

STFC Estates Services Risk Assessment		Risk Assessment Number	ESRA 011
Department	UKRI-STFC-COO-Estates and Operations		Science and Technology Facilities Council
Site(s)	RAL, TCH, CB		
Building &/ or Area	All Site Buildings		
Assessors Name	Chris Shipperley	Assessment Date	24/01/2020
Distribution of findings to		Review Date	16/04/2026
Activity/Task/Title	General Task Risk Assessment - Access to external roof areas under Estates Services' Control. A roof permit must be obtained in carrying out works on a potentially hazardous roof (i.e. more than just a visual inspection) or when granting access to a visitor, contractor or other person who may be unfamiliar with site hazards and processes. A roof permit is not necessarily required (at the discretion of an authorised issuer) for STFC staff carrying out a basic visual inspection, and where potential risks are adequately controlled, as long as proportionate arrangements are made (e.g. two persons attending, or letting someone know where you are going).	SHE Reference Number	2726

Under no circumstances are activities or tasks permitted to commence if a red risk residual score exists

Control Measures are intended to reduce the risk of exposure to the potential hazard. Hierarchy of control shall be utilised to reduce the risk to as low as reasonably practicable (ALARP).

What is the Hazard ?	Who Might be Harmed?	How might People be Harmed?	Risk Score			Risk control measures	Further control measures ,if necessary	Residual risk score		
			S	L	H/M/L			S	L	H/M/L

Work on roofs Working at height where there may be unguarded edges or fragile materials	Persons accessing roof areas	Fall from height causing serious injury or death	3	2	LOW	<p><u>Avoidance:</u></p> <ol style="list-style-type: none"> 1. Avoid roof access if not absolutely necessary or if conditions significantly increase the risk. Do not access roofs made of fragile materials 2. Use drone technology or digital resources if possible e.g. 3D aerial scans. Use adjacent buildings if possible <p><u>Engineering</u></p> <ol style="list-style-type: none"> 1. Use existing safe means of access where provided e.g. stairs and fixed ladders, or install appropriate temporary access equipment 2. Fixed edge protection is present in most areas (request current inspection evidence). Do not climb on or outside of this. Install temporary edge protection if reasonably practicable or keep 2m away from the edge, subject to task 3. Some existing rooflights and other features are covered. Ensure any others in the work area are covered with competent materials or barred off. 4. Do not carry equipment up ladders <p><u>Administrative Controls</u></p> <ol style="list-style-type: none"> 1. Use competent trained and experienced personnel with adequate supervision. 	<p><u>Eliminate/Substitute:</u></p> <p><u>Engineering Controls:</u></p> <p><u>Administrative Controls:</u></p> <ol style="list-style-type: none"> 1. Check local weather prior to access and risk assess based on forecast. 2. Check specific roof data in roof permit folder or on Tech Forge 3. Contact local DSC or technical specialist if needed. <p><u>PPE:</u></p>	3	2	LOW
Work on roofs - Emergency roof access, particularly out of normal hours e.g. leak, critical failure of plant, damage to roof fabric in high wind (etc) - unusual circumstances that may cause failure to follow process or greater tendency to make mistakes	Persons accessing roof areas	Injury or death	3	2	LOW	<p><u>Avoidance:</u></p> <ol style="list-style-type: none"> 1. Do not access roof areas if the risk is too great <p><u>Engineering Controls:</u></p> <ol style="list-style-type: none"> 1. Undertake a temporary internal fix if possible. Make safe and await daylight or more favourable conditions for 'making good' <p><u>Administrative Controls:</u></p> <ol style="list-style-type: none"> 1. Inform a nominated lead, e.g. on-call engineer + security 2. Do not attempt roof access alone. If roof access is still needed, a 2nd person must be present. <p><u>PPE:</u></p> <p>As above plus, plus task specific PPE</p>	<p><u>Eliminate/Substitute:</u></p> <p><u>Engineering Controls:</u></p> <p><u>Administrative Controls:</u></p> <p><u>PPE:</u></p>	-	-	-

Work on roofs - Unsecured roof spaces. Unauthorised access e.g. leaving access door open to building users, or a door that cannot be locked	Unauthorised persons	Injury or death	1	5	LOW	<p><u>Avoidance:</u> N/A</p> <p><u>Engineering Controls:</u> 1. Roof access ladders and doors must have locks, and doors must have locks, plates or other features fitted and be kept secure when not in use.</p> <p><u>Administrative Controls:</u> 1. Only authorised personnel can draw keys 2. Signage should be displayed on doors, plates (etc) warning and advising users of hazards and correct protocols.</p> <p><u>PPE:</u> N/A</p>	<p><u>Eliminate/Substitute:</u></p> <p><u>Engineering Controls:</u></p> <p><u>Administrative Controls:</u></p> <p><u>PPE:</u></p>			-
Work on roofs - Lone working. Working with an existing ailment	Persons accessing roof areas	Injury or death due to entrapment or incapacitation	3	2	LOW	<p><u>Avoidance:</u> 1. Avoid roof access if feeling unwell or with an existing injury if it will significantly impede the activity (subject to injury).</p> <p><u>Engineering Controls:</u> N/A</p> <p><u>Administrative Controls:</u> Include a 2nd person if possible otherwise follow lone working controls.</p> <p><u>PPE:</u> N/A</p>	<p><u>Eliminate/Substitute:</u></p> <p><u>Engineering Controls:</u></p> <p><u>Administrative Controls:</u> If no asbestos data, a survey may be required. Seek advice from ACO.</p> <p><u>PPE:</u></p>			-

Work on roofs - Exposure to harmful materials or substances e.g. asbestos, chemicals, guano	Persons accessing roof areas	Respiratory illness Skin damage or irritation Eye damage	2	3	LOW	<p><u>Avoidance:</u></p> <ol style="list-style-type: none"> Avoid roof access or avoid locations where harmful materials or substances are present Do not touch containers, chemical substances or potentially contaminated surfaces. <p><u>Engineering Controls:</u></p> <p>Ensure that potentially harmful materials or substances are properly contained or segregated.</p> <p><u>Administrative Controls:</u></p> <p>Check the asbestos register prior to access and carrying out intrusive work. Seek advice from area authorities about other materials and substances. Report potential incidents to SHE Group and /or the Helpdesk.</p> <p><u>PPE:</u></p> <p>If short contact is necessary, wear gloves such as disposable nitrile.</p>	<p><u>Eliminate/Substitute:</u></p> <p>N/A</p> <p><u>Engineering Controls:</u></p> <p>If disturbance is likely, remedial work may be required. Seek advice from the ACO.</p> <p><u>Administrative Controls:</u></p> <ol style="list-style-type: none"> If no asbestos data, a survey may be required. Seek advice from the ACO If asbestos is present and in safe condition, access and work may continue if disturbance is not likely. <p><u>PPE:</u></p> <p>Task specific - seek advice if unsure. (ACO and /or SHEG)</p>			-
Work on roofs - Harmful emissions e.g. radiation, lasers, RF, EMF, vapour or fume, heat, sudden noise	Persons accessing roof areas	Slips, exposure to UV radiation, dehydration, exposure to excessive cold, injury or death	2	2	LOW	<p><u>Avoidance:</u></p> <ol style="list-style-type: none"> Do not access until permission has been sought from area authority/department Avoid direct contact with such equipment (maintain a safe distance as advised). Do not cross exclusion zones. <p><u>Engineering Controls:</u></p> <ol style="list-style-type: none"> Isolate equipment if possible Ensure barriers/shields or other measures are in place where needed. <p><u>Administrative Controls:</u></p> <p>Ensure necessary monitoring devices are used. E.g. Isis film badges or EPDs</p> <p><u>PPE:</u></p> <p>N/A</p>	<p><u>Eliminate/Substitute:</u></p> <p>N/A</p> <p><u>Engineering Controls:</u></p> <ol style="list-style-type: none"> Seek advice from local DSO or area/technical support. Seek advice from local DSC or area/technical expert. <p><u>Administrative Controls:</u></p> <p>Check specific roof data in roof permit folder.</p> <p><u>PPE:</u></p>	3	1	LOW

Work on roofs Inclement weather – ice, high wind, rain, lightning. Excessive heat	Persons accessing roof areas	Slips, exposure to UV radiation, dehydration,	2	3	LOW	<u>Avoidance:</u> 1. Avoid roof access in very poor weather or unfavourable conditions e.g. darkness, ice, heavy rain, high winds, or storms. <u>Engineering Controls:</u> 1. Use suncream in hot weather. Cover up and drink plenty of water 2. Wear appropriate clothing, e.g. warm clothes and/or site site jacket <u>Administrative Controls:</u> Limit the time spent on roofs in unfavourable conditions. <u>PPE:</u> Wear safety footwear	<u>Eliminate/Substitute:</u> N/A <u>Engineering Controls:</u> Arrange for de-icing if needed. <u>Administrative Controls:</u> Check local weather forecast prior to access and risk assess based on forecast. <u>PPE:</u>	2	1	LOW
Work on roofs - Contact with protrusions and low structural elements	Persons accessing roof areas	Minor head or limb injury, cuts, bumps, and grazes.	2	3	LOW	<u>Avoidance:</u> 1. Remove potentially harmful items if possible, e.g. protruding nails. <u>Engineering Controls:</u> Protect potentially harmful features with barriers, shielding, steps or other such measures if possible <u>Administrative Controls:</u> 1. Remain vigilant for protruding nails, low beams, framework etc. 2. Ensure signage or other conspicuous markings are used where needed. <u>PPE:</u> 1. Wear head protection. 2. Wear safety footwear.	<u>Eliminate/Substitute:</u> N/A <u>Engineering Controls:</u> N/A <u>Administrative Controls:</u> Report defects or issues that can be remedied to Helpdesk. <u>PPE:</u> N/A	1	3	LOW
Work on roofs - Obstructions and construction detail causing slips, trips and falls on the same level	Persons accessing roof areas	Bodily injury due to slip, trip or fall.	2	3	LOW	<u>Avoidance:</u> Find a more favourable route if possible to avoid obstructions. <u>Engineering Controls:</u> 1. Route cabling or other services at high level. Reroute existing cabling or other services if possible. 2. Use steps/ramps/cable tidies or other such measures. <u>Administrative Controls:</u> 1. Remain vigilant for cable trays, gulleys and other obstructions. 2. Ensure signage or other conspicuous markings are used where needed. <u>PPE:</u> Wear safety footwear.	<u>Eliminate/Substitute:</u> N/A <u>Engineering Controls:</u> N/A <u>Administrative Controls:</u> Report defects or issues that can be remedied to Helpdesk. <u>PPE:</u> N/A	1	3	LOW

Work on roofs - Fauna including birds and insects	Persons accessing roof areas.	Environmental incident such as disturbance of nesting birds. Stings from wasps and bees.	2	3	LOW	Avoidance: 1. Avoid disturbing nests if possible. 2. Avoid wasp/bee nests and consider postponing access unless an alternative route is available. <u>Engineering Controls:</u> N/A <u>Administrative Controls:</u> N/A <u>PPE:</u> N/A.	Eliminate/Substitute: N/A <u>Engineering Controls:</u> N/A <u>Administrative Controls:</u> Seek advice from ecologist or pest control as necessary. <u>PPE:</u> N/A	1	1	LOW
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FREE TEXT CELLS		FREE TEXT CELLS			-	FREE TEXT CELLS				-
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Additional Guidance or information

If a Safe System or work is needed please add details here

RISK ASSESSMENT RISK FACTOR MATRIX		LIKELIHOOD				
		1 Very Unlikely (freak event-no known history)	2 Unlikely (Unlikely sequence of events)	3 Possible (foreseeable under unusual circumstances)	4 Easily foreseeable (odd incident may have occurred)	5 Very Likely (Common occurrence-aware of incidents)
1 Negligible- (no visible injury/no pain)	LOW	LOW	LOW	LOW	LOW	LOW
2 Slight (minor cuts, bruises-no long term effects)	LOW	LOW	LOW	MEDIUM	MEDIUM	MEDIUM
3 Moderate (Heavy bruising, deep flesh wound. Lost time accident)	LOW	LOW	MEDIUM	MEDIUM	MEDIUM	MEDIUM
4 Severe (Lost time and major injuries)	LOW	MEDIUM	MEDIUM	HIGH	HIGH	HIGH
5 Very severe (Long Term)	LOW	MEDIUM	MEDIUM	HIGH	HIGH	HIGH