

LOADING OUT AND STORING MATERIALS ON ROOFS

ACTIVITY RAMS — ADAPT TO SITE BEFORE USE

Confirmed load limits · loads landed over the supports · nothing stored at edges or rooflights

KD-RA-RF-001 Rev A0

Statutory basis: Work at Height Regulations 2005 and HSE HSG33 (5th edition, 2020) — roof work is planned from the assumption that unprotected roof work kills; lifts of materials to the roof are planned under LOLER 1998 reg 8, and handling on the roof is assessed under the Manual Handling Operations Regulations 1992; CDM 2015 regs 13 and 15. Every roof is treated as fragile until a competent person confirms otherwise in writing. This document is the recorded safe system of work required by HSWA 1974 s.2(2)(a) and MHSWR 1999 regs 3 and 5.

1 DOCUMENT AND PROJECT IDENTIFICATION

RAMS REFERENCE	PROJECT / SITE REF	SITE NAME AND ADDRESS	DATE PREPARED	NEXT REVIEW DATE
CLIENT / PRINCIPAL CONTRACTOR	PLANNED START	DURATION	OPERATIVES	SUPERVISING THE WORK

2 SCOPE OF WORKS

Getting materials onto a roof and storing them there during the works — insulation, membranes, tiles, sheets, ballast, roof plant and waste — including confirming the load the roof can take, receiving crane and telehandler loads, where stacks may go, securing them against wind and clearing them.

This document does not cover: sheet pack lifting for metal roofing (KD-RAMS-RO-004), the crane lift plan and slinging (KD-RAMS-PL-003), scaffold loading bays (KD-RAMS-SC-005), and any roof whose load capacity has not been confirmed by a competent person.

SITE-SPECIFIC SCOPE, LOCATIONS AND LIMITATIONS

3 RISK ASSESSMENT — SCORE EACH RISK FOR THIS SITE, THEN ADD WHAT IS MISSING

The hazards and controls below are the starting point for this activity, written by a working main contractor. They are not complete for your site until a competent person has scored each risk, added the site-specific hazards, and struck out anything that does not apply. Rate risks High / Medium / Low before and after controls.

1. Roof structure or deck overloaded — collapse or local failure under stacked materials

At risk: Roofers, everyone below

Controls: The permitted storage load and positions are confirmed in writing by the roof designer or a structural engineer before loading out, taking account of the deck, its existing condition and any snow or ponding the roof may carry; stock is called off in quantities that stay within it; nothing is stored on any area not confirmed.

INITIAL (H/M/L)	RESIDUAL (H/M/L)	SITE-SPECIFIC ADDITIONAL CONTROLS, OR N/A	ACTION OWNER	BY WHEN

2. Point loads from craned or telehandler loads landed on the deck

At risk: Roofers, people below

Controls: Loads landed only at positions confirmed for them — over beams, purlins or walls — onto spreader boards or bearers; each lift planned under LOLER 1998 reg 8 with a signaller who can see the landing area; packs never dropped or bumped onto the deck.

INITIAL (H/M/L)	RESIDUAL (H/M/L)	SITE-SPECIFIC ADDITIONAL CONTROLS, OR N/A	ACTION OWNER	BY WHEN

3. Receiving craned loads at the roof edge — pulled over or struck by the load

At risk: Roofers

Controls: Loads guided in with tag lines from behind edge protection; nobody leans out, reaches over the guardrail or stands between the load and the edge; hands kept off the load until it is below guardrail height and over the landing position; edge protection never removed to take a load unless a gated landing is designed for it.

INITIAL (H/M/L)	RESIDUAL (H/M/L)	SITE-SPECIFIC ADDITIONAL CONTROLS, OR N/A	ACTION OWNER	BY WHEN

4. Falls through fragile surfaces and rooflights while landing, moving or stacking stock

At risk: Roofers, other trades

Controls: Every roof treated as fragile until confirmed otherwise in writing; rooflights and fragile sheets covered or barred before loading out; landing points and stock routes kept off fragile areas, with crawl boards where they must be crossed; nothing stored on, against or over rooflights, hatches or smoke vents, and fragile markings kept visible.

INITIAL (H/M/L)	RESIDUAL (H/M/L)	SITE-SPECIFIC ADDITIONAL CONTROLS, OR N/A	ACTION OWNER	BY WHEN

5. Materials stored near an edge or opening falling from the roof

At risk: People below

Controls: Stacks set back from edges, openings and rooflights, behind edge protection, and never stacked against or above it; brick guards or netting on the edge protection where tiles or blocks are stored nearby; waste chuted or lowered, never thrown.

INITIAL (H/M/L)	RESIDUAL (H/M/L)	SITE-SPECIFIC ADDITIONAL CONTROLS, OR N/A	ACTION OWNER	BY WHEN

6. Stored boards, membranes and sheets lifted by wind

At risk: Roofers, people below, the public

Controls: Packs kept banded until used, weighted or strapped down, and opened only as needed; nothing left loose at a break; when high winds are forecast, stock is reduced or taken off the roof beforehand.

INITIAL (H/M/L)	RESIDUAL (H/M/L)	SITE-SPECIFIC ADDITIONAL CONTROLS, OR N/A	ACTION OWNER	BY WHEN

7. Roof plant and carrying adding load and strain — hoists, kettles, generators, trolleys*At risk: Roofers, people below*

Controls: Every item of plant counted in the confirmed load by weight and footprint, on spreaders as the confirmation requires; roof hoists and mini-cranes set up only to their manufacturer's instructions; stock landed close to where it is used; trolleys on firm walkways; two-person handling for long or heavy items.

INITIAL (H/M/L)	RESIDUAL (H/M/L)	SITE-SPECIFIC ADDITIONAL CONTROLS, OR N/A	ACTION OWNER	BY WHEN

8. Falls from the roof edge*At risk: Roofers*

Controls: Full perimeter edge protection before work starts — guardrails and toe-boards to the design; where impracticable for short-duration work, restraint systems to rated anchors with the justification recorded; access by secured stair or ladder tower.

INITIAL (H/M/L)	RESIDUAL (H/M/L)	SITE-SPECIFIC ADDITIONAL CONTROLS, OR N/A	ACTION OWNER	BY WHEN

Site-specific hazards not listed above — every site has at least one:

HAZARD	WHO IS AT RISK	CONTROLS	INITIAL H/...	RESIDUAL...	ACTION OWNER	BY WHEN

4 METHOD — SEQUENCE OF WORK

- Obtain written confirmation of the roof's permitted storage load and the positions where loads may be landed and stored; mark them on the roof plan.
- Check edge protection, rooflight covers and access are in place before any material goes up.
- Schedule deliveries so the roof only holds what the confirmed load allows and what will be used soon.
- Plan each lift under the lift plan; lay spreaders or bearers at the landing position first.
- Receive loads from behind edge protection with tag lines; land them at the confirmed positions only, with the area below kept clear.
- Break packs down at the landing position and distribute by trolley on firm routes, away from edges and fragile areas.
- Keep packs banded and weighted; secure or remove everything at each break and at the end of the day.
- Check the forecast daily and reduce or remove stock before high winds.
- Where the limit is close, keep a running record of what is on the roof against the confirmed load.
- Clear waste and surplus by chute, hoist or lowered loads as the work proceeds.

SITE-SPECIFIC AMENDMENTS TO THE SEQUENCE**5 PLANT, EQUIPMENT AND MATERIALS**

- | | |
|--|--|
| Crane or telehandler under the lift plan | Roof trolleys, walkways and crawl boards |
| Tag lines | Straps, weights and nets for stock |
| Spreader boards and bearers | Rubbish chute or hoist |

INSPECTION / THOROUGH EXAMINATION REFS**COSHH ASSESSMENT REFS****6 PPE — THE LAST LINE OF CONTROL, NOT THE FIRST**

- | | | |
|-----------------|---------------------|--------------------|
| Head protection | High visibility | Eye protection |
| Safety footwear | Gloves — task-rated | Hearing protection |

RPE TYPE, FACE-FIT STATUS, AND ANY OTHER PPE REQUIRED**7 PERMITS REQUIRED BEFORE THIS WORK STARTS**

A permit authorises this work in that place, on that day. It extends the safe system of work in this document — it does not replace it (HSE HSG250). The site issues the permit; record its number before work starts.

KD-PTW-RF-007 — Roof Work Permit

For the roof access and fragility controls.

PERMIT NUMBER**KD-PTW-LO-008 — Lifting Operations Permit**

For crane or telehandler loads to the roof.

PERMIT NUMBER

8 EMERGENCY ARRANGEMENTS — COMPLETE FOR THIS SITE

FIRST AIDER AND LOCATION	NEAREST A&E	ASSEMBLY POINT
HOW THE ALARM IS RAISED	EMERGENCY ACCESS FOR THIS WORK AREA	SPILL / ENVIRONMENTAL RESPONSE

9 BRIEFING RECORD — EVERYONE WORKING UNDER THIS RAMS SIGNS BEFORE STARTING

By signing you confirm the contents of this RAMS have been explained to you, you understand the hazards and controls, and you will work to the sequence stated. Tell the supervisor if the work or the site does not match this document — work stops until it does.

NAME	COMPANY	SIGNATURE	DATE

10 PREPARED AND ACCEPTED

Prepared / adapted for this site by — I confirm I have adapted this document to the site, scored the risks, and that it describes how the work will actually be done.

PRINTED NAME	ROLE / COMPETENCE	COMPANY	SIGNATURE	DATE	TIME

Accepted for the site by — principal contractor or site manager review.

PRINTED NAME	ROLE	COMPANY	SIGNATURE	DATE	TIME

Review this RAMS if the work, the site or the law changes, and at least before each new phase of the works. Flatten the completed PDF before filing so the record cannot be silently edited.

R REVISION HISTORY

Every revision of this document, and every review that found nothing to change. The revision on the front of this sheet is the one you are holding — check kubitdocs.com for the current one before use.

Rev	Date	Class	What changed	Authorised by
D0	2026-09-11	first-issue	First issue.	— not yet approved —
A0	2026-09-11	review	Approved for issue by the author. Content unchanged from the reviewed draft; the draft status strip is removed. No independent third-party review has been carried out.	Author — director, UK principal contractor, SMSTS. Not an independent review.

Class: first-issue · material (the law, a control, a field or the scope changed — past buyers are notified) · editorial (wording or layout only) · review (checked, nothing changed) · withdrawal. Revision prefix D = draft; not approved and not for sale; A = approved for issue by the person named, on the date shown.