

## 22. Insulation of a Roof space procedure

### Method of works

- WMS operatives to arrive on site and introduce themselves to the client representative/ resident, showing them their allocated WMS ID cards if necessary.
- The pre –works information and asbestos survey are to be read and understood. Ensure there are no ACM's or ACM debris present within the roof space that may be affected by the works.
- If any further suspect ACM's are identified as works progress works to stop and the contracts manager contacted before works continue.
- WMS will erect warning signage or barriers to segregate the working area from access by other building users. WMS to ensure the welfare is available as described in CPP.
- WMS to ensure there are no trip hazards and that residents are not put at any risk
- Appropriate dust sheets/ floor protection is to be lay to floor areas underneath the loft access and to transit route to protect floor surfaces from damage and dirt for the duration of the works.
- The COSHH MSDS for all specific products shall be followed.
- WMS operative's/ representatives are to wear PPE and RPE at all times when undertaking these works i.e. safety boots/ steel toe cap boots, gloves, type 5/6 disposable coveralls and P3 filter half face dust mask which the operative has been face fitted for. Safety glasses are to be worn, when working over head or where there is heavy dust developments.
- Works are to be undertaken from a ladder, step ladder or existing fitted loft ladders; Ladders are to be inspected prior to use and if any defects are noticed, they are not to be used. Ladders are to be used correctly in line with the tool box talks on ladder use. Ladders will display the 'PASS' sticker to show they have been inspected and are in good working order/of the correct classification (class 1 or class 2 – EN131).
- An assessment is to be made of the roof space prior to accessing , to make sure that it is safe to access the area and no additional risks are present i.e. skylights or confined space risk. If necessary contact the Contracts Manager so that the RAMS can be adjusted to suit.
- If the weather conditions outside are warm and the roof space feels hot, then an additional risk assessment is to be undertaken to consider heat exhaustion.
- If there is no fixed lighting within the roof space, then low voltage 110v temporary site lighting is to be used to offer adequate lighting within the roof space so that works can be carried out safely.
- Access is to be gained throughout the roof space using an easi-dec system or an appropriate alternative such as youngman boards or osb boarding to offer a safe working platform that can be relocated throughout the roof space as works progress.
- If the ceiling joists are covered with existing insulation making it difficult to locate the joists then this is to be carefully cleared or removed if part of the works to expose the joists.

- If the existing loft insulation is to be removed prior to the installation of new loft insulation, this is to be cut into manageable sections using a knife, the cut sections are to be bagged in appropriate heavy gauge polythene waste sacks ready for disposal at licensed waste site.
- Once cleared and ready for new insulation (where applicable). Starting at the furthest corner from the loft hatch, measure the gap between the joists and cut the roll of insulation using a saw, cutting to the required size and roll out. If the existing insulation within the joist space is to be left in place additional insulation will be lay on top at a 90 degree angle to this.
- Make sure that the insulation is pushed into the eave locations while leaving a minimum of 25mm air gap for adequate air ventilation.
- Working back to loft hatch until all of the roof space is insulated as per the client's specification. A minimum of 300mm total thickness of insulation is likely to be the required amount. Depending on what existing insulation is present will determine how much new insulation is to be lay.
- Once all gaps between joists are covered, then as stated above where existing is to remain. Additional insulation is to be lay at 90 degree angle covering the whole roof space area, until 300mm thick insulation is achieved, unless specified otherwise in client's specification.
- All cut offs to be bagged up and taken away and disposed of correctly.
- On completion, the areas below the working area and transit route are to be cleaned up using an M-type vacuum cleaner.
- The operative will remove their gloves, disposable coveralls and mask cleaning themselves down with wet wipes and M-type vacuum cleaner.
- Dust sheets / floor protection tape to be removed and taken away.
- The site is to be cleared of all equipment and left clean and tidy.

### See additional docs

Working At Height  
COSHH  
PPE

## Risk Assessment

Hazard	Control Measures
Falls from height	See Working At Height
Slips Trips and Falls	The site will remain tidy at all practicable times. All designated access/egress routes shall be kept free of slip and trip hazards, and obstructions. All equipment is switched off and/or isolated when unattended. All material that could potentially cause injury is either secured behind barriers or removed from site. The need for good housekeeping is to be explained in the site induction.
COSHH	When using any chemicals or substances hazardous to health, the COSHH safety data sheet will be followed to ensure that the safe working practice is followed. This includes storage and use, including the correct use of PPE. Common material sheets are within this document. Additional MSDS may be required for extra chemicals/substances on this contract.
REG 8	Care is to be taken when working near any flues. WMS and subcontractors are to ensure that no flues/ventilation points are blocked (ie taped off/netted etc), and that Reg 8 Gas Safety is adhered to at all times. Any damage at the time of working to any flue/air duct –terminal or debris entering the flue/air duct, condensate pipework, gas installation pipework, gas meter & housings or any part of the heating installation must be reported: Turn off the effected appliance / installation /energy supplies and make safe. After all work is completed re-inspect all flue terminals / installations for damage.
Manual Handling	Correct lifting techniques are to be used at all times when moving equipment, materials or any heavy loads. Paying particular attention when lifting (stable stance, good grip, keep load close to your waist and do not flex your back).
Hygiene	Good personal hygiene is a necessity washing of hands prior to any breaks (food – ingestion).
Vibration	If there are any tasks with expected high levels of vibration. WMS shall use vibration calculator to work out if operatives are likely to exceed action levels. WMS have assessed these site and there are no excessive vibrating works that are likely have trigger times that will exceed the HSE 100 points. Subcontractors will also assess in their RAMS. Regular breaks between works involving high levels of vibration shall be taken.
Noise	If high levels of noise are expected, ear defenders and control measures are to be introduced if lower noise action value is expected to be exceeded (80dB weekly average or 135dB peak). If there are concerns that noise levels are above this, further investigation will be carried out.
Respirable Dust	Control measures are to be implemented when any operations are being undertaken that could give rise to respirable dust. Particular attention is to be made to silica dust. When cutting tiles, dust extraction is to be used to ensure operatives are not working above the 8hr control limit (0.1mg/m3) and FFP3 masks that have been face fitted to the individual are to be worn.
Asbestos	All operatives are to be Asbestos awareness trained. Asbestos surveys are to be sourced and reviewed before any works commence. Tradesmen are to remain vigilant at all times when onsite and if any additional suspect materials are identified, site manager is to be informed immediately.
Vulnerable persons	Appropriate signage must be used. Due to the area of the works, working overhead. WMS shall temporarily cordon off the area of work using cones and barrier tape.
Vermin – droppings	Site is to be clean any edible waste is to be removed from site, as not to encourage vermin. Gloves are to be worn and hands cleaned prior to lunch breaks.

Confined Space & Heat	<p>If the works are to be undertaken in the summer time when the roof space is hot in temperature, then additional control measures are to be put in place.</p> <p>More frequent breaks are to be taken in order to avoid the operatives overheating and lots of water is to be drunk to avoid de-hydration.</p> <p>If the operatives start to feel unwell then they are to drink water and go outdoors to fresh air.</p>
Electrical	<p>Only battery operated or 110v tools to be used</p> <p>All electrical equipment is to be PAT tested. The equipment is to be inspected prior to use to check for defaults or any other issues that could cause harm when the item is used.</p>

## PPE



If there are works being undertaken above you please also wear a Hard hat.