

SAFE SYSTEM OF WORKING ON STATION ROOFS

1 SCOPE

This procedure applies to all Managed Stations.

The roof safety brief applies to all employees, contractors, Network Rail maintenance staff and persons who are involved in arranging, planning, facilitating or carrying out work on station roofs including-suspended gantries and access routes.

2 PURPOSE

Working at height should be avoided where possible and Contract Administrators and Project Managers must be able to positively answer these questions before any proposal is considered:

- Is the work itself even necessary?
- Is work at height absolutely necessary?
- Can the work be carried out a less hazardous way?

The purpose of this procedure is to make sure that where absolutely necessary all access, egress and work activities on station roofs are carried out in a safe, controlled and reliable manner. The procedure does not cover specific activities will provide information on the accessible areas of the roof and the safety equipment available to prevent falls from height.

The guidance note within this procedure will accompany the local roof briefing and is for all employees or contractors who are involved in planning; facilitating or carrying out work on a station roof, concourse roof, train shed roof, roof-suspended gantries and any other roof under the control of the Station Manager. It excludes working from scaffolds or mobile elevating platforms and guidance for particular types of roof structure. For guidance on these, see: **NR/L3/OCS/044-MS-07 Control of Work on Managed Stations**.

This document is primarily designed to assist compliance with the Work at Height Regulations 2005 and attempts to address the management of an event of 'low probability – high consequence' recently highlighted in the HSE Major Stations Inspection Report (April 2003).

For the purposes of minimising risk a 'roof' in this procedure includes an exterior main roof of a station, an internal roof for offices or retail outlets, any gantries or ledges.

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3 REFERENCE DOCUMENTATION

- Work at Height Regulations 2005.
- The Work at Height Safety Association Technical Guidance Note 4.
- Working on Roofs – HSE Guidance Note INDG 284.
- Safety in Roof Work – HSE Guidance HSG 33.
- The Temporary Work at Height Regulations 2003.
- [NR/SP/ELP/29987 \[Issue 3:\]](#) – Working on or about 25 kV A.C. Electrified Lines.
- **NR/L3/OCS/044-MS-07** – Control of Work on Managed Stations.
- Maintenance Risk Control Manual.

4 RESPONSIBILITIES

4.1 The Station Manager must:

- request a roof survey where roof surveys do not already exist or where they are out of date, surveys must be requested from the Principle Managed Stations Engineer and include the items listed in the bullet point below;
- produce a roof safety brief containing generic and site specific information of the station roof including details on the following:
 - a) Plan of roof area and zones.
 - b) Safe means of access and egress.
 - c) Safe walking routes.
 - d) Fragile roofs including load limits.
 - e) Weather restrictions.
 - f) Demarcation and signage, Risks, hazards and controls.
 - g) Suitable guard-rails, crawl boards, anchor points and platforms.
 - h) Safety signage.
 - i) Emergency arrangements.
 - j) Communication.
- request the implementation of safe access systems and control measures where surveys have indicated inadequate control measures exist;
- make arrangements for a regime of inspections and planned preventative maintenance for all access systems;
- produce a local roof safety brief using the details of the survey in conjunction with the Senior Managed Stations Engineer using the template provided in **Form FS-38A**;
- split the roof into areas or zones within the local roof safety brief where a station roof covers a large area and/or consists of different structures. This is in order to help identify locations where persons will be working;