

Roof work permit

Blank permit for controlled access to one roof, for example a fragile roof or a roof on a site that runs a permit system.

Use a permit to control who goes onto a roof and when, for example where the roof is fragile or the client runs a permit-to-work system.

Treat every roof as fragile until a competent person has confirmed it is not.

Plan work at height in this order: avoid it where you can, then prevent falls, then reduce the distance and consequences of any fall.

The work

Permit number	_____	Site address	_____
Roof and area of work	_____	Work to be done	_____
Roof covering	_____	Access route onto the roof	_____
Person in charge of the work	_____	Company	_____
Valid from (date and time)	_____	Valid until (date and time)	_____
Roof surface	☐ Fragile ☐ Has fragile roof lights or areas ☐ Confirmed non-fragile by a competent person		

Precautions before access

Tick each precaution that is in place, or N/A where it is not needed. Nobody goes onto the roof until every precaution needed is in place.

Check	Yes	N/A	Notes
Edge protection in place, or other measures to prevent falls agreed			
Fragile areas and roof lights protected, or a safe area fenced off at least 2 metres from them			
Staging or platforms on fragile surfaces, with nets or a harness system where needed			
Warning signs at the access points to fragile roofs			
People below and the public protected from falling materials			
Overhead power lines identified and controlled			
Weather and wind checked, and the roof inspected before work starts			
Workers have the skills, knowledge and experience for the job, and are supervised			
Rescue plan and equipment ready			

Only work on the roof when the weather does not put the health or safety of anyone involved at risk.

Have a plan to rescue anyone who falls or is left hanging in a harness. Do not rely on the emergency services.

Maximum wind speed for this work _____

Issue and acceptance

The issuer signs to confirm the precautions are in place. The person in charge of the work signs to accept the permit, and explains the work, the hazards and the precautions to everyone working under it.

	Name	Signature	Date and time
Issued by			
Accepted by (person in charge of the work)			

Extension or shift handover

Before the permit is extended or handed to a new person in charge, check the area is still safe to work in, brief the new person and set a new end time.

Date and time	New end time	Handed over by	Accepted by

Hand-back and cancellation

Before handing the permit back, check everyone is off the roof, remove tools and loose materials, and block or lock off the access when it is not needed.

When the work is finished, the person in charge of it signs to hand the permit back. The issuer checks the area and cancels the permit.

	Name	Signature	Date and time
Work finished and area left safe			
Permit cancelled by issuer			

Based on: HSE guidance HSG33, Health and safety in roof work (fifth edition), paragraphs 27, 48 to 53, 61 to 64, 80, 124, 180 to 201 and 326; the Work at Height Regulations 2005, regulations 4 and 6; HSE guidance HSG250 on permit-to-work systems.

- HSE, Health and safety in roof work (HSG33): <https://www.hse.gov.uk/pubns/books/hsg33.htm>
- Work at Height Regulations 2005, regulation 4: <https://www.legislation.gov.uk/ukxi/2005/735/regulation/4>
- Work at Height Regulations 2005, regulation 6: <https://www.legislation.gov.uk/ukxi/2005/735/regulation/6>
- HSE, Guidance on permit-to-work systems (HSG250): <https://www.hse.gov.uk/pubns/books/hsg250.htm>

Blank template from The Site Book, October 2026. Fill it in for the actual job and site.