

# INFORMATION SHEET 1

Rev03:2017

# Selecting a Competent Roofing Contractor

[Third 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)

## **Introduction**

1. It is a legal obligation under CDM 2015 that anyone wishing to have roof work carried out ensures that the company, or persons, selected to undertake the work (hereafter referred to as ‘contractors’) are competent to do so.
2. Contractors undertaking work must meet four basic criteria. They should:
  - be capable of providing a high quality service;
  - ensure that work is carried out in accordance with current British or other accredited industry Standards;
  - be able to carry out the work in a safe manner;
  - have sufficient resources to carry out the work.
3. In checking the competence of a contractor the following should, as appropriate, be considered:

## **Commercial Probity**

4. Are they creditworthy? Do they carry employers and public liability insurance levels to cover all eventualities?
  - Are their terms and conditions clear?
  - Is the price detailed, clear and unambiguous?
  - Have you agreed a brief and/or scope of works?

## **Experience**

5. What is their past experience, track record and industry awareness?
  - Sufficient experience and current job knowledge, in the specified activity, should be supported by relevant training (demonstrated when requested by qualification or accreditation).
  - A competent contractor should be able to provide evidence of this, at both management and craft levels. Experience is a major factor; however, experience based on poor or inadequate initial training is often worthless. Experience and knowledge must, therefore, be supportable by documented evidence.

## **Trade Organisation**

6. Is the contractor a member of a reputable and appropriate trade organisation?
  - A company should preferably be registered by a reputable trade organisation that has a code of practice and complaints procedure, e.g. the National Federation of Roofing Contractors (NFRC), Rural & Industrial Design and Building Association (RIDBA).
  - Some organisations provide guarantees by checking stringently, through the inspection of completed work and company procedures, the credentials of contractors
  - The government also operates the ‘Trustmark’ scheme for domestic work.

- Alternatively, depending on the type of work involved, written references from bona-fide customers, and examples of completed or ongoing projects, might be sufficient.
- If the work involves refurbishment lookout for members of TrustMark<sup>1</sup> or CompetentRoofer<sup>2</sup>.

## Personnel

- Is the contractor a registered member of a training organisation or scheme for operatives, and/or a trade association?
- Company owners, senior managers and supervisors may be able to demonstrate their competence in roofing by providing, for example, evidence of Membership of the Institute of Roofing (IoR). Alternatively, they may possess management or supervisory level qualifications through the Construction Skills Certificate Scheme (CSCS) and/or and a relevant S/NVQ or CPCS.
- Craft or trade personnel should, as a minimum, possess current and relevant CSCS cards. These will indicate that they have a good knowledge of the trade specified on the card and have passed a basic health and safety test, or an S/NVQ or City and Guilds qualification.

7. Is design, construction, maintenance and repair work planned, managed and undertaken by appropriately qualified and experienced personnel, e.g. engineers and managers with sufficient professional or technical training, knowledge and practical experience (including management and planning for safe systems of work)?

- Details of responsible persons or safety advisors as required by Reg. 7, Management of Health and Safety at Work Regulations. COSHH, Noise, Vibration and Manual Handling qualifications should also be requested. Examples of safe working systems, risk assessments and method statements may also provide an insight into the competency of potential contractors.

## Health and Safety

8. Do they have, implement and review policies and procedures for establishing 'safe systems of work' (including the process of hazard identification, risk assessment, risk avoidance and the control of remaining residual risks)?

- Information regarding competence in respect of health and safety should be requested, such as a current health and safety policy and organisation responsibilities, arrangements and evidence of implementation.

9. Are there appropriate levels of site supervision by those with practical experience and training; and is their skill level maintained?

- Details of responsible persons or safety advisors qualifications should also be requested. Examples of safe working systems, method statements and risk assessments may also provide

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<sup>1</sup> <https://www.trustmark.org.uk/>

<sup>2</sup> <https://www.competentroofer.co.uk/>

an insight into the competency of potential contractors.

### Methods of work

10. Are there procurement methods that ensure the adequate allocation of resources, including time, money, plant and equipment?

- Management and work systems should be subject to quality and safety audits. The contractor should, where appropriate, have procedures to ensure adequate design, checking (including conceptual errors) and change control. The contractor may require a range of equipment and techniques, particularly where new and unfamiliar technologies are used.

### Helpful Links to CDM 2015 Publications;

11. Whatever stakeholder you are, there have been further publications written to assist all of the Stake Holders, Client, Domestic Client, Principal Designer, Designer, Principal Contractor, Contractor and Works, the publications are free to download from

<http://www.citb.co.uk/health-safety-and-other-topics/health-safety/construction-design-and-management-regulations/cdm-guidance-documents/>

12. Also free to download is the L-Series published by the Health and Safety Executive from <http://www.hse.gov.uk/pubns/books/1153.htm>

and as required by all sizes of projects, the Health and safety Executive have published an easy to use Construction Phase Plan, free to download for small projects handled by busy builders from

<http://www.hse.gov.uk/pubns/cis80.pdf>

### Endorsement by HSE

13. The ACR has been authorised by HSE to include the following statement:

*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).*

## Revision Information

Rev03:March 2017

| Paragraph   | Revision   |
|-------------|--|
| Front cover | Logos removed strapline added                            |
| General     | Converted to single column for reading on mobile devices |
| 1           | Clarified legislation                                    |
| 6           | Footnote 1 and 2 added                                   |
| general     | Minor typographical changes                              |
| 11          | HSE endorsement added                                    |
| Rear Page   | updated  |

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]**

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[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 585600  
[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

**Institute of Roofing [IoR]**

Roofing House  
31 Worship. Street,  
London  
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**Fall Arrest Safety Equipment Training [FASET]**

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

**Metal Cladding & Roofing Manufacturers Association [MCRMA]**  
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**National Association of Rooflight Manufacturers [NARM]**

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

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e-mail: [info@nfrco.co.uk](mailto:info@nfrco.co.uk)  
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**Roof Tile Association [RTA]**

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

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[ridba.org.uk](http://ridba.org.uk)  
Contact: The Secretary

**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](http://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.

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