

Purpose

To provide roofing contractors with a clear understanding of St William / St James requirements for such works, to ensure operations are adequately resourced and planned. The requirements have been collated from the current H&S Management System.

Scope

Applies to all roofing and waterproofing works carried out by St William / St James.

Main Requirements

Item	Requirements
Work Planning	<p>St William / St James implement a Safe System of Work Procedure. This involves the contractor submitting an H&S Management Plan for review at pre-start. Following review of this management plan a number of task plans will be agreed with the St William / St James Project Management Team before works commence.</p> <p>Typical task plan requirements could include the following:</p> <ul style="list-style-type: none"> • Leading edge works – Flat roof • Onsite pitched roof construction • Installation of prefabricated timber trusses • Installation of slate roof tiles • Use of tar/bitumen boilers • Installation of structural steelwork • Lead work • Installation of green/brown roofs • Installation/use of Fall protection/prevention measures – e.g. airbags, guard rails, nets/decking etc. <p>The above are examples, St William / St James may require additional plans depending on site conditions.</p> <p>The task plans will be written by the supervisor and reviewed by St William / St James. The supervisor will then brief site operatives on the task plan prior to undertaking works. The briefing will be recorded on the task plan template.</p>
Training & Competency Requirements	<p>St William / St James expects operatives to arrive at induction with an appropriate CSCS card, plant operators must hold an appropriate CPCS or NPORS card; examples of acceptable cards include:</p> <ul style="list-style-type: none"> • Built Up Felt Roofer – Blue CSCS Skilled Worker • External Plasterer - Gold CSCS Advanced Craft • Liquid Waterproofing Operative - Blue CSCS Skilled Worker • Roof Sheeter and Cladder - Blue CSCS Skilled Worker • Roof Slater and Tiler - Gold CSCS Advanced Craft • Roof Slater and Tiler (New Roof) - Blue CSCS Skilled Worker • Single Ply Roofer - Blue CSCS Skilled Worker • Thermal Insulation Installer - Blue CSCS Skilled Worker

Contractor Requirements – Roofing (including waterproofing)

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	<p>Should an operative arrive on site without an appropriate competency card, the contractor is required to prepare a training plan (SJ-F 4.2H Operative Competence Assessment) to St William / St James for review and authorisation, prior to allowing the operative to start on site.</p> <p>In addition to the requirements above the following training requirements will be applicable:</p> <table><tr><th colspan="5">Trade Type 3</th></tr><tr><td>Specified Trades:</td><td colspan="4">Ground Remediation / Demolition / Piling / Groundwork / Civil Engineering / PCC Floors /RC Frame / Roof Carpentry / Scaffolding / Steel Erection / Any trade acting as Principal Contractor & other unspecified, similar high risk trades</td></tr><tr><th colspan="5">Number of Operatives on site</th></tr><tr><th>Up to 4</th><th>Up to 15</th><th>Up to 30</th><th>Up to 60</th><th>Each 30 thereafter</th></tr><tr><td>1 x SSSTS + visiting SMSTS</td><td>1 x SMSTS</td><td>1 x SMSTS + 2 x SSSTS</td><td>2 x SMSTS + 3 x SSSTS</td><td>1 x SMSTS + 2x SSSTS</td></tr></table> <ul style="list-style-type: none">• Supervisor/Manager – SSSTS/SMSTS• Temporary Works Designers – Experience of the type of TW that the EDB requires; A Degree or HND in Civil or Structural Engineering• Temporary Works Supervisors / Co-ordinator – Experience of the type of TW to be undertaken on site; Temporary Works Supervision or Temporary Works Co-ordination course.• Leading edge works• IPAF (MEWP Operators)• PASMA:• Working at height• Lifting – Applicable CPCS/NPORS for AP, Crane Supervisor or Slinger	Trade Type 3					Specified Trades:	Ground Remediation / Demolition / Piling / Groundwork / Civil Engineering / PCC Floors /RC Frame / Roof Carpentry / Scaffolding / Steel Erection / Any trade acting as Principal Contractor & other unspecified, similar high risk trades				Number of Operatives on site					Up to 4	Up to 15	Up to 30	Up to 60	Each 30 thereafter	1 x SSSTS + visiting SMSTS	1 x SMSTS	1 x SMSTS + 2 x SSSTS	2 x SMSTS + 3 x SSSTS	1 x SMSTS + 2x SSSTS
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Permits to Work	<p>St William / St James will expect the following permits to work to be completed by the relevant Supervisor prior to undertaking works:</p> <ul style="list-style-type: none">• Permit to Proceed to be completed prior to taking into use or dismantling temporary works• Hot Works Permit to be completed on a daily basis• Leading Edge permit																									
Temporary Works	<p>St William / St James will appoint a temporary works co-ordinator (TWC) to the site who is responsible for producing the Temporary Works Management Plan.</p> <ul style="list-style-type: none">• Each element of temporary works will require; an engineering design brief, a construction issue design(including design calculations if required) , an appropriate design check certificate and a task plan covering the installation and dismantle SSOW prior to commencing works.• A permit to load/take into use must be issued prior to taking the temporary works into use. The person responsible for issuing the permit and undertaking any subsequent inspections will be identified during the pre-start meeting.• Temporary works designs must be produced by a competent engineer. The contractor must issue CV's to the St William / St James TWC for review prior to undertaking any temporary works.• Contractor TWCs or TWS, in addition to being a competent Supervisor (see training and competency requirements above), must have evidence of formal temporary works training. <p>All appointments within the Temporary Works procedure must be appointed by letter</p>																									
Working at Height	<p>When working at height, measures must be taken to prevent the fall of equipment, materials and tools, and to protect persons at ground level</p> <p>All tools must be tethered, when there is a risk of any items falling. Contractors must demonstrate their controls and tethering methods through a suitable and specific RAMS/ Task plan.</p>																									

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Lifting Requirements	<p>All lifting activities must be appropriately planned by a competent person (i.e. a CPCS/NPORS qualified Appointed Person).</p> <p>All lift plans must be recorded on a Lifting Risk Assessment, and authorised by the St William / St James Appointed Person for Lifting before lifting commences.</p> <p>The contractor must ensure that any item of plant / equipment (i.e. mast climbers, beam hoists, mono-rails, BMUs, crane) is thoroughly examined / inspected in accordance in all legislative and manufacturer guidelines.</p>
Exclusion Zones	<p>Exclusion zone requirements must be identified within the relevant task plan. Exclusion zones will be demarcated using physical barriers and warning signage.</p> <p>The contractor will be required to co-ordinate their exclusion zones with St William / St James on a daily basis.</p>
Other Requirements	<p>Roofing;</p> <p>Where battens of minimum cross section of 19 x 38mm are used at rafter centres of 450mm or less, measures implemented for truss installation to remain in place until felt and batten is complete.</p> <p>Where battens of a smaller cross section are used, or rafter centres exceed 450mm, measures implemented for truss installation are to remain until tiling is complete.</p> <p>Where reinforced felt is used, in conjunction with battens that have a minimum cross section 19 x 38mm, measures implemented for truss installation are to remain until felt and batten is complete.</p> <p>Use of tar/bitumen boilers;</p> <p>Tar boilers and similar equipment should be placed at ground level wherever possible. The following precautions shall be applied when using tar boilers:</p> <ol style="list-style-type: none"> a non-combustible heat-insulating base must be provided; the equipment must be supervised by an experienced operative who can monitor the bitumen level and temperature, and ensure the lid remains on the boiler; the boiler should be sited where spilled material can easily be controlled; all cylinders must be at least 3m from the burner, secured in a vertical position and connected by flexible armoured hose; at least two appropriate fire extinguishers must be to hand; hazardous materials must be removed from the location as soon as work is completed and before the hot work permit is signed off; a lit tar boiler should not be left unattended; and not be moved when lit.