

12. Replacing a Roof light Procedure

Method of works

Preparation Works

- Assess pre-works information. Including Asbestos information and report if any variations.
- Cordon off area to avoid damage or injury from falling materials/equipment.
- PPE to be worn (gloves/eye protection). Wear face fitted FFP3 mask, where dust may arise. Regular breaks, undertake maintenance of tools.
- Ensure tools and equipment are not acting as a trip hazard.
- Check if preceding activities have been inspected and approved.
- Suitable form of access must be in place. If scaffolding is required the scaffold is to be erected by an approved competent subcontractor scaffolding company in accordance with TG20:21.
- Before works commence to the roof lights, you must ensure that there is adequate fall protection underneath the opening. This can be either a tower underneath the roof light (If a scaffold tower is used it must be erected by a PASMA trained operative (including alterations to the tower)).or fix a temporary support under the opening.
- Please follow Working At Height

Method (Replacement of Existing Roof light)

- First, make sure that the replacement roof light has all associated flashings and trims with it. Also make sure there is no damage when unpacking..
- Remove the glazed Sash from the existing Velux/ Roof light and carefully lower to ground level.
- Remove and trims to access perimeter roofing tiles (where necessary)
- Remove perimeter roof tiles around existing Roof light and set aside for re-fixing once roof light is replaced. This will expose the flashings to the existing roof light
- Remove flashings to perimeter of frame exposing the fixings for the frame.
- Carefully remove existing frame and dispose of. Taking care if existing lining/reveals are being re-used.
- Once existing roof light is removed, if the opening requires adapting to house new roof light this is to be carried out whether this needs cutting out and new supporting timbers put in or built up.
- Fit the new roof light frame into the new/ existing opening, fixing as per the manufacturer's instructions.
- If no insulation is present, dress insulation around perimeter of roof light if needed.
- Install new flashing kit, as per manufacturer's instructions.
- Re-fix retained roofing tiles, replacing any damaged tiles. To be fixed twice with roof nail fixings.
- Once installed, sash to be fitted into frame.
- Once fitted, make good internal surround & decorations where necessary.
- Test to make sure the roof light provides a weatherproof seal (Please fill out a hot works permit if necessary i.e. flat roof).
- Make good all areas affected by the installation or any other works, dispose of all debris and leave site in a clean and tidy condition.

See additional docs

COSSH Statement.
 Working At Height
 Gas Ventilation Reg 8
 Manual Handling
 Hot Works Permit.

Risk Assessment

Hazard	Control Measures
COSHH	When using any chemicals, 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 ie Flux.
Hygiene	Good personal hygiene is a necessity washing of hands prior to any breaks (food – ingestion).
Asbestos	All operatives are to be Asbestos awareness trained. HSG264 R+D Asbestos survey is to be referred to before any works commence. Ensure asbestos are not disturbed during works. 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.
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.
Falls from height	See Working At Height
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 (i.e. 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).
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.
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.
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.
Inclement Weather	Regular checks of the weather forecast are to be carried out by the contracts supervisor. No works to be undertaken in high winds as the works are to be carried out using a scaffolding and the materials will act as a sail. In times of high UV radiation workers are obliged to use sun screen protection. Workers are not permitted to 'strip off'. Minimum dress code is to wear a T-shirt. Anything less and the person/s must be ordered to cover up, or, on refusal to do so,

	removed from site. WMS are to check wind protection to ensure residents possessions are not damaged.
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PPE



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