uk](http://ridba.org.uk)  
Contact: The Secretary

**Work at Height Safety Association [WAHSA]**

PO Box 147  
Whitchurch  
Shropshire  
SY13 9AQ  
Tel: 07854 226251  
[www.wahsa.org.uk](http://www.wahsa.org.uk)  
Contact Mr T Seddon

**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.

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