

2. Roof Leaks/Repair to tiles

Method of works

- Assess pre-works information. Including Asbestos information and report if any variations.
- PPE to be worn – Steel toe capped boots, gloves, eye protection, coveralls, Hi Vis vest and RPE if required
- Assess which form of access is best suited for the job.
- Mobile tower if required is to be erected by PASMA qualified staff from WMS. Wheels will be locked when in use.
- Scaffold if required will be erected by the scaffold company who will inspect, sign off in accordance with TG 20:13 and provide certification.
- Roof ladder may be required to access works. Fall arrest zenith kit is to be used by trained staff whilst working on the roof.
- Ladders and towers may be moved by competent/ trained persons when required to access different areas of the roof. Leaning out on the ladder or tower will not be tolerated.
- Area at ground level directly below roofing works will be sign posted or cordoned off to segregate from anyone accessing beneath the working area and minimise the risk of injury by falling debris to public or operatives in the vicinity.
- Tiles to be repaired, reinstated or replaced will be like for like using appropriate fixings by competent WMS staff.
- Concrete or clay type tiles will be replaced by pushing the row of tiles above up to expose fixings of damage tile/ fixing point. The tile will be replace and fixed with roofing nail fixings and the row above pushed back into place.
- Slate or Fibre cement tiles will be replaced by using a slate ripper to remove the nail fixing and free up the tiles. New tiles to be re-fixed working up the roof. The final tile will be re-fixed using a lead or copper tingle. Cutting a strip, fix to batten, fit tile and bend tingle to lip over bottom of tile holding in position.
(Please note if cutting tiles or existing tiles are known to be asbestos adequate PPE and RPE FFP3 Filter mask as face fit are to be worn at all times.)
- If there is a larger amount of damage and a section of felt/membrane need cutting in refer to – Re-roof Procedure V1.
- Materials required for the repair work will be carried up Scaffold/ Tower or ladders maintaining 3 points of contact at all times. Further assessment may be required if this is not possible.
- On completion of works, test that leak has been fixed. If this is so, area will be left clean and tidy with all debris associated with the works removed from site.
- On completion, access equipment, Scaffold, tower, ladders will be dismantled and removed from site.

See additional docs

Working At Height
PPE
Manual Handling

Risk Assessment

Hazard	Control Measures
Falls from height	See Working at Height Procedure- WAH V1
Slips Trips and Falls	<p>The site will remain tidy at all practicable times.</p> <p>All designated access/egress routes shall be kept free of slip and trip hazards, and obstructions.</p> <p>All material that could potentially cause injury is either secured behind barriers or removed from site.</p> <p>WMS to ensure adequate signage is put in place.</p> <p>If any spillage occurs, clean immediately and inspect ground conditions</p>
COSHH	<p>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.</p> <p>Chemicals are to be secured away, eliminating risk to public.</p>
Fall of materials from roof	<p>Segregate area from access and display signage to be used to warn of overhead works.</p> <p>No public access underneath scaffold or in the vicinity of Towers or ladders</p> <p>No items of material or waste is to be thrown off the roof to the ground.</p>
Stability of structure- Falls through fragile roof material	Once any operative has obtained access to the pitched roof if there is any movement of the roof surface during any part of the work process the work is to be immediately suspended and all Operatives are to vacate the roof and report to the line manager informing them of the issue.
Inclement Weather	<p>Regular checks of the weather forecast are to be carried out by the contracts supervisor.</p> <p>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.</p> <p>When working in wet conditions (washing down – no painting in wet conditions), suitable waterproof clothing must be provided. Electrical equipment must be checked to ensure that it is not at risk of water ingress. If this is the case, it must be isolated until conditions improve.</p> <p>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 resident's possessions are not damaged.</p>
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).
Vulnerable Persons	<p>WMS are to ensure the level of communication with residents is of top order.</p> <p>WMS will need to actively manage all risks/hazards and ensure appropriate signage and communication is in place to ensure residents do not access work areas.</p> <p>Strict segregation of areas required to ensure safe working practices are followed.</p> <p>WMS to ensure all windows are closed before cleaning works take place.</p>
Asbestos	<p>All operatives are to be Asbestos awareness trained.</p> <p>Asbestos surveys are to be and referred to before any works commence.</p> <p>Tradesmen are to remain vigilant at all times when onsite and if any additional</p>

	suspect materials are identified, site manager is to be informed immediately
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.
Electrical	Only battery operated or 110v tools to be used 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.

PPE

