

ROOF WORK PERMIT

COPY 1 OF 2 — DISPLAY AT WORK SITE

Access to and work on roofs, including fragile surfaces and access route control

KD-PTW-RF-007 Rev A0

HSG33 Health and safety in roof work (5th edition, 2020), with the Work at Height Regulations 2005. Note that HSE's guidance on fragile surfaces does not itself require a permit — it requires the hazard to be avoided, controlled and communicated. This permit is the industry means of achieving that.

1 PERMIT IDENTIFICATION

PERMIT NUMBER	PROJECT / SITE REF	SITE NAME AND ADDRESS	DATE OF ISSUE
VALID FROM (DATE & TIME)	VALID TO (DATE & TIME)	CROSS-REFERENCED PERMITS / CERTIFICATES	

2 LOCATION AND DESCRIPTION OF WORK

EXACT LOCATION OF WORK	PLANT / EQUIPMENT IDENTIFICATION		
DESCRIPTION OF THE WORK, AND ITS LIMITATIONS			
ROOF TYPE AND CONSTRUCTION	HEIGHT (M)	ACCESS ROUTE	CONTRACTOR / TRADE

3 FRAGILITY ASSESSMENT

Assume every roof is fragile until a competent person confirms otherwise, in writing.

FRAGILITY ASSESSED BY (NAME)	DATE OF ASSESSMENT	FINDING — FRAGILE / NON-FRAGILE / MIXED	ASSESSMENT REFERENCE
☐ All fragile areas and rooflights identified, marked and physically protected			
☐ Rooflight covers or guard rails installed to every fragile element in the work area			
☐ Designated walkways and crawling boards established where surfaces cannot bear weight			
☐ Fragile roof signage displayed at every access point			

3 HAZARD IDENTIFICATION

Identify the hazards of the work, the residual hazards of the area, and any hazard introduced by the work itself.

HAZARDS IDENTIFIED — ATTACH THE RAMS, DO NOT SUMMARISE IT HERE

RAMS REFERENCE	ASBESTOS REGISTER CHECKED (NAME / DATE)	EMERGENCY AND RESCUE ARRANGEMENTS REF
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5 PRECAUTIONS

- ☐ Edge protection to every open edge, or a work restraint system in use
- ☐ Ground level exclusion zone established below the work area
- ☐ Weather assessed — wind, ice, rain; limits agreed and work stops at the limit
- ☐ Materials landed, secured and distributed to avoid overloading the roof
- ☐ Roof-mounted plant, live services and flues identified and isolated or avoided
- ☐ Access route secured against unauthorised use and closed when work is not in progress
- ☐ Rescue plan in place and briefed
- ☐ No lone working on the roof

6 PERSONAL PROTECTIVE EQUIPMENT

- | | | |
|---|---|---|
| ☐ Head protection with chinstrap | ☐ Non-slip safety footwear | ☐ Gloves |
| ☐ Harness and restraint lanyard | ☐ High visibility | ☐ Eye protection |
- ANY OTHER PPE REQUIRED, AND RPE TYPE / FACE-FIT STATUS

ROOF WORK PERMIT

Authorisation · acceptance · handover · hand-back · cancellation

COPY 2 OF 2 — RETAIN AT PERMIT CONTROL POINT

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7 ISSUE — ISSUING AUTHORITY

I certify that the hazards of this work have been identified and assessed, that the work site has been examined, and that all precautions specified in this permit — including all isolations — have in fact been taken.

I confirm the validity period is specific to this work period and is not open-ended.

PRINTED NAME	APPOINTED ROLE	COMPANY	SIGNATURE	DATE	TIME

8 AUTHORISATION — SECOND PERSON CHECK BEFORE ISSUE

HSE requires the permit to be seen by a second person before it is issued. I have reviewed this permit and am satisfied it is complete, the scope is properly limited, and it does not conflict with any other permit live in this area.

PRINTED NAME	APPOINTED ROLE	COMPANY	SIGNATURE	DATE	TIME

9 ACCEPTANCE — PERFORMING AUTHORITY

I have read and understood this permit. I understand the hazards and the precautions, I have briefed everyone working under it, and those precautions will be observed for the duration of the work. I will not exceed the scope or the validity period stated.

PRINTED NAME	ROLE	COMPANY	SIGNATURE	DATE	TIME

10 EXTENSION / SHIFT HANDOVER

Complete only where the work continues into a further period. Confirm the plant remains safe and the incoming acceptor is aware of the hazards.

EXTENDED TO (DATE & TIME)	ISSUING AUTHORITY SIG	INCOMING ACCEPTOR SIG	RE-CHECKED (Y/N)
EXTENDED TO (DATE & TIME)	ISSUING AUTHORITY SIG	INCOMING ACCEPTOR SIG	RE-CHECKED (Y/N)

11 SUSPENSION

HSE requires suspended permits to be retained on the permit system, with the condition the plant has been left in and the consequences for other activities recorded.

DATE & TIME SUSPENDED	REASON, AND CONDITION PLANT LEFT IN	SIGNED

12 HAND-BACK — PERFORMING AUTHORITY

I certify that the work described in this permit is complete or has been stopped, that all persons and equipment under my control have been withdrawn, and that the area has been left in a safe and clean condition.

☐ Work COMPLETED ☐ Work PARTIALLY completed ☐ Work STOPPED and not completed

PRINTED NAME	SIGNATURE	DATE	TIME	OUTSTANDING ITEMS

13 CANCELLATION — ISSUING AUTHORITY

I certify that the work area has been inspected, that the plant and area have been returned to a safe condition with all isolations removed and verified, and that this permit is cancelled.

PRINTED NAME	SIGNATURE	DATE	TIME	REGISTER (INITIALS)

On cancellation, flatten this PDF before archiving so the record cannot be silently edited. Retain for a minimum of 30 days on site (HSG250), then archive in line with your retention schedule.

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continued

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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	2026-08-07	first-issue	First issue.	— not yet approved —
D1	2026-08-10	material	HSG33 dated to the 5th edition, 2020. Legislation position reviewed against Product Legislation Register KD-REG-01 Rev R01.3 and the August 2026 horizon scan; cutoff moved to 10 August 2026.	— not yet approved —
A0	2026-08-27	review	Approved for issue by the author. Content unchanged from D1; 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.