

Peregrine Roofing Ltd.

Health and Safety Plan

for

Taylor Wimpey Homes

Site Name

Location

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1. PROJECT DIRECTORY

Principal Contractor	Taylor Wimpey East Scotland
	Site Name
	Location
	Site Manager:
	Mobile:
	E-mail:
Contractor	Peregrine Roofing Ltd.
	Suite 2/3, 2 nd Floor
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Health and Safety Consultant	Name: Alan McClusky
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2. START DATE

TBC

3. DURATION

TBC

4. DESCRIPTION OF WORKS

The works comprise tiling to pitched roofs on a low-rise timber framed housing development.

5. SEQUENCE OF WORKS

Roof Tiling

Installation of Roofing Felt

On completion of the roof structure the roofing felt will be lifted up to roof level by telehandler and placed in designated areas around the scaffold. The roofing felt will then be rolled out across the roof structure and nailed to the trusses in compliance with the manufacturer's guidance.

The installation of the roofing felt will commence at the lowest level of the roof in an area that is safe for all operatives, and then progressed around the roof. Work will only progress up the roof following installation of battens to the first level of roofing felt/breather membrane providing a suitable foothold for the tilers.

At valley gutters the roofing felt will again be installed in a progressive manner with each level being installed once the battens have been installed at a lower level.

Installation of Roofing Battens

Once the first level of membrane has been installed, a string line will be used to mark out the batten locations. Battens will then be nailed to the rafters at the correct spacing for the tiles being used. Following installation of the battens, the next level of membrane will be fitted, using the battens as footing access. This will continue until the roof is completely covered.

The battens on the valley gutters will be installed using the GRP gutter as a template to mark the position.

5. SEQUENCE OF WORKS (cont.)

Installation of Roof Tiles

Once the entire roof has been covered with roofing felt or membrane and battens, tiles will then be laid. Tiles will be lifted in pallets onto the loading bays provided by telehandler.

Tiles will then be distributed around the roof area by hand, setting them down on battens, ensuring that weight is equally distributed. Operatives should not carry more or stack more than six tiles at a time.

Tile will be nailed to the roof battens with 50mm nails, clipped around the perimeter of the roof. Roof vent tiles to all locations on roof as per drawings and in conjunction with the plumbing contractor to avoid access to the roof space internally when connecting the soil stacks. Finally, the dry verge, ridge and hip systems will be installed to finish the roof tiling as specified.

General Safety

Prior to work commencing Peregrine Roofing tilers will inspect the scaffold to ensure that the working platform and roof edge protection is complete. The scaffold should not have inside gaps exceeding 225mm and the step up to the roof should not exceed 350mm. The Operations Director should also check with site management that the scaffold handover certificate is available.

6. SIGNIFICANT RISKS

1. Falls from Height.
2. Contact with Site Traffic.
3. Falling Objects.
4. Material Handling.
5. Overloading of Scaffolds/Loading Bays.
6. Slips Trips and Falls.
7. Hearing Loss / Poor Communication.
8. HAVS.
9. Eye Penetration Injuries.
10. Inhalation of Silica Dusts.
11. Contracting Covid-19 through contact with surfaces or inhalation of droplets from an infected person.

Method Statements and Risk Assessments have been prepared by AMC Safety Management in consultation with Peregrine Roofing Ltd. and the significant findings recorded in Appendix A. An assessment has also been made of the potential exposure to hazardous substances and manual handling and inserted in Appendix B and C, respectively.

7. SITE RULES

- All unsafe conditions shall be reported immediately to site management and to your Directors.
- Safety helmets, safety footwear, gloves and high visibility clothing must be worn at all times.
- Other PPE such as goggles, dust masks and ear plugs must be worn as identified in job specific information sheets or specified by the Principal Contractor.
-
- Work areas shall be kept tidy and free from hazards.
- All materials and tools must be stored safely.
- Do not block access or exit points.
- Do not climb, stand, or attempt to work on unstable surfaces, platforms, loading bays or structures.
- Always use the correct tools for the job being undertaken.
- Check all tools and equipment is in good working before starting work.
- Only use tools or equipment if you are trained and competent to do so.
- Do not interfere with safety equipment.
- Obey all warning and hazard notices.
- Avoid unnecessary manual handling. Seek assistance if tackling a heavy load.
- Only use the site toilet facilities provided.
- Report all incidents or accidents, however trivial, to the Site Manager and the Directors. Ensure an entry is made in the site Accident Book.
- Obey all speed limits, and traffic controls.
- Do not overload electrical supplies and appliances.
- Do not enter the site under the influence of alcohol or drugs.
- Do not use loud or offensive language.

7. SITE RULES (cont.)

- DO NOT tamper with electrical equipment, scaffolding or excavation supports.
- Be trained before you operate plant or undertake specialist jobs.

8. MATERIAL DELIVERY AND STORAGE

All materials will be procured and delivered onto site by Peregrine Roofing Ltd. Suitable storage and laydown areas will be provided by the Principal Contractor for the storage of materials. All small plant will be stored in company vans.

9. SPECIFIC PLANT REQUIREMENTS

The following plant and equipment will be used on this project.

Hand Saws	Angle Grinder
Hammers	Handheld Circular Saw
Stapler	Gas Operated Nail Guns
Stihl Saw	Telehandler (Taylor Wimpey)

Users must be fully trained in the operation of the equipment and where applicable aged over 18 years.

All work equipment will be checked visually by the user prior to use with formal weekly inspections being carried out and recorded in the Plant and Equipment Register.

10. TRAINING

The Directors of Peregrine Roofing Ltd. are committed to the provision of a fully trained and competent workforce and to this end all Peregrine Roofing operatives are qualified to CSCS level as a minimum requirement.

Operatives will have received specialised training as required e.g. Stihl saws, nail guns.

In addition, toolbox talks will be carried out periodically in particular aspects of Health and Safety.

Peregrine Roofing Ltd. is SMAS Worksafe accredited.

11. SPECIFIC SITE RULES

- All employees must sign in at the site office prior to commencement of work each day.
- Smoking is prohibited throughout the site except in the designated smoking area as identified by the Principal Contractor.
- All contractors' vehicles must park in the designated site car park.
- All drivers must ensure, when entering or exiting their vehicle that they do not breach the 2m separation rule.
- Waste to be disposed of in skips provided by the Principal Contractor, in accordance with the site waste segregation policy.
- Access to the areas of work will be externally by way of the scaffolding stairs or ladders provided by Principal Contractor.

12. WELFARE

The Principal Contractor is responsible for the provision of toilets with washing facilities, a canteen with facilities for heating food/boiling water and a drying room.

All Peregrine Roofing operatives must utilise the sunscreen provided by the Principal Contractor located within the site welfare facilities.

All Peregrine Roofing operatives are expected to maintain the facilities provided in a clean and tidy condition.

13. EMERGENCY PROCEDURES

Fire

The site fire plan is the responsibility of the Principal Contractor. The fire procedure including the location of fire points, assembly point and the means for raising the fire alarm will be made known to Peregrine Roofing operatives at induction.

No smoking is permitted on site and only in designated areas.

First Aid

The Principal Contractor is responsible for the provision of first aid. The name of the first aider and location of the first aid supplies will be made known to Peregrine Roofing operatives at induction.

13. EMERGENCY PROCEDURES (cont.)

Accidents

All accidents must be reported immediately to both the Operations Director and the Site Manager to ensure the details are entered in the site Accident Book and to ensure the accident is fully investigated as required.

COVID-19 Pandemic

All work on site carried out following the relaxation of restrictions imposed by the government will be carried out in compliance with Peregrine Roofing 'COVID-19 – Safe Working Procedures for Operatives. Refer to Appendix D.

14. COMMUNICATION

A copy of this Health and Safety Plan will be issued to the Principal Contractor and retained on site.

The Health and Safety Plan will be communicated to all site operatives by way of a Company site induction prior to starting work on site with attendance recorded in Appendix E.

Any proposed alterations to the scope or method of work must be referred immediately to the Operations Director to allow the method statement/risk assessment to be reviewed and revised, as necessary.

15. MONITORING

Twice weekly supervision will be carried out as a minimum by the Operations Director.

Periodic site inspections will be undertaken by the Health and Safety Consultant and a report submitted to the Directors. The frequency of site inspections will be determined by the Directors, taking in to account the duration and complexity of each project.

16. SAFETY SYSTEM REVIEW

A meeting will be held annually with the Directors and the Health and Safety Consultant to review ongoing and completed projects. Projects are to be discussed from a safety perspective, highlighting both positive and negative outcomes of management initiatives and put in place an action plan to take forward on subsequent projects.

17. REVIEW AND AMENDMENT RECORD SHEET

No.	Date	Details	Actioned by	Approved by
A	12/07/21	Pre-Start Issue	Alan McClusky	Ricky McQuade

APPENDIX A - RISK ASSESSMENTS

This section of the plan records the findings of an assessment undertaken of the risk involved with the roof tiling on a timber framed low rise housing development.

This section sets out the assessment of risk in conjunction with the method of work, which is normally associated with each activity and then records each specific task in detail.

In this plan, the term hazard is defined as anything that can cause harm (such as working at height or cutting tiles) and the term risk is defined as the chance, great or small, that someone will be harmed by the hazard.

Method statements / risk assessments, plus a summary sheet of the tasks have been produced corresponding to the tasks relevant to this project. These outline the following: -

- The Normal Method of Work
- Identified Hazards
- Potential Risks
- Control Measures to minimise the risk
- PPE Required
- Training Required
- Further Information
- Monitoring
- Level of Residual Risk

The ***Method Statements and Risk Assessments*** should be read in conjunction with the ***Health and Safety Plan, COSHH Assessments*** and ***Manual Handling Assessments***.

SITE NAME, LOCATION
METHOD STATEMENT / RISK ASSESSMENT SUMMARY

NO.	TASK	ASSOCIATED HAZARD	RISK LEVEL
1	Roof Tiling	Site Traffic Working at Height Material Handling Storage of Material and Housekeeping Cutting Tiles Nailing Tile Battens Working with Lead Working on Site During a Pandemic	
Likelihood = High		Severity = High	High
A1	Safety Decking System	Work at Height Incorrect Installation Defective Equipment Untrained Operatives Storage of Material	
Likelihood = High		Severity = High	High
A2	Safe Use of Scaffolding	Work at Height Incorrect Installation Defective Equipment Untrained Operatives Storage of Material Overloading Scaffold	
Likelihood = High		Severity = High	High
A3	Safe Use of Gas Operated Nail Guns	Incorrect operation of Nail Guns Untrained Operatives Disposal of empty gas canisters	
Likelihood = High		Severity = High	High
A4	Safe Use of Abrasive Wheels	Noise Unguarded machinery Defective or badly maintained plant Vibration	
Likelihood = High		Severity = High	High

SITE NAME, LOCATION
METHOD STATEMENT / RISK ASSESSMENT


Activity: 1	Roof Tiling
Method of Work	<ul style="list-style-type: none"> • The roofing felt will be lifted to roof level by telehandler, laid out around the perimeter of the roof and nailed to the soffit. • The lowest section of valley gutter felt will then be fitted, tile battens nailed in position and the felt trimmed to the required length. • The first layer of roofing felt will then be fitted progressively around the perimeter of the roof nailed to the roof trusses. • Using a string line, the position of tile battens will be marked out. • Tile battens will then be nailed through the roofing felt to the roof trusses at the required centres. • When the tile battens have been fitted, the second layer of roofing felt and tile battens including valley gutters will be laid progressively around the perimeter of the roof. • Additional layers of roofing felt will be laid in the same manner, working progressively upwards until the entire roof is covered. • Tiles will then be lifted in pallets by telehandler onto the loading bays provided. • The tiles will then be carried by hand and laid onto the tile battens and nailed in position working across and up the roof to the ridge. • All tiles will be cut to the required shape using a Stihl saw with dust suppression and cutting tray. • On verges, hipped roofs and valley gutters, tiles will be laid on the roof to establish the cutting line, then removed and cut off roof and then re-laid. • Dry verge and ridge pieces will then be fitted. • All debris and excess material will be cleared up as work progresses and the workplace left in a clean and tidy condition.
Hazards	<ul style="list-style-type: none"> • Site Traffic • Working at Height • Material Handling • Storage of Material and Housekeeping • Cutting Tiles • Nailing Tile Battens • Working with Lead • Working on Site During a Pandemic
Risks	<ul style="list-style-type: none"> • Fatality or major injury caused by being struck by site traffic. • Fatality or major injury caused by falling from the perimeter scaffold or loading bay platform. • Fatality or major injury caused by falling from the scaffold or roof trusses into the building. • Slips or trips caused by poor storage or housekeeping.

Activity: 1	Roof Tiling
Risks (cont.)	<ul style="list-style-type: none"> • Muscular strains/back injuries caused by lifting material or without the appropriate level of assistance or using incorrect lifting technique. • Eye/hand penetrating injury from deflected nails. • Eye injury from contact with ejected particles when cutting tiles. • Long term lung infections or disease from exposure to silica dust when cutting tiles. • Noise induced deafness or HAVS from the use of Stihl saw. • Lead poisoning from handling lead products. • Contracting Covid-19 through contact with surfaces or inhalation of droplets from an infected person.
Control Measures	<ul style="list-style-type: none"> • A designated access route must be provided from the site compound/storage areas to the worksite. • All Peregrine Roofing operatives will use only the pedestrian walkways and crossing points provided when moving to and from the worksite and obey all relevant directions and signage. • When moving to and from the working areas using pedestrian walkways all Peregrine Roofing operatives must maintain the 2m social distancing rule and be prepared to “move and make way” for other site personnel who may want to pass. • A safe access route must also be provided by the Principal Contractor for the movement of men or material from the pedestrian walkway to the stair access. • All access routes will be inspected prior to commencing work for any obstructions or debris preventing the safe movement of men or material and any defects or shortcomings reported to site management. • All work will be carried out from a perimeter scaffold erected by the Principal Contractor including a safe means of access to and from the roof structure as works progress. • All scaffolding and roof edge protection will be erected, maintained, altered, and dismantled in accordance with Procedure A2. • In order to prevent falls onto the floor cassettes, the safety decking system will be installed and maintained by the Principal Contractor in accordance with Procedure A1. • Peregrine Roofing operatives will check that the safety decking system has been fitted prior to starting work, reporting any defects to site management. • Under no circumstances will Peregrine Roofing operatives be permitted to commence work where the fall protection has not been fitted. • All materials for the roof tiling will be lifted onto the loading bays provided by telehandler. • The roofing felt will then be installed in a circular motion around the roof structure nailed to the roof trusses using a hammer or nail gun.

Activity: 1	Roof Tiling
Control Measures (cont.)	<ul style="list-style-type: none"> • One tiler will nail the end of the roll to the first truss and then roll out the remainder of the roofing felt to a distance of 2m before the second tiler starts to nail the roll to the rest of the trusses maintaining a 2m distance at all times. • One of the tilers will then run the string line between the first and last truss to mark the position of the tile batten ensuring 2m distance between the other tiler. • The tile battens are supplied in various lengths >2m ensuring when positioned and nailed to the trusses a safe distance is maintained between the tilers. • Only when the first layer of roofing felt has been laid and the tile battens fitted will work be permitted to commence on fitting the next layer. • Tile battens will be cut to the required length using a hand saw and nailed to the roof trusses. • All hand tools must be maintained in a good condition and inspected visually each time before use. • Any damaged tools must be replaced or repaired before use. • Tools must not be shared and must be cleaned before and after each use. • Tile battens will be nailed to the roof trusses using a gas operated nail gun. • All nail guns will be operated in accordance with Procedure A3. • Only when the first layer of roofing felt has been laid and the tile battens fitted will work be permitted to commence on fitting the next layer. • Each subsequent tile batten/roofing felt layer must be laid before commencing on next layer until the apex of the roof is reached. • Operatives will use the lower tile battens as footings, kneeling against the upper tile battens to maintain a low centre of gravity. • Under no circumstances will Peregrine Roofing operatives work above the height of the top layer of felt. • Pallets of tiles will then be landed on the loading bays by telehandler ensuring the safe working load of the loading bay is not exceeded. • The pallets will be unbanded and the tiles carried by hand onto the roof and laid out on the tile battens. • No loading is permitted within 1m of exposed truss ends. • Operatives will carry no more than six tiles at any time to minimise the risk from manual handling. • Where more than one operative is involved in loading, a one-way system will be operated from the loading bay to the section of the roof being loaded to prevent the operatives coming into contact with each other. • During tiling each operative will work on opposite sides of the roof where possible but at least staying 2m apart from the other tilers.

Activity: 1	Roof Tiling
Control Measures (cont.)	<ul style="list-style-type: none"> • The tiles will then be lifted by hand and laid onto the tile battens and nailed in position using a hammer. • All roof vent tiles must be fitted in accordance with the design drawings and in conjunction with the plumbing contractor. • Vent tiles must be positioned on the roof such as to enable the soil stacks to be connected from below avoiding the requirement to access the roof space. • Where necessary tiles will be laid on the roof to establish the cutting line, then removed and cut off roof and then re-laid. • Wet cutting of tiles in situ is prohibited as the use of water suppression will increase the risk of slips and falls on the wet surface. • One tiler will mark the position of the cut on the tile and take it down and leave it on the scaffold while the second tiler cuts the tile leaving for the first tiler to pick up and take back onto the roof to ensure a safe distance is maintained. • Roof tiles will be cut on the scaffold using a Stihl saw in accordance with Procedure A4. • When cutting tiles on the scaffold, a protective tray for catching the slurry must be used. • Operatives will be provided with and wear respiratory protection to FFP3 standard when cutting tiles with a Stihl saw. • All operatives who are required to wear respiratory protection will undergo face fit testing on the specified FFP3 disposable masks provided to ensure the RPE is effective in preventing the inhalation of harmful dust. • All operatives must be clean shaven when wearing disposable dust masks. • The method of work is arranged so that operatives can maintain the required 2m distance at all times however, operatives will be provided with and wear a face covering/mask (cloth as a minimum standard) wherever the required 2m social distancing cannot be maintained to prevent the exhalation of airborne droplets when coughing or sneezing. • In addition, gloves and glasses will also be worn to prevent contact with airborne droplets or contaminated surfaces. • Care must be taken when dressing lead. • Although there is no risk of inhalation of fumes and a low risk of contact with lead dust, operatives must ensure the highest possible standard of personal hygiene by washing before taking meals, scrubbing hands, and using a nail brush. • No unsecured material must be positioned above guard rail height or placed on top of the guard rails in a manner that may fall onto working areas or pedestrian routes below. • All debris will be cleared up as work proceeds and dropped into skips at ground level using builder's chutes fixed to the scaffold or in skips placed on the loading bay and removed by telehandler.


Activity: 1	Roof Tiling
Control Measures (cont.)	<ul style="list-style-type: none"> • Excess material will be placed on pallets and also removed by telehandler. • Peregrine Roofing operatives will ensure that builders chutes or skips have been provided reporting any shortcomings to site management. • Under no circumstances is it permitted to throw debris into skips at ground level. • Operatives must not work in severe weather conditions such as high winds or conditions likely to prevent the safe movement of operatives or installation of the materials.
PPE	<p>The following items of PPE shall be worn by Peregrine Roofing operatives at all times on site: -</p> <ul style="list-style-type: none"> • Safety Helmets conforming to BS EN 397:2012 standard. • Safety Footwear conforming to BS EN ISO 20345:2011 standard will have mid sole and steel toe cap protection. • High Visibility Clothing conforming to BS EN ISO 20471:2013 standard Class 3 <p>In addition, the following PPE/RPE must be worn by when using a nail gun or Stihl saw: -</p> <ul style="list-style-type: none"> • Hearing Protection. Ear Plugs conforming to BS EN 352-2:2002 standard. • Safety Goggles to BS EN 166B:2002 standard (Stihl saw). • Safety Glasses to BS EN 166F:2002 standard (Nail gun). • Dusts Masks conforming to BS EN 149:2001 FFP3 standard. <p>NB Any loss of or damage to PPE must be reported to the Operations Director immediately to ensure a prompt replacement.</p>
Training	<ul style="list-style-type: none"> • All operatives will be made aware of the correct manual handling techniques. • All operatives using Stihl saws will receive formal training. • All tilers will be trained in the use of gas operated nail guns.
Information	Operatives will undertake this task only after undergoing Peregrine Roofing site induction by the Directors including the COVID-19 Safe Working Procedures for Operatives.
Monitoring	Twice weekly monitoring as a minimum by the Operations Director together with frequent site inspections by the Health and Safety Consultant to both monitor health and safety performance and to ensure social distancing measures are being applied.
Residual Risk	The risk of someone being harmed is assessed as being low if the identified control measures are fully implemented.

Activity: 1	Roof Tiling
Assessor	Alan McClusky
	
	AMC Safety Management
Date	12 th July 2021
Review Date	12 th July 2022

SITE NAME, LOCATION
METHOD STATEMENT / RISK ASSESSMENT

Procedure: A1	Safety Decking System
Scope of Work	System of fall prevention to be installed by the Principal Contractor operatives during all stages of the roof tiling where there is a risk of falls onto the floor cassettes below.
Hazards	<ul style="list-style-type: none"> • Incorrect Installation • Defective Equipment • Untrained Operatives • Storage of Material
Risks	<ul style="list-style-type: none"> • Fatality or major injury caused by falling from the trusses or joists onto the concrete slab or floored joists. • Fatality or major injury caused by the collapse/failure of the safety deck system. • Fatality or major injury caused by falls through gaps left between the safety decking and the structure.
Control Measures	<ul style="list-style-type: none"> • Prior to commencing roof tiling, the Trad Deck system or equivalent will be erected as required by Principal Contractor operatives. • A sufficient quantity of safety decking in a serviceable condition must be provided by the Principal Contractor. • The safety decking components will be stored on stillages to protect against damage when not in use and transported adjacent to the working area by telehandler. • Prior to installation the operatives will remove any excess material, debris, or equipment from the floor area to ensure the feet can be placed on the floor at the required locations. • The stairwell opening will be covered to allow the safety decking to be positioned on a flat surface. • Under no circumstances is it permitted to position the components on top of any uneven surface such as material left on the floor slab. • For installation on the upper floor the components will be lifted level with the scaffold and lifted by hand onto the mid floor. • The safety decking will only be installed by operatives who have successfully completed an approved training course. • The safety decking must be installed at all times in accordance with the manufacturer's guidelines and any training received. • As the safety decking is installed the operatives will check components visually for defects. • Before work commences the installers must ensure that the decking is laterally supported by all four walls to eliminate the potential of any fall.

Procedure: A1	Safety Decking System
Control Measures (cont.)	<ul style="list-style-type: none"> • Where there are any gaps between the decking and the wall, additional panels will be used to overlap the panels to close off the gap. • Any laps must be secured by the installers with cam straps to the existing system and the legs packed from underneath, using an additional base to gain the height required to support the lap. • When the decking is complete the safety pins will be fixed through the head and panels to secure each leg and make the system a complete unit. • If there is an insufficient quantity of decking components to cover the floor, work must cease immediately with the matter referred to site management. • On completion of each stage of the safety decking installation, the installers will present a handover certificate to the Principal Contractor for acceptance. • The Principal Contractor's nominated competent person will carry out a thorough pre-use inspection of the safety decking system to ensure it complies with the required standard and is considered safe to use. • Only on satisfactory completion of the pre-use inspection will the handover certificate be signed by the Principal Contractor. • Prior to starting work, the Peregrine Roofing Operations Director/operatives will request to inspect the handover certificate to ensure it is safe to commence working. • Regardless, the safety decking system will be inspected by Peregrine Roofing operatives before commencing work and throughout the roof construction to ensure that there are no gaps and no sign of any instability. • Where any defects are identified work will cease and the concerns referred to site management.
PPE	<p>Peregrine Roofing operatives will wear the following items of PPE at all times on site.</p> <ul style="list-style-type: none"> • Safety Helmets conforming to BS EN 397:2012 standard. • Safety Footwear conforming to BS EN ISO 20345:2011 standard will have mid sole and steel toe cap protection. • High Visibility Clothing conforming to BS EN ISO 20471:2013 standard Class 3. <p>NB Any loss of or damage to PPE must be reported to the Operations Director immediately to ensure a prompt replacement.</p>
Training	<ul style="list-style-type: none"> • All operatives will be made aware of correct manual handling techniques. • All operatives will be trained in the installation of the safety decking system.


Procedure: A1	Safety Decking System
Information	Operatives will undertake this task only after attending a Peregrine Roofing site induction by the Directors including the COVID-19 Safe Working Procedures for Operatives.
Monitoring	Twice weekly monitoring as a minimum by the Operations Director together with frequent site inspections by the Health and Safety Consultant to both monitor health and safety performance and to ensure social distancing measures are being applied.
Residual Risk	The risk of someone being harmed is assessed as being <i>low</i> if the identified control measures are fully implemented.
Assessor	Alan McClusky
	
	AMC Safety Management
Date	12 th July 2021
Review Date	12 th July 2022

SITE NAME, LOCATION
METHOD STATEMENT / RISK ASSESSMENT

Procedure: A2	Safe Use of Scaffolding
Method of Work	Approved means of access and fall prevention to be erected, altered, and dismantled to prevent falls from the working platform or roof associated during roof tiling/slating.
Hazards	<ul style="list-style-type: none"> • Work at Height • Incorrect Installation • Defective Equipment • Untrained Operatives • Storage of Material • Overloading Scaffold
Risks	<ul style="list-style-type: none"> • Fatality or major injury caused by falling from the scaffolding during access to the working areas or during roof tiling. • Fatality or major injury caused by objects falling from the scaffolding during access to the working areas or during construction. • Fatality or major injury caused by the collapse of the scaffolding. • Slips, trips, and falls caused by uneven surfaces, scaffold components placed at ankle height, poor storage of materials or housekeeping. • Contracting COVID-19 through contact with surfaces or inhalation of droplets from an infected person.
Control Measures	<ul style="list-style-type: none"> • Scaffold plans should be prepared by the Principal Contractor for all house types which if properly implemented will permit the roof tiling to be carried out in a safe manner. • Prior to commencing work on site, Peregrine Roofing Operations Director will discuss the scaffold plans with site management to ensure any specific requirements are incorporated in the scaffold plan/design. • The scaffolding must not only comply with the required legal standard but meet with the Principal Contractors specification for the roof tiling process. • On completion of the scaffold erection process, the scaffolding contractor will present a handover certificate to the Principal Contractor for acceptance. • The Principal Contractor's nominated competent person will carry out a thorough pre-use inspection of the scaffold to ensure it complies with the required standard and is considered safe to use. • Only on satisfactory completion of the pre-use inspection will the handover certificate be signed by the Principal Contractor.


Procedure: A2	Safe Use of Scaffolding
Control Measures (cont.)	<ul style="list-style-type: none"> • The scaffold incorporating a safe means of access must be provided by the Principal Contractor prior to work commencing. • The Peregrine Roofing Operations Director must check with site management that a scaffold handover certificate has been received. • Prior to work commencing the Peregrine Roofing operatives will carry out a thorough inspection of the scaffold to ensure it meets with the required standard and is considered safe to use. • Scaffold handrail fall protection must be installed at all gable ends, eyebrows or any area which poses a risk of fall to operatives. • Internal hop-up boards must be set at the correct height no greater than 350mm from roof level and no greater than 225mm from the face of the building. • In particular where Kwikstage scaffold has been used, all stair units must be inspected before use to ensure the transoms at the top and bottom of the stair have been secured with beam clips to prevent the stair from becoming dislodged. • In addition, scaffold tubes must be fitted below the top and bottom of the stair to prevent the stair from falling in the event of the beam clips failing. • A one-way system will also be adopted on all scaffolds to ladder and loading bay access to ensure safe distancing is maintained. • Peregrine Roofing operatives will carry out such further inspections as may be required such as when changing work site during the working day or as the scaffold is altered or dismantled to ensure it continues to meet with the required standards. • Any inspection by Peregrine Roofing will be restricted to the scaffold or section of the scaffold on which work will be carried out and within the limits of their capabilities. • Where Peregrine Roofing operatives consider the scaffold or edge protection to be unsafe, work must stop immediately with the concerns reported to site management and the Peregrine Roofing Operations Director. • In addition, all scaffolds will be inspected by the Principal Contractor's nominated competent person every seven days. • Further inspections will be carried out where the scaffold has been subjected to conditions which may affect the safety of those using the scaffold i.e. impact, substantial alteration, or adverse weather conditions.

Procedure: A2	Safe Use of Scaffolding
Control Measures	<ul style="list-style-type: none"> • Where any inspection identifies any defects, access to the scaffold will be restricted and a 'Scaffold Incomplete' sign clearly displayed or the Scafftag removed. • Restrictions will only be lifted when the faults have been rectified and the scaffold re-inspected by the Principal Contractor nominated competent person. • Remedial work must be completed before work is permitted to recommence. • Any requirement to alter the scaffold, including hop-ups, must be referred to site management to arrange for the work to be carried out by competent persons. • Loading bays will be provided to permit the safe loading and storage of all material and waste / excess material. • Under no circumstances is it permitted to alter any scaffolding or remove any external handrails or panels to load material outwith the loading bays provided. • Under no circumstances will Peregrine Roofing operatives be permitted to load any unsecured material onto the scaffold structure or above the height of the guard rail. • Counterbalance loading bay gates must be fitted which permit the operative to stand behind the pre-fitted guard rails when being opened or closed. • All operatives should be aware of the safe use of loading bay gates and the safe working load for the loading bay. • Peregrine Roofing operatives must comply with the displayed safe working loads. • All loading bay gates must be opened only during loading and closed immediately afterwards. • Gates, material guards or panels will be fitted to all external scaffold and loading bays to prevent the fall of materials. • If the gates, material guards or panels have not been fitted to the loading bays, the defect will be reported immediately to Site Management and no loading will be permitted. • Under no circumstances will Peregrine Roofing operatives be permitted to load any unsecured material onto the scaffold structure or above the height of the guard rail. • As works proceed Peregrine Roofing operatives will ensure that any excess material or debris is cleared up as work proceeds to ensure the scaffold is maintained in a safe condition. • Regardless although every effort has been made to ensure that the scaffold is safe for use, Peregrine Roofing operatives MUST be aware of their surroundings at all times. • In particular, operatives must check the scaffold before commencing work for any changes in levels of the scaffold, components that may be positioned at head height or ankle height, loose boards or uneven surfaces and remain vigilant of their surroundings at all times.

Procedure: A2	Safe Use of Scaffolding
PPE	<p>The following items of PPE shall be worn by Peregrine Roofing operatives at all times on site: -</p> <ul style="list-style-type: none"> • Safety Helmets conforming to BS EN 397:2012 standard. • Safety Footwear conforming to BS EN ISO 20345:2011 standard will have mid sole and steel toe cap protection. • High Visibility Clothing conforming to BS EN ISO 20471:2013 standard Class 3. <p>NB Any loss of or damage to PPE must be reported to the Operations Director immediately to ensure a prompt replacement.</p>
Training	<ul style="list-style-type: none"> • All scaffolding must only be erected by competent persons in possession of a valid CISRS card.
Information	<ul style="list-style-type: none"> • Operatives will work on scaffold only after authorisation from the Operations Director.
Monitoring	Twice weekly monitoring as a minimum by the Operations Director together with frequent site inspections by the Health and Safety Consultant to both monitor health and safety performance and to ensure social distancing measures are being applied.
Residual Risk	The risk of someone being harmed is identified as being <u>low</u> if identified control measures are fully implemented.
Assessor	Alan McClusky
	
	AMC Safety Management
Date	12 th July 2021
Review Date	12 th July 2022

SITE NAME, LOCATION
METHOD STATEMENT / RISK ASSESSMENT


Procedure: A3	Safe Use of Gas Operated Nail Guns
Scope of Work	Used for fixing tile battens to roof trusses.
Hazards	<ul style="list-style-type: none"> • Incorrect Operation of Nail Guns • Untrained Operatives • Disposal of Empty Gas Canisters
Risks	<ul style="list-style-type: none"> • Penetrative injuries to eyes and body.
Control Measures	<ul style="list-style-type: none"> • Operatives will be certified in the use of the cartridge operated nail guns nailing system by approved instructors. • Operatives MUST adhere to the manufacturer's safety and operating instructions. • Operatives must ensure that all nail guns are cleaned and checked weekly in accordance with the manufacturers operating instructions. • Any defective nail guns must be taken out of service until repaired or replaced. • Use only for timber to timber fixings or materials of similar or lesser density. • All operatives will be provided with anti-mist, scratch resistant safety glasses to high impact specification. • Safety glasses must be worn at all times when nail guns are being fired. • All operatives will be provided with, and wear ear plugs to attenuate impact noise when nail guns are being fired. • All other operatives working in close proximity to the operator must also wear eye and hearing protection. • No material being nailed together should be held in such a manner as to increase the risk of contact with misfired or penetrating nails. • Operatives must not leave the nail gun unattended where it can be used by untrained persons and ensure it is unloaded when not in use for a lengthy time. • No horseplay or practical jokes will be permitted with offenders dealt with under the company's disciplinary procedure. • Peregrine Roofing operatives must not aim nail guns towards other site personnel. • Gas containers must be disposed of carefully in line with the manufacturer's operating instructions.
PPE	<p>The following items of PPE shall be worn by Peregrine Roofing operatives at all times on site: -</p> <ul style="list-style-type: none"> • Safety Helmets conforming to BS EN 397:2012 standard. • Safety Footwear conforming to BS EN ISO 20345:2011 standard will have mid sole and steel toe cap protection. • High Visibility Clothing conforming to BS EN ISO 20471:2013 standard Class 3.

Procedure: A3	Safe Use of Gas Operated Nail Guns
PPE (cont.)	<p>In addition, the following PPE must be worn by when using a nail gun: -</p> <ul style="list-style-type: none"> • Hearing Protection. Ear Plugs conforming to BS EN 352-2:2002 standard. • Safety Glasses conforming to BS EN 166F:2002 standard. <p>NB Any loss of or damage to PPE must be reported to the Operations Director immediately to ensure a prompt replacement.</p>
Training	<ul style="list-style-type: none"> • Operatives will undertake training from an approved cartridge operated nail gun representative.
Information	<ul style="list-style-type: none"> • Operatives will undertake this task only after authorisation from the Operations Director. • Manufacturer's Safety and Operating Manuals
Monitoring	Twice weekly monitoring as a minimum by the Operations Director together with frequent site inspections by the Health and Safety Consultant to both monitor health and safety performance and also to ensure social distancing measures are being applied.
Residual Risk	The risk of someone being harmed is assessed as being low if the identified control measures are fully implemented.
Assessor	Alan McClusky
	
	AMC Safety Management
Date	12 th July 2021
Review Date	12 th July 2022

SITE NAME, LOCATION
METHOD STATEMENT / RISK ASSESSMENT

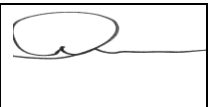
Procedure: A4	Safe Use of Abrasive Wheels
Scope of Work	Use of Stihl saws for cutting roof tiles
Hazards	<ul style="list-style-type: none"> • Noise • Unguarded machinery • Defective or badly maintained plant • Vibration • Working on Site During a Pandemic
Risks	<ul style="list-style-type: none"> • Severe lacerations from contact with the unguarded parts of the saw. • Loss of sight temporary or permanent from cutting roof tiles. • Long term lung infections or disease from exposure to dust when cutting roof tiles. • Short/Long term hearing loss from cutting roof tiles. • Hand arm vibration syndrome from cutting roof tiles. • Slips or trips caused by poor storage or housekeeping. • Cuts/lacerations when handling roof tiles. • Contracting COVID-19 through contact with surfaces or inhalation of droplets from an infected person.
Control Measures	<ul style="list-style-type: none"> • Cuts in the roof tiles will be made using Stihl saw provided by Peregrine Roofing. • When using a Stihl saw, a water bottle must be used to spray the surface of the tile to minimise the emission of dust affecting the user and any other site personnel working in the vicinity. • Peregrine Roofing operatives must ensure that the water bottle is filled before work commences and topped up regularly to ensure there is sufficient water to suppress the finer dust particles and not released into the environment. • The dust suppression system must be inspected regularly to ensure it is working correctly and any failure reported immediately to the Operations Director to ensure the system is repaired or replaced before work re-commences. • Regardless all operatives operating the Stihl saw will be provided with and wear respiratory protection to FFP3 standard to control any residual risk of dust inhalation. • All operatives using the Stihl saw must also be provided with and wear hearing protection to attenuate the sound power levels below the upper action level and eye protection to prevent contact with any fragments ejected during when cutting roof tiles. • In addition, any operatives working in close proximity operating the dust suppression bottle must also be provided with and wear respiratory, eye and hearing protection to the same standard.

Procedure: A4	Safe Use of Abrasive Wheels
Control Measures (cont.)	<ul style="list-style-type: none"> • All operatives who are required to wear respiratory protection will undergo face fit testing on the specified FFP3 disposable masks provided to ensure the RPE is effective in preventing the inhalation of harmful dust. • All operatives must be clean shaven when wearing disposable dust masks. • The Stihl saws are rated at >2.5m/s² action level for vibration and may be used for 8 hours without restrictions. • When operating Stihl saws, operatives must ensure that no loose clothing is worn which could become entangled in the moving parts of the saw and draw the operator into the moving blade. • The area around the Stihl saw must be kept clear of cuttings at all times. • No excess material or debris must be permitted to accumulate in an unsafe manner and must be cleared as work progresses.
PPE	<p>The undernoted items of PPE will be worn by Peregrine Roofing operatives at all times on site: -</p> <ul style="list-style-type: none"> • Safety Helmets conforming to BS EN 397:2012 standard. • Safety Footwear conforming to BS EN ISO 20345:2011 standard will have mid sole and steel toe cap protection. • High Visibility Clothing conforming to BS EN ISO 20471:2013 standard Class 3. <p>In addition, the following PPE/RPE must be worn by when using a Stihl saw:</p> <ul style="list-style-type: none"> • Ear Plugs conforming to BS EN 352-2:2002 standard. • Disposable Dust Masks conforming to BS EN 149:2001 FFP3 standard. • Safety Goggles conforming to BS EN 166 B:2002 standard. • Gloves conforming to BS EN 388 standard cut level protection 2. <p>NB Any loss of or damage to PPE must be reported to the Operations Director immediately to ensure a prompt replacement.</p>
Training	<ul style="list-style-type: none"> • All operatives required to operate Stihl saws will undergo appropriate training. • All operatives will be made aware of the correct manual handling techniques.
Information	Operatives will undertake this task only after attending a Peregrine Roofing site induction by the Directors including the COVID-19 Safe Working Procedures for Operatives.
Monitoring	Twice weekly monitoring as a minimum by the Operations Director together with frequent site inspections by the Health and Safety Consultant to both monitor health and safety performance and to ensure social distancing measures are being applied.


Procedure: A4	Safe Use of Abrasive Wheels
Residual Risk	The risk of someone being harmed is assessed as being <u>low</u> if the identified control measures are fully implemented.
Assessor	Alan McClusky
	
	AMC Safety Management
Date	12 th July 2021
Review Date	12 th July 2022

APPENDIX B - COSHH ASSESSMENTS


COSHH ASSESSMENT		No. 1
SUBSTANCE/ACTIVITY:		
Petrol	Petrol is stored in cans for use in powering spark ignition engines on site such as Stihl saws for cutting tiles.	
HARMFUL CONTENTS: Complex mixture of Hydrocarbons, Benzene, n-Hexane, Detergents.		
ASSESSMENT OF RISK: Harmful, may cause lung damage if swallowed. May cause cancer.		
HEALTH RISKS:		
Inhalation:	Any risks may be negligible under normal operating conditions provided good hygiene precautions are followed. May cause irritation to nose and throat by inhaling the vapours or fumes. Repeated or prolonged exposure to high levels of Benzene may lead to Leukemia.	
Skin Contact:	Brief or occasional contact is unlikely to cause harm. Repeated or long-term exposure may cause irritant contact dermatitis and lead to dermatitis, erythema, or oil acne.	
Eye Contact:	Irritating to eyes. There may be irritation and redness.	
Ingestion:	Swallowing small amounts of the substance is unlikely to cause any significant reaction. Large doses may cause irritation of the gastrointestinal tract.	
ACTION/CONTROL:		
Respiratory:	Respiratory equipment must be worn if exposure to fumes cannot be reduced to the lowest level possible by natural ventilation. Keep containers tightly closed.	
Skin:	Avoid contact with hands. Wear protective gloves if contact with the product is likely. Wash skin thoroughly after contact.	
Eye:	Avoid contact with the eyes. Always wear visors or goggles if contact with the product is likely. Adopt good hygiene procedures.	
Mouth:	Do not siphon product by mouth. Do not eat, drink, or smoke whilst handling the product. Adopt good hygiene procedures.	

COSHH ASSESSMENT				No. 1	
SUBSTANCE/ACTIVITY:					
Petrol		Petrol is stored in cans for use in powering spark ignition engines on site such as Stihl saws for cutting tiles.			
FIRST AID AND EMERGENCY ACTION:					
Inhalation:		If inhalation of mists, fumes or vapour causes irritation to nose or throat or induces drowsiness leading to loss of consciousness, remove to fresh air. If symptoms persist obtain medical advice.			
Skin Contact:		Remove contaminated clothing as soon as possible, wash exposed skin thoroughly with soap and water. If irritation persists, seek medical attention.			
Eye Contact:		Wash eye thoroughly with copious quantities of water, ensuring eyelids are held open. Obtain medical advice if any pain or redness of the eye persists. Use of eye protection is good industrial practice.			
Ingestion:		If this material is swallowed, DO NOT INDUCE VOMITING. If unconscious, place in recovery position, protect airway and seek immediate medical advice with accompanying data sheet or label.			
FIRE: Highly Flammable.					
STORAGE/SPILLAGE PROCEDURES:					
Store and dispense only in well ventilated areas, away from heat and sources of ignition. Do not remove labels from containers. Dispose contaminated materials in suitable containers and using a licensed waste disposal contractor.					
This assessment applies only to this substance/activity described above.					
Initial Assessment carried out by: - Alan McClusky.					
Signed:		Position:	Health & Safety Consultant	Date:	12/07/21

COSHH ASSESSMENT		No. 2
SUBSTANCE/ACTIVITY:	Respirable dust generated during cutting cement roof tiles to size.	
HARMFUL CONTENTS: Hydrate Portland Cement, Quartz (Silica Crystalline)		
ASSESSMENT OF RISK: Dust generated when cutting tiles is an irritant. Chronic exposure to crystalline silica may result in lung fibrosis (silicosis). Crystalline silica is classified as carcinogenic.		
HEALTH RISKS:		
Inhalation:	Cutting concrete tiles causes dust generation which may result in irritation of the nose and throat. Crystalline silica is classified as carcinogenic.	
Skin Contact:	Low irritant. Prolonged or repeated exposure to dust may result in irritation and dermatitis.	
Eye Contact:	Cutting product which may result in irritation and lacrimation.	
Ingestion:	Swallowing small amounts of the substance is unlikely to cause any significant reaction. Large doses may cause irritation of the gastro-intestinal tract.	
ACTION/CONTROL:		
Respiratory:	AVOID BREATHING DUST. Controlling exposure should be achieved in the first instance by natural ventilation. If dust formation cannot be controlled respiratory protection EN 149 Class FFP3 must be worn by the user. Water suppression must be used to prevent dust formation affecting others.	
Hand:	AVOID CONTACT WITH SKIN. Protective gloves can be worn to prevent contact with dust.	
Eye:	AVOID CONTACT WITH EYES. Suitable eye protection should always be worn whenever cutting mechanically.	
Skin:	AVOID CONTACT WITH SKIN. To avoid skin contact, wear overalls. Remove and wash dust contaminated clothing before reuse.	

COSHH ASSESSMENT		No. 2	
SUBSTANCE/ACTIVITY:		Respirable dust generated during cutting cement roof tiles to size.	
FIRST AID AND EMERGENCY ACTION:			
Inhalation:	If inhaled, remove from contaminated area. Apply artificial respiration if not breathing.		
Skin Contact:	If skin or hair contact occurs, remove contaminated clothing and flush skin and hair with running water. Continue flushing with water until advised to stop by a doctor. If skin or hair contact occurs, remove contaminated clothing and flush skin and hair with running water.		
Eye Contact:	If in eyes, hold eyelids apart and flush continuously with running water. Continue flushing until advised to stop by a doctor, or for at least 15 minutes.		
Ingestion:	Not likely to occur.		
STORAGE/SPILLAGE PROCEDURES:			
Sweep up only in a well-ventilated area avoiding creation of dust. Damp down affected areas where necessary.			
This assessment applies only to this substance/activity described above.			
Initial Assessment carried out by: - Alan McClusky			
Signed:		Position:	Health & Safety Consultant
Date:	12/07/21		

COSHH ASSESSMENT		No. 3
SUBSTANCE/ACTIVITY:	Working with Lead Flashing.	
HARMFUL CONTENTS:	Lead dust.	
ASSESSMENT OF RISK: Due to nature of material and working methods there is a minimal risk of ingestion or inhalation of lead as long as care is taken over personal hygiene following handling lead.		
HEALTH RISKS: The details below are unlikely to be relevant whilst Lead is in its solid metallic state.		
Inhalation:	Prolonged unprotected exposure could lead to various symptoms typical of Lead poisoning although this is extremely rare.	
Skin Contact:	Prolonged unprotected contact with Lead could lead to absorption of Lead particles into the blood stream, eventually leading to various symptoms typical of Lead poisoning although this is extremely rare.	
Eye Contact:	Possible irritation.	
Ingestion:	Could cause nausea or abdominal pain. Prolonged exposure could lead to various symptoms typical of Lead poisoning although this is extremely rare.	
ACTION/CONTROL: The measures below are unlikely to be relevant whilst Lead is in a solid state		
Respiratory:	AVOID BREATHING DUST. Controlling exposure should be achieved in the first instance by mechanical ventilation. If dust formation cannot be controlled dust collection bags must be fitted when used externally.	
Hand:	AVOID CONTACT WITH SKIN. Protective gloves can be worn to prevent contact with lead dust.	
Eye:	AVOID CONTACT WITH EYES. Suitable eye protection should always be worn.	
Skin:	AVOID CONTACT WITH SKIN. To avoid skin contact, wear overalls. Remove and wash dust contaminated clothing before reuse.	

COSHH ASSESSMENT				No. 3	
SUBSTANCE/ACTIVITY:		Working with Lead Flashing.			
FIRST AID AND EMERGENCY ACTION:					
Inhalation: Not likely to occur.					
Skin Contact: Remove potentially contaminated clothing after using Lead products. Wash affected area with soap and water					
Eye Contact: In case of contact with lead dust ensure that any contact lenses are removed from the eyes before rinsing. Irrigate eyes with plenty of water for 5 minutes and seek medical attention if irritation persists.					
Ingestion: Not likely to occur.					
FIRE: Non-flammable					
In case of fire use: Use Dry powder, CO ₂ , or Foam. Do not use water.					
STORAGE/SPILLAGE PROCEDURES:					
Store in a dry area, ensure that the floor loading is not exceeded. Sweep or vacuum in a well-ventilated area avoiding creation of dust.					
This assessment applies only to this substance/activity described above.					
Initial Assessment carried out by: - Alan McClusky.					
Signed:		Position:	Health & Safety Consultant	Date:	12/07/21

APPENDIX C - MANUAL HANDLING ASSESSMENTS

Task Assessed: Roof Tiling

Location: Site Name, Location

Ref: PRL/TWGEN/01

Assessor: Alan McClusky

Date: 12/07/21

1. THE TASK

	Does the task require	Y	N	Comments
1.1	Repetitive Handling	√		Insufficient rest breaks.
1.2	A work rate imposed by the process		√	
1.3	Insufficient rest or recovery	√		Over exertion.
1.4	Unpredictable movement of loads		√	
1.5	Holding loads away from the body		√	
1.6	Stooping or crouching	√		
1.7	Twisting the trunk	√		
1.8	Reaching upwards	√		
1.9	Carrying long distances		√	
1.10	Strenuous pulling or pushing		√	
1.11	Movements hampered by PPE or clothing	√		Maintain PPE in a good condition and replace as required. Ensure a good fit.

2. THE LOAD

	Is the load	Y	N	Comments
2.1	Heavy		√	Weight of average tile 3kg. Maximum 6 tiles to be carried average 18kgs.
2.2	The weight evenly distributed	√		
2.3	Unstable or unpredictable		√	
2.4	Bulky or awkward		√	
2.5	Difficult to grasp		√	
2.6	Very hot or cold		√	
2.7	Does it have sharp / rough edges	√		Tiles may have rough chipped edges when cut.

3. THE INDIVIDUAL

	Does the task require	Y	N	Comments
3.1	A high level of fitness		√	
3.2	Unusual height or strength		√	
3.3	Unusual stamina		√	
3.4	Special training		√	
3.5	Likely to create a hazard to anyone person or who has health problems	√		Pre-start health questionnaire to be considered.
3.6	Can the task be carried out by one fit person	√		

4. WORKING ENVIRONMENT

	Does the environment involve	Y	N	Comments
4.1	Indoors or outdoors	√		
4.2	Floor conditions good, uneven, slippery, or unstable		√	
4.3	Space restrictions preventing good posture when carrying out the task		√	
4.4	Going up or down	√		Tile battens to be used as footings when laying felt or tiling.
4.5	Is the working environment			
	⇒ Very hot/humid/cold	√		Warm clothing to be worn. Operatives to be warned against dangers of heat stroke and to maintain levels of liquid.
	⇒ Open to sudden gusts of wind	√		Work to cease if high winds affect stability when working on roof.
	⇒ Subject to adverse weather	√		Work to cease in heavy rain, snow or ice making tiles slippery. Wet weather clothing to be provided and worn.
	⇒ Subject to poor lighting		√	
	⇒ Subject to any other factor which may increase the risk		√	

5. ASSESSORS COMMENTS

- Weight of tiles has been identified at 3kg.
- Restricted to 6 tiles being carried at any one time. Maximum weight to be carried 18kg and does not in itself pose a risk to operatives.

6. ACTIONS /CONTROLS TO BE APPLIED

- Suitable number of correctly placed loading bays to be provided.
- Movement of all pallets of tiles by telehandler to loading bay to minimise the manual handling of tiles.
- Tiles to be carried by hand from loading bay to roof. Sufficient resources to be made available to reduce the effect of repetitive handling of loads.
- Level of step off point from main scaffold to roof to be no greater than 350mm to reduce exertion from loading out.
- Regular rest breaks to be taken to avoid over exertion.
- Gloves to be worn to ensure a firm grip.
- No work to be carried out in high winds, heavy rain, snow, or ice which would increase risk to tilers.

APPENDIX D – COVID-19 SAFE WORKING PROCEDURE FOR OPERATIVES

1. Review and Amendment Record Sheet

Rev.	Date	Description	Prepared By	Approved By
A	12/07/21	First Issue	Alan McClusky	Ricky McQuade

2 Risk Rating

This document contains colour-coding according to the following Red–Amber–Green risk rating.

Red requirements (High Risk) – *no variations permitted.*

- Red requirements are to be complied with and achieved at all times.
- Red requirements are presented in a red box.
- Red requirements are monitored for compliance.
- Non-compliances will be investigated, and corrective actions enforced.

Amber requirements (Medium Risk) – *variations permitted subject to approved risk analysis and mitigation.*

- Amber requirements are to be complied with unless an approved set of RAMS is in place.
- Amber requirements are presented with an amber sidebar.
- Amber requirements are monitored for compliance.
- Variations can only be approved through an updated RAMS process.
- Non-approved variations will be investigated, and corrective actions enforced.

Green guidance (Low Risk) – *to be used unless alternative solutions are followed.*

- Guidance should be followed unless an alternative solution produces a better result.
- Guidance is presented with a dotted green sidebar.
- Guidance is not monitored for compliance.
- Alternative solutions should be documented to demonstrate effective control.

3 Compliance

This Company standard/control document or any revision is mandatory and shall be complied with by the Principal Contractor and all sub-contractors from 20th April 2020.

Where it is considered not reasonably practicable to comply with the requirements in this standard/control document, permission to comply with a specified alternative should be sought in accordance with the Principal Contractors standards and controls process or with revised risk assessments if applicable.

If this standard/control document contains requirements that are designed to demonstrate compliance with legislation, they shall be complied with irrespective of Principal Contractors standards.

NOTE 1: *Legislation includes all Company Risk and Method Statements.*

NOTE 2: *The relationship of this standard/control document with legislation and/or external standards is described in the purpose of this standard.*

Disclaimer

In issuing this standard/control document for its stated purpose, the Company makes no warranties, expressed or implied, that compliance with all or any standards/control documents it issues is sufficient on its own to provide safety or compliance with legislation. Users are reminded of their own duties under Health and Safety at Work etc. Act 1974, Management of Health and Safety Regulations 1999 and CDM Regulations 2015.

Compliance with the Company's H & S Plan does not, of itself, confer immunity from legal obligations.

Pre-Start

A copy of the Company H & S Plan will be submitted to the Principal Contractor for approval.

Prior to starting work all employees will attend a company induction to include these procedures and the content of the H & S Plan.

Prior to commencing work on site all employees will undergo a further site induction/safety briefing to ensure that all site procedures/rules are communicated by the Principal Contractor.

4. Purpose

The purpose of this document is to provide instruction for protecting our workforce and implementing consistent safety measures in line with the Scottish Government's guidelines on protection controls and social distancing measures following the outbreak of COVID-19.

5. Scope

This document applies to all Company staff and subcontractors undertaking work on behalf of the Principal Contractor and applies to all construction work.

NOTE 1: *Our staff and their welfare are our number one priority, and it is recognised that, during this global pandemic, our operational staff will be at increased risk.*

NOTE 2: *All activities will be undertaken safely with the relevant minimum resources, with suitably qualified staff, safety measures implemented, and social distancing being applied.*

NOTE 3: *The Company will support any member of staff when they feel threatened or at danger due to non-conformance of these procedures.*

6 Site Staff

6.1 Social Distancing

Social distancing shall be applied by all employees and staff.

If social distancing cannot be applied in line with the requirements detailed within this document, then report the details to your Supervisor and do not proceed with the activity.

This will include staggered start and finish times for clocking in, welfare, canteen etc.

6.2 Principal Contractor

The Principal Contractor has the responsibility to risk assess all sites and to deploy general measures to prevent risks linked to the COVID-19 Coronavirus pandemic, in line with the guidelines set out by the Scottish Government, World Health Organization (WHO), Health Protection Scotland (HPS) and the NHS.

6.3 Supervisors and Senior Management

In addition to existing risks, it is the responsibility of supervisors and senior management to risk assess all known and foreseeable risks from COVID-19 alongside the Site Manager to identify and plan control measures and agree the risks prior to the work commencing. Staff will only be deployed where possible to tasks that can be carried out by social distancing.

When prioritising works consideration should be given to:

- a) Only deploying staff to work that is essential as referenced in PHS and government Guidance.
- b) Travel to site.
- c) Access to site.
- d) Poor hygiene.
- e) Poor sanitary convenience.
- f) Sharing canteen.
- g) Maintaining social distancing.
- h) Cleaning of communal areas.
- i) Respiratory and cough hygiene.
- j) Confirmed case of COVID-19.
- k) Staff who are not required on shift to remain at home.
- l) Cleaning resources available for minimising the spread of COVID-19 to and from staff, vehicles, and facilities.
- m) The availability of personal protective equipment as identified in the documented Risk Assessments and Method Statements.
- n) The availability of competent frontline staff.

Extremely vulnerable (those who are “shielded” and who have received a letter from NHS notifying them as such) and those who are of the same household as those classed as extremely vulnerable shall not attend the site and shall inform the supervisor/ senior management.

Extremely vulnerable’ as defined by a letter from the NHS is someone at risk of severe illness if they catch COVID-19.

People at ‘Increased Risk’ shall let their Supervisor know they are more at risk and must stay at home.

From 26th April 2021, those who were shielding previously should be able to return to their places of work or education. You should have received a letter from the Chief Medical Officer with full details about this.

As Scotland changes local protection levels, you should follow the appropriate health advice associated with that level. You can find guidance on the Scottish Government’s website.

<https://www.gov.scot/publications/covid-shielding/pages/levels-advice/>

6.4 Site Staff

Do not come to work if you are showing any COVID-19 symptoms

NOTE: *These include high temperature of 37.8^oC or more and/or a new, continuous cough and/or a loss or change of taste or sense of smell (coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours. If you usually have a cough, it may be worse than usual).*

The employee shall self-isolate for ten days from the onset of symptoms. If you are living with someone who is symptomatic you shall not return until 10 days after the onset of symptoms of the first person who became ill.

It is very important that you stay at home if you have symptoms that may be caused by coronavirus (COVID-19), or you have had a positive test result. You should also stay at home if someone you live with or someone in your extended household has symptoms, or if you have been identified as a close contact of someone who has tested positive.

Anyone in Scotland with COVID-19 symptoms can be tested.

Any employee with symptoms is recommended to book a test at <https://www.gov.uk/get-coronavirus-test>

Symptomatic persons take a PCR test and have the results within 48 hours (PCR stands for polymerase chain reaction). The test looks for the genetic code of the virus and involves taking a swab of the throat and nose.

Around 1 in 3 people with COVID-19 are asymptomatic i.e. do not show symptoms, so can spread the virus to others without knowing.

Regular testing using lateral flow devices (LFDs), also known as rapid tests, helps us to find positive cases in people who have no symptoms, but who are still infectious.

There are a number of ways you can get a rapid LFD test.

You can order LFD tests to be sent to your home. <https://test-for-coronavirus.service.gov.uk/order-lateral-flow-kits/>

You can collect packs of LFD test kits from many test sites to do at home. <https://find-covid-19-rapid-test-sites.maps.test-and-trace.nhs.uk/findatestcenter.html>

You may be able to access community testing in your area.

Most community testing sites are walk-in, and you do not need to book in advance. Please check with your local site. <https://maps.test-and-trace.nhs.uk/>

Rapid LFD tests should not be used if:

- you have tested positive for COVID-19 in the previous 90 days.
- you can get tested through your workplace or education setting (ask them for rapid LFD tests).
- you need to take a test for international travel.

Where a positive test occurs, staff should follow the advice on self-isolation.

Even if staff receive a negative result, it is important to still apply caution. If everyone with symptoms who was tested in their household receive a negative result, the employee can return to work if their work cannot be done from home, providing they are well enough, and have not had a fever for 48 hours.

If, after returning to work, they develop symptoms they should follow the NHS Inform guidance and self-isolate. Employees should discuss their return to work with their employing organisation.

Scotland has been using a system for tackling COVID-19 by allocating a 'level' between 0 and 4, which was also known as the Levels Framework. These levels can be applied nationally (across all of Scotland) or to different areas depending on the rates of COVID-19 transmission locally.

Level 4

Within this level, virus cases would be at very high or rapidly increasing numbers, and there would be widespread community transmission which may pose a threat to the NHS to cope. It is likely that this level would see the introduction of measures close to a return to full lockdown. Measures would be designed to be in place for a short period, to provide a short, sharp response to quickly suppress the virus.

Levels 2-3

In these levels, it is expected that the virus is more common, with multiple clusters and increased community transmission (person to person). There would be a gradual series of protective measures to tackle the virus, focusing on key areas of risk – broadly, indoor settings where household mixing takes place with less, or less well-observed, physical distancing and mitigations. The measures would be intended to be in place for relatively short periods (2-4 weeks), and only for as long as required to get the virus down to a low, sustainable level.

Level 0-1

Within these levels, a low incidence of the virus is expected with isolated clusters, and low community transmission (person to person). These levels are the closest Scotland can get to 'normality', without a vaccine or effective treatment in place.

Levels 0 and 1 are designed to be sustainable for longer periods of time.

As Scotland changes local protection levels, you should follow the appropriate health advice associated with that level. You can find guidance on the Scottish Government's website. Coronavirus (COVID-19) protection levels: what you can do - gov. scot (www.gov.scot)

Operatives are recommended to download the Scottish Government's Test & Protect app.

All viruses naturally mutate over time and these new viral variants can be passed from person to person. Most mutations are not a cause for concern. There are many thousands of different versions, or variants, of Covid circulating.

There is no evidence that any of them cause much more serious illness for the vast majority of people who become infected. As with the original version, the risk is highest for people who are elderly or have significant underlying health conditions.

The best way to protect against all variants is to get a test and be extra vigilant about washing your hands, keeping your distance from other people, and wearing a face covering.

NHS Scotland will be in touch with you to arrange your vaccination appointment when you are eligible.

The coronavirus vaccine can reduce your risk of developing coronavirus and make your symptoms milder if you do get it.

The vaccine is not mandatory, but NHS Scotland strongly recommends you get the vaccine when offered it.

You should not get the coronavirus vaccine if you have had a severe anaphylactic reaction to any of the ingredients in the vaccine or a previous dose of the vaccine.

It will take time to establish the impact of the vaccines on the transmission of the virus, so staff continue to follow the latest government advice and FACTS at all times.

Face coverings.

Avoid crowds.

Clean hands.

Two metres.

Self-isolate.

If you fly directly to Scotland from outside the UK (including Northern Ireland), Republic of Ireland, Channel Islands, or the Isle of Man, you will need to quarantine at a hotel in Scotland for 10 days (11 nights) as soon as you arrive. In addition you will be required to provide evidence of a negative Covid-19 test result and complete an online passenger locator form. <https://www.gov.uk/provide-journey-contact-details-before-travel-uk>

Acute Risk countries can be found at <https://www.gov.scot/publications/coronavirus-covid-19-international-travel-quarantine/pages/exemptions/>

This is to comply with Government / Health Protection Scotland advice.

Try to stay at least 2m away from other people in your home as much as possible if you live with someone who is: -

6.4.1 70 or over.

6.4.2 has a long-term underlying condition.

6.4.3 is pregnant or.

6.4.4 has a weakened immune system.

Staff who have members of their household who are considered extremely vulnerable will be required to stay at home. The NHS letter should be provided to your Supervisor, if possible.

If you need to stay at home together, try to keep away from each other as much as possible.

Do not go to a GP surgery, pharmacy, or hospital. You do not need to contact 111 to tell them you are staying at home and testing for COVID-19 is not needed if you are staying at home.

Employees shall:

- a) let their Supervisor know they are at risk as an extremely vulnerable person, of the same household as an extremely vulnerable person or an increased risk person.
- b) follow the avoidance of COVID-19 exposure methodology of Health Protection Scotland and Government Guidance

This applies to extremely vulnerable people, those of the same household as an extremely vulnerable person or an increased risk person who has an underlying condition who are exercising "particularly stringent social distancing", as advised by the NHS, should observe the 2m distance at all times and should decline any task where the 2m distance could be breached.

- c) only travel to work if it is not possible to undertake their duties at home.
- d) not congregate with colleagues, contractors, or others within sites.

NOTE: *Congregating is more than 2 people not adhering to social distancing of 2m or for more time than is necessary to complete the work activity*

- e) wash their hands with soap and water for a minimum of 20 seconds at the start of the day, at each change of task, and every two hours thereafter. At the end of the day workers are required to wash their hands again before leaving the site.

NOTE: *Even more frequently is preferable and more effective in stopping the spread of COVID- 19.*

- f) wash hands for at least 20 seconds before drinking, eating, and smoking.
- g) avoid touching their eyes, nose, or mouth without having washed their hands immediately previously.
- h) use hand sanitiser gel if soap and water are not available.
- i) report to your Supervisor any symptoms, or close contact with a person displaying symptoms of COVID-19 as soon as reasonably practicable; and
- j) stop work and challenge. Invoke the "Refusal to Work" procedure if any of the above cannot be adhered to or they believe that any of the Supervisor responsibilities have not been adhered to.

Employees shall not travel to work if they or any of their household display symptoms of COVID-19. Employees must inform their Supervisor by telephone if they have symptoms or if anyone in the household has symptoms.

The Operations Director will inform the Site Manager if any employees or their family have been self-isolating.

6.5 Vehicles

The company provide three seater vans with rear storage space and a crew van for use in travelling from home to each site.

Normally the three seater vehicles would be used to carry one or two passengers and the crew van up to five passengers.

In order to maintain social distancing, no more than two operatives will be permitted to travel in the three seater vans. The crew van will be permitted to carry up to three passengers.

Where workers have no option but to share transport:-

- Journeys must be shared with the same individuals and with the minimum number of people at any one time.
- Good ventilation (i.e. keeping windows open where possible) and facing away from each other may help to reduce the risk.
- Vehicles should be cleaned regularly using standard cleaning products with emphasis on handles and other areas where passengers may touch surfaces.
- Face covering/mask must be worn at all times within the vehicle.

It should be occupied in such a way to maintain a maximum distance between the occupants. The passenger should sit as far away as possible on the diagonal from the driver.

All company vehicles shall be supplied with sanitisation products to be used to wipe down vehicles then safely disposed of after each journey. Where not available use paper cloths and soap and water for cleaning.

Drivers must ensure that they have enough water and cleaning materials in their vehicle before leaving for site.

Drivers must not use the vehicle if they do not have the necessary supplies to clean the vehicle and report to your Supervisor as soon as reasonably practicable.

Vehicles must be cleaned as a minimum at the start and end of every shift both internally as well as the outside door handles.

All vehicles attending the site car park must follow instructions on parking provided on that specific site.

All drivers using the site car park will be required ensure, when entering or exiting their vehicles, that they do not breach the 2m separation rule.

Vehicles should only be loaded by as many people as is needed (bearing in mind certain manual handling restrictions).

Public Transport should not be used where possible, to limit interface with other whilst travelling to work. Where public transport is used, workers are advised to avoid using it in peak hours (05.45-07.30 and 16.00-17.30) and wear a face covering.

NOTE: This will be under continuous review to assess operational requirements and amended where necessary.

7 Site Environment

Use electronic methods for transferring documentation where possible. Do not collect and return paperwork in person unless an area for collecting and returning paperwork is unavailable and electronic transfer is not possible.

Where stores are managed by a member(s) of staff, do not collect, or return tools and equipment in person unless an area for collecting and returning tools and equipment is unavailable.

Limit the number of people going into the stores area to an absolute minimum. Safety should be considered at all times.

Conversations between onsite workers and site office staff shall take into account social distancing of 2 metres shall be maintained.

Wear a face covering/mask (cloth as a minimum standard), gloves and glasses at all times wherever social distancing cannot be achieved.

8. Welfare Facilities

Daily cleaning and regular checks are in place to maintain good standards of cleanliness in the site offices, welfare facilities, etc. with particular attention paid to high contact areas such as door handles, light switches, worktops, kitchen appliances.

During this time and as a need to adhere to social distancing of 2 metres, time spent in welfare facilities should be kept to an absolute minimum.

The wearing of face coverings/masks in a workplace canteen is now mandatory, when not seated at a table, such as when queueing, entering, or leaving the canteen. They must also be worn in toilets and drying rooms.

Access to toilets and drying rooms will be restricted to two operatives at any one time and notices will be displayed to confirm this restriction.

Operatives will be encouraged to take clothing home to dry.

Tables and chairs will be arranged to maintain 2m social distancing. Do not use communal messing facilities or breakout areas if social distancing of 2 metres cannot be achieved.

Breaks will be staggered to prevent any numbers of people occupying messing/breakout areas that might break social distancing of 2m guidance. Details will be provided by the Site Manager, as required.

Consideration will be given to the implementation of outdoor seating for taking breaks/meals.

Operatives are not permitted to leave the site during the day and will bring with them their own prepared meals and refillable drinking bottles each day to avoid the need to leave the site.

Operatives can take in plots. Additional bins will be provided in the car park and all food/waste to be immediately removed by the operative from plots and binned.

It is also acceptable for operatives to consume food and drink in their vehicle however, only one operative may take their break in their vehicle at any one time.

Where takeaway food service operates, all food will be sold packaged in clingfilm or suitable foil. All food must be pre-ordered to avoid queuing. Food will be labelled with the name of the person and left on a table for collection. Payments should be taken by contactless card wherever possible.

Providing a means of heating food and making hot drinks on sites may be removed if it is not possible to introduce a suitable means of keeping equipment clean between use.

Hand cleaning facilities or hand sanitiser shall be available at the entrance of any room where people eat and should be used by workers when entering and leaving the area.

9. Site Controls

Stop all non-essential visitors coming on to any worksites. Any persons visiting site are to have prior authorisation of the Site Manager.

The messing/breakout area shall be wiped down both before and after use. All areas used for eating shall be cleaned at the end of each break and shift.

If this cannot be applied, then the canteen or welfare unit may be closed.

Remain 2m (3 steps) away from others, wherever possible.

The wearing of face coverings is now mandatory in other indoor communal workplaces, such as corridors and social spaces.

Communication with other others must be by email/ text message/ phone call/ information board where possible.

Operatives must sign in by email/ text message/ phone call to the Site Manager. 8:30am is the recommended time to validate authorised personnel on site. Do not enter the site office unless invited.

Where possible, operatives must bring pre-prepared meals and refillable drinking bottles from home.

Operatives must not leave once they are on site and must not use local shops.

Ensure you sit 2m from each other whilst eating and avoid all contact.

Avoid stopping and chatting to people on walkways and areas throughout the site where you usually congregate.

Use passing points to let people pass, be calm and courteous to other workers whilst traversing the site.

Site-specific inductions shall be carried out in accordance with social distancing guidelines and where possible, they will be carried out outdoors maintaining social distance and wearing face coverings.

Where inductions need to be carried out indoors, those in attendance must remain 2m apart and wear a face covering/mask. All operatives being inducted will wash hands and/or use hand sanitiser before starting.

Worksites shall include provision for hot (where practicable) water and soap or hand sanitiser where water is unavailable.

Each site should have suitable and sufficient rubbish bins placed around the site for hand towels with regular removal and disposal.

Where there are no cleaning supplies or soap and water on site, the work shall not proceed.

Do not share Personal Protective Equipment.

Gloves may be worn except when eating and avoid touching your face.

NOTE: Also avoid touching things which might come in contact with your face.

Operatives are not required to wear respiratory masks as they do not provide protection from respiratory viruses. However, it is recommended that staff wear a

face covering/mask (cloth as a minimum standard) where social distancing cannot be achieved anywhere on site.

Regardless, respiratory masks will be worn for the tasks and situations for which they are mandatory as per Task Risk Assessments and Method Statement.

If PPE is unavailable (there may be short supply of certain items), the task will be re-assessed and, unless an alternative control measure can be applied, the task must not take place.

A PPE drop bin will be in place at the site entrance where disposable PPE can be discarded.

10 Work Activities

Work requiring skin to skin contact shall not be carried out

It is envisaged that with modifications to the method of work and more detailed control measures, all work activities can be carried out in accordance with the approved safe systems of work while maintaining social distancing of 2m except in unforeseen circumstances. Refer to Appendix A.

Activities that were considered likely not to comply with government guidelines on social distancing on this site are:

- Installation of roofing felt.
- Installation of tile battens.
- Loading roof tiles.
- Cutting verge / valley gutter tiles

Where it is not possible, carry out a new risk assessment for the task to maintain 2m distance or for the wearing of additional PPE, i.e. face covering/mask (cloth as a minimum standard), gloves and glasses. The Supervisor will also review the risk assessment with the operative to minimise the specific risks of COVID-19.

Where the social distancing measures (2m) cannot be applied the Company will control the risk by reducing the frequency and time workers are within 2m during roofing works as above to as short a time as possible in accordance with CECA guidance.

Risk Assessments and Method Statements will be reviewed on a site by site and task by task basis taking into consideration the exceptional circumstances to ensure that we can comply with all site procedures.

The Principal Contractor shall control the numbers of persons on site to protect the wellbeing of all persons on site.

The Principal Contractor shall designate specific start times, working areas for all contractors to ensure that social distancing can be maintained.

11 Measures to be Taken in the Event of Someone Reporting or Displaying COVID-19 Symptoms while at work.

It is possible that COVID19 symptoms could develop while a person is at work. If anyone develops symptoms whilst at work, they must: -

- Return home immediately.
- Avoid touching anything.
- Cough or sneeze into a tissue and put it in a bin if no tissues are available cough and sneeze into the crook of your elbow.

If the person is feeling too unwell to travel, they will be isolated and emergency contact details phoned as per their induction record.

The Site Manager must isolate/quarantine relevant parts of the work area to allow appropriate and specialist cleaning/sanitising to be carried out.

No return to work in the quarantine area must be permitted until it is safe to do so

APPENDIX E - SITE PERSONNEL INDUCTION RECORDS

