

Project Risk Assessment Form

Roofing Contractors



Examine Your Risk

Roofing can be a competitive and rewarding field, and years of hard work can help contractors establish a strong customer base and reputation. Roofing contractors invest their expertise, time and energy to build or repair roofs that will stand the test of time. However, owning a roofing contractor business can be physically and mentally demanding, and it's a constant challenge to deliver exceptional service while maintaining profitability.

These challenges are magnified when you consider that risks related to property damage, equipment breakdowns, environmental factors, stock throughput and crime must also be addressed. Thankfully, assessing your exposures and taking the appropriate precautions can go a long way towards protecting your business. This proactive approach is particularly important when it comes to identifying and avoiding gaps in your risk management programme.

This questionnaire gives roofing contractors the opportunity to review risk categories specific to their operations and take action to address those risks.



PROPERTY

| Property - General | Yes | No | N/A | Notes |
|---|-----|----|-----|--|
| Is the overall condition of the building in good repair? | | | | |
| Is the roof in good repair with no visible water intrusion marks? | | | | The age of the roof should be taken into consideration—a thorough roof inspection can provide you with invaluable information. |
| Is the electrical wiring in good repair? | | | | Wiring must be in compliance with BS 7671. |
| Are flammable chemicals kept in appropriate flammable storage cabinets or rooms? | | | | |
| Are flammable roofing materials stored appropriately and away from ignition sources? | | | | |
| Are fuel tanks stored in compliance with the Dangerous Substances and Explosive Atmospheres Regulations 2002? | | | | |
| Are on-site fuel tanks inspected for leaks and damage? | | | | Fuel tanks must be stored in an appropriate secondary containment system. |
| Are there adequate fire extinguishers in the shop and office? | | | | Fire extinguishers must be available at all times and must be in compliance with BS EN 3. |
| Are employees trained on how to use fire extinguishers? | | | | Complete formal, documented training on fire extinguisher use annually. |

| Sprinkler System | Yes | No | N/A | Notes |
|---|------------|-----------|------------|--|
| Is there a general sprinkler system installed? | | | | A general sprinkler system may not be required. If one is not installed, it would not need to be added after the fact, except in rare circumstances. |
| Is the sprinkler system designed for the hazard? | | | | Sprinkler system data is located on a placard on the system. |
| Is the sprinkler system inspected at least once annually? Does it pass these inspections? | | | | Sprinkler inspection information is located on tags and paperwork on the risers. |
| Is the fire and rescue service connection outside the building easily accessible? | | | | These items must be accessible so the fire brigade can pump more water into the system. |
| Are sprinkler riser valves supervised (eg locked open or electronically monitored)? | | | | |
| Are employees trained on what to do if a sprinkler is ever damaged and opens? | | | | In the event a sprinkler head is accidentally broken and goes off, it's critical to shut down the water to avoid further water damage. |

| Property - Contractors' Equipment/Stock Throughput | Yes | No | N/A | Notes |
|---|------------|-----------|------------|--------------|
| Do tools and equipment have identification numbers in case they are stolen? | | | | |
| Are tools and equipment locked up during off hours? | | | | |

| | | | | |
|--|--|--|--|---|
| Is there a checkout system in place for tools and equipment? | | | | |
| Are cords on equipment inspected by a supervisor? | | | | |
| Is there a hot work programme in place? | | | | |
| Are fire extinguishers available at all job sites? | | | | Fire extinguishers should be available at all job sites and must be in compliance with BS EN 3. |
| Are site employees trained on fire extinguisher usage? | | | | Formal, documented training must be completed annually. |
| Is the job site secured at night? | | | | |

PUBLIC LIABILITY

| Premises - Office/Showroom/Shop | Yes | No | N/A | Notes |
|--|------------|-----------|------------|--------------|
| Are floor surfaces clean and dry? | | | | |
| During winter, are the car parks and pavements kept clear of snow and ice? | | | | |
| Are the pavements well-lit, especially entrances, exits and stairways? | | | | |
| Are exits properly marked and kept clear in the event of an emergency? | | | | |
| Are visitors kept out of restricted or hazardous areas? | | | | |
| Is the car park in good repair, with well-marked spaces? | | | | |

| Premises - Job Site | Yes | No | N/A | |
|--|------------|-----------|------------|--|
| Are controls in place to keep the public from entering the job site? | | | | The degree of security needed will depend on the type of project, the location of the project and other similar factors. |
| Are areas below where roofing work is being performed restricted using warning signs and barriers? | | | | |

| | | | | |
|--|--|--|--|---|
| Are visitors required to check in when entering the job site? | | | | A formal check-in procedure should be in place. This helps businesses keep track of visitors, keep unwanted persons out of the job site and ensure individuals aren't entering hazardous areas. |
| Are visitors required to wear the appropriate personal protective equipment (PPE)—including hard hats, shoes and safety waistcoats—when touring the job site? | | | | |
| Are visitors given a guide when touring the job site? | | | | Visitors should be kept away from hazards, such as areas where heavy equipment is used. |
| Are materials, tools and other objects at height secured to prevent them from falling? Are vehicles kept out of car parks and areas where material might fall? | | | | |
| Are pedestrians near worksites protected from falling objects? | | | | |
| Are bitumen boilers kept in places that do not impact egresses? | | | | Boilers should be at least 3 metres from egresses. |
| Are visitors warned about high-temperature hazards associated with boilers? | | | | |
| Is there a fire prevention plan in place for each job site? Is it communicated to employees? | | | | |
| Is low-fuming bitumen used to reduce worksite exposures? Is there a plan in place that ensures fumes from bitumen are not drawn into the host building? | | | | |

| | | | | |
|---|--|--|--|--|
| Is smoking prohibited at all job sites? | | | | Because some roofing materials are flammable, sources of ignition must be carefully controlled. |
| Are temporary roof holes covered at the end of the workday? Are these covers secured to account for high winds? | | | | |
| Are traffic plans established for moving equipment? | | | | |
| Are lollipop people used for temporary traffic control? | | | | If you perform work that will impact traffic, trained individuals must be in place to ensure vehicles and pedestrians can safely pass. |
| Are attractive nuisances properly secured to keep children and other trespassers away? | | | | Construction site attractive nuisances can be major liabilities. Potential attractive nuisances like scaffolding, ladders and equipment should be barricaded or otherwise secured. |

| Completed Operations | Yes | No | N/A | Notes |
|---|-----|----|-----|---------------------------------------|
| Does the roofing contractor know local regulations related to materials and adhere to them? | | | | Some areas may ban certain materials. |
| Are all roofing materials inspected before installation? | | | | |
| Are roofing materials fire resistant in compliance with BS 476-3? | | | | |

| | | | | |
|---|--|--|--|---|
| Is there a quality management programme in place? | | | | A written quality management programme should be in place that accounts for material suppliers, subcontractors and inspections. |
|---|--|--|--|---|

| Environmental Liability | Yes | No | N/A | Notes |
|---|-----|----|-----|--|
| Is rubbish and debris cleaned up each day? | | | | |
| Is rubbish properly disposed of? | | | | Rubbish may be disposed of through a recycler. Some types of rubbish may be considered hazardous waste and will require additional precautions. |
| Is there a spill containment system in place in the event a boiler spills or leaks? | | | | |
| If asbestos is found, is work halted until the client can have it properly removed? | | | | Most roofing companies are not qualified to properly abate asbestos. Firms should not attempt to abate asbestos on their own, even if only a small amount of material is affected. |

EMPLOYER'S LIABILITY

| General | Yes | No | N/A | Notes |
|--|-----|----|-----|---|
| Are there return-to-work initiatives in place? | | | | This can be a written programme, a list of light-duty tasks or evidence in past claims of bringing employees back to work. |
| Is there a written safety and health plan in place? | | | | Safety and health plans should include major programmes listed below, as well as a statement of commitment to safety from senior leadership. |
| Is there a formal safety training and onboarding programme for new employees? | | | | There should be a documented onboarding programme for new employees. New employees should be well-trained and paired with an experienced employee as they learn. |
| Is there a fall protection programme in place? | | | | There should be a written and site-specific fall protection programme in place. This programme should identify competent persons, training procedures and the appropriate safety equipment. |
| Do employees who work on roofs with unprotected edges and steep roofs wear a safety harness? | | | | Where there is risk of a fall greater than 2 metres, employees must be in a safety harness and attached to a secure anchor point. |
| Are competent persons identified for each job site? | | | | The company must identify a competent person. These employees have the training and experience necessary to set up and manage fall protection systems. |
| Does the company have the equipment required for a fall protection programme? | | | | For fall protection programmes, firms will need harnesses, lanyards and anchorage points. The competent person will determine what specific equipment is necessary for each job. |
| Is there an inspection programme in place for the equipment? | | | | Fall protection equipment should be inspected by users daily. Additionally, equipment should be inspected by the competent person at least annually. |

| | | | | |
|--|--|--|--|---|
| Is there a fall protection training programme in place for employees? | | | | Employees should be trained at least annually. |
| Is there a scaffolding programme in place? | | | | There should be a formal scaffolding programme in place that identifies competent persons and training procedures. |
| Is there a safety programme in place for aerial lifts? | | | | Employees operating aerial lifts must be trained, especially on fall protection. Aerial lifts must be inspected regularly. |
| Is there a ladder safety programme in place? | | | | |
| Is there a hazard communication programme in place? | | | | There should be a written programme in place that highlights training procedures and includes safety data sheets (SDSs) for all chemicals. |
| Are SDSs available? | | | | SDSs must be available for all chemicals used in the workplace. |
| If boilers are used, are employees trained on the hazards? | | | | Boiler hazards relate to fires, fumes and incorrect usage of PPE. Additionally, placing a boiler on combustible surfaces can cause potentially serious accidents. |
| Do the boilers have the appropriate safety features, including a thermometer and a quick close spigot? | | | | |
| Is there an eyewash station available? | | | | |
| Are employees trained on first aid? Is a first-aid kit available at all times? | | | | |
| Is good housekeeping practised? | | | | |
| Is there a PPE programme in place? Is PPE provided? | | | | There should be a written hazard assessment to determine what PPE is necessary for your operations. Employees should be trained on proper PPE use. PPE use should be enforced by senior leadership. |

| | | | | |
|--|--|--|--|--|
| Is there a hearing protection programme in place? | | | | A hearing protection programme that identifies training procedures and safety equipment should be in place. |
| Are employees trained on nail gun safety? | | | | Injuries from nail guns are common in roofing. |
| Is there an inspection programme in place regarding nail guns? | | | | Inspections should be done to ensure that safety devices on nail guns are working properly and have not been tampered with. |
| Is there a training programme in place for forklifts and hoists? | | | | There should be documented training for all powered industrial trucks, including forklifts and hoists. |
| Is there an inspection programme for forklifts and hoists? | | | | Programmes should account for the daily inspection of forklifts and hoists. |
| Are employees trained on precautions for inclement weather? | | | | Employees should be trained on what to do in a thunderstorm and other potentially dangerous weather, such as high winds and tornadoes. |
| Is there a heat stress programme in place? | | | | A programme must be in place to protect employees during high temperatures. This helps prevent heat-related illnesses, such as heatstroke. |

MOTOR

| All Drivers | Yes | No | N/A | Notes |
|---|-----|----|-----|---|
| Are drivers at least 17 years old? | | | | |
| Is driving licence information secured for all drivers? | | | | Employers can check what vehicles their employees are allowed to drive and for any penalty points or disqualifications by clicking here . |
| Do drivers have an acceptable driving record? | | | | Different driving offences can result in endorsements that will add penalty points to a driver's licence. Based on the severity of the offence, the penalty points may stay on record for either four or 11 years. If a driver accrues 12 or more points within three years, they may be disqualified from driving. |
| Do employees who drive a personal vehicle for work provide proof of insurance? | | | | |
| Is there a policy in place on mobile phone usage? Is it properly communicated to drivers? | | | | Employees should not use hand-held mobile phones while driving (hands-free devices are acceptable). |
| Is there a policy in place on seat belt usage? Is it properly communicated to drivers? | | | | |
| Are expectations on safe driving communicated to drivers? | | | | |
| Are inspections conducted on vehicles before each shift? | | | | Whether company-owned or personal, all vehicles should have a basic check done. |
| Is the personal use of company vehicles prohibited? | | | | |
| Do you provide training on defensive driving? | | | | All employees should be trained regularly on basic defensive driving techniques. |

| | | | | |
|--|--|--|--|---|
| Are telematics systems used to monitor driver behaviour? | | | | Telematics can be used to monitor risky driving behaviours. |
| Are employees trained on how to properly secure ladders on vehicles and racks? | | | | |
| If trailers or tankers with molten bitumen are used, are fire extinguishers available on the tanker? | | | | |
| Are all Department for Transportation rules followed with regards to transporting flammable liquids? | | | | |

| Commercial Motor Vehicles | Yes | No | N/A | Notes |
|---|------------|-----------|------------|--|
| Are there written driver qualifications? | | | | There should be written qualifications for drivers who operate commercial vehicles. These qualifications should include experience and violation history. |
| Is there a system to ensure driving licences and medical cards are current? | | | | |
| Do properly licensed drivers operate commercial vehicles? | | | | Different vehicles require licences or endorsements. It should be clear to employees which vehicles require endorsements. That way, no one operates a vehicle they are not licensed for. |
| Is there a road test for all new drivers? | | | | It is important to ensure new drivers can operate the company's equipment. A commercial driving licence alone does not ensure that the driver can operate the company's equipment. |

| | | | | |
|--|--|--|--|--|
| Is there a disciplinary programme in place for drivers who have violations? | | | | |
| Are driver certificate of professional competence (CPC) files kept for commercial vehicle drivers? | | | | Operators of certain commercial motor vehicles must have a CPC card, which are also often referred to as driver qualification cards. |
| Are company vehicles accounted for on a regular maintenance plan? | | | | There should be a documented maintenance plan. Documentation should be kept for each vehicle. |
| Are pre- and post-trip inspections performed for all vehicles? | | | | Commercial vehicle inspections must be performed and documented daily. |
| Are drivers trained in oversized loads? | | | | Drivers hauling equipment often have oversized loads that are subject to marking rules. |
| Are drivers trained in load securement? | | | | Drivers and employees who are responsible for tying down loads must be trained on applicable regulations. |
| Is there a drug and alcohol testing programme in place? | | | | There should be a formal drug and alcohol testing programme that covers pre-employment, for cause, random and post-accident testing. |
| Are employees trained on hours-of-service rules? | | | | While hours-of-service rules may not be applicable for a contractor's drivers, there are times when logs may be required. Drivers should be trained on these requirements. |