Roof Access Permit Procedure

1. Purpose

The purpose of this document is to detail the minimum health and safety standards and procedures that Contractors must adopt, whilst accessing building roofs to undertake work, on any premises owned or under the control of London Luton Airport Operations Limited (LLAOL). This procedure aims to prevent falls from height, protect fragile roof surfaces, and ensure safe working conditions for employees, contractors, and visitors.

2. Scope

LLAOL issued roof access permits can only be issued for a maximum of a **12 working hours**.

Applies to any task requiring entry onto a roof, including, but not limited to:

- Inspection, survey or condition assessment
- Cleaning, maintenance, or minor repair
- Installation, removal or adjustment of equipment (HVAC, antennas, solar, lightning protection, signage)
- Gutter clearance and drainage checks
- Leak investigation
- Access to plant rooms located on roofs
- Temporary works or scaffolding interface checks

3. Responsibilities

3.1. Contractor

- Apply for permits in accordance with the scope of works, this can be raised as many times as required on the hourly/daily basis as stated in the scope and can be attached to one work authorisation which would have been raised for the duration of works (Maximum 3 months)
- Provide sufficient supporting documentation. Including but not limited to:
- Risk assessments
- Method statements
- Emergency/rescue plans
- Evidence of competency
- Equipment documentation/certification

Ensure all employees are competent for undertaking the works required.

3.2. Control of Contractors Office (COCO)

- Undertake an initial review of the contractor's permit submission to ensure times, dates and locations are correct and existence of all required supporting documentation.

3.3. Technical Approvers (Field Experts)

- Review the high-risk permit, including but not limited to:
  - Method statement/safe system of work
  - Risk assessment(s)
  - Emergency/rescue plans
  - Competency evidence
  - Equipment documentation/certification

The Technical approver will give a desktop authorisation of the high-risk permit. The person in charge on concerto and site must be the one answering the questions to the permit issuer for the permit to be open issued.

3.4. LLA Point of Work Issuers

- Issue permits at the point of works, undertaking a set of questions that is set on the orchestrate application or concerto webpage.
- Sign off and complete permits upon successful completion of works and the work site is clean and tidy.

3.5. Compliance and H&S

Manage the systems that support these works and audit periodically against works being conducted

4. General Requirements for Roof Access

Anyone working on LLAOL roof will need to have read and understood the LLAOL TSD 3.11 Safe Working Procedure for roof access. They will also need to demonstrate a level of competence in working on roofs. The correct knowledge, attitude, training and experience will need to be indicated on the RAMS for the works.

There is NO "Lone Working" on any roof throughout LLAOL, so a minimum of two people for all tasks.

4.1. Keys

- All roof areas are controlled via key Access.
- No access will be giving without an in date and issued roof access permit.

- Keys are held at Hangar 24 Percival Way or GXM Office central search within the terminal.

4.2. Wind Speeds

- It is essential to identify and record the current wind speed prior to accessing any LLAOL Roof.
- The permitted maximum average wind speed for roof access is 23MPH (19.98KTS) gusting to 35MPH (30.41KTS).
- All contractors/staff are to ensure regular wind speed checks are undertaken and recorded to ensure the limit is not breached.
- If breached or expected to breach the contractor/staff MUST stop work immediately and leave the roof safely.

• Actual wind speed	• Action taken
• Average of 23 (Gusting to 35MPH)	• VACATE ROOF
• Average of 20-22.9MPH	• Every 30mins unless conditions deteriorate
• Average of 17-20MPH	• Every 1 hour unless conditions deteriorate
• Average of 0-17MPH	• Initial measurement – unless conditions deteriorate

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- The Point of Work Issuer (POWI) issuing the roof access permit is to obtain the wind speed from ATC and identify if wind is or suspected to start gusting during the works.

- If under an average of 23MPH the roof access permit can be issued.
- If over 23MPH the contractor MUST demonstrate to the POWI that the specific works fall within HSE guidance for wind speed.

- Once the roof access permit is ready for issue, the POWI must annotate the following detail in the issue declaration field of the permit:

- "The current recorded wind speed from ATC is XX MPH/KTS – this is under the permissible average of 23MPH (19.89KTS) gusting to 35MPH (30.41KTS) the contractor is responsible for monitoring the wind speed in accordance with foreseeable risk."

- For all other works pertaining to survey, inspection, light hand/electric tool use etc. the contractor must clearly demonstrate within the RAMS/Permit request how they will mitigate risk to an acceptable level. Therefore, the contractor must further consider:

- Current/forecasted wind speed
- The measures that have already been taken to prevent falls from roof, and
- The position and height of the roof and the size of the material being handled

4.3. Fall Arrest Lanyards

- A fall arrest lanyard must only be used if authorised by a member of TSD Senior Engineering Team. The Estate and Facilities Senior Engineer or Maintenance Operations Supervisor are the primary persons for undertaking the approval.
- The requirement to use this type of lanyard must be clearly stated on the roof access permit, and the contractor must provide a suitable emergency escape/rescue plan for their fall arrest lanyards.

4.4. Fragility

- Falling through a fragile roof is one of the main causes of accidents during roof work, occurring in both the construction of new roofs and maintenance of old ones, so it is important to consider fragility when planning any roof work task.
- Even though the installation of 'non-fragile' roofs, including roof lights, in new buildings is now commonplace, people who work on roofs should not be complacent.

4.5. Falling Materials

- The public, as well as other workers, can be at risk when materials fall from roofs. At the planning stage of any job, consider what measures are needed to protect the public and other workers.
- There are many measures you can use, such as:
  - debris nets,
  - properly designed scaffold fans; and
  - covered walkways.

5. Emergency Response Procedures

- Under the Work at Height Regulations 2005, emergency procedures must be considered for circumstances such as stuck access equipment and deployed fall arrest, so that a person or people can be rescued.

- There must be a plan in place that outlines how someone would be recovered should they fall.
- The method of rescue needs to be proportionate to the risk, and you should not rely on the emergency services.
- The method of rescue may be simple, such as putting a ladder up to a net and allowing the fallen person to descend or lowering a worker hanging on a deployed lanyard onto the surface below.
- Once the rescue has been completed, standard first-aid procedures are recommended, including use of the standard horizontal recovery position where necessary

6. Assurance

LLAOL will conduct periodic continuous improvement tours and audits against this process, looking for deviations. This will be shared with all stake holders on a minimum of a monthly basis. This will also be reported in both Local Safety Forums and Risk Management Group meetings.