



Room in the Roof Cassette Standards

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1. Introduction

The purpose of these “Room in the Roof” (RIR) cassette standards is to give the site management and telehandler drivers guidance on the safe off loading, movement and installation of roof cassettes.

2. Types of roof cassettes

There are two types of roof cassettes available, the horizontal and the vertical cassette. The horizontal cassette should be the first choice; the vertical cassettes must only be used if there are it is the most practical option in the circumstances.

3. Offloading and transportation around site

Roof cassettes supplied by Space 4 can be offloaded from the delivery vehicle via a telehandler. Other suppliers of cassettes may require that their roof cassettes are offloaded by other means such as a HI-AB. If this is the case, the delivery company will be responsible for the safe off loading and they must have a lift plan in place for this operation.

3.1 Considerations for offloading the panels using the telehandler:

- The driver of the telehandler must be competent to carry out the task;
- The fork extensions must be fitted;
- The terrain and ground conditions should be flat and stable;
- The driver should check that they offloading is not done under any overhead cables;
- The delivery vehicle should be parked close to where the cassettes will be stored and also crane lifted into position;
- movement around site of the cassettes on the telehandler should be kept to a minimum; and
- Only one cassette pack should be should be lifted by the telehandler at a time.

3.2 Moving the panels around site:

- When the telehandler has to transit site with the cassettes, the load must be kept low to the ground;
- The cassettes must not be lifted over personnel; and

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- Due to the size of roof panels the telehandler operative is likely to have restricted vision whilst manoeuvring around site, if any part of the telehandler's vision is obscured by the panel then a trained banksman must be used.

4. **Erecting the RIR**

Site management must follow the installation/ operating procedures as specified by the supplier.

The carpentry company undertaking the task must produce a suitable and sufficient Risk Assessments and Method Statements (RAMS). Each person involved in the erection of the RIR must have read and signed the RAMS. If an alternative supplier is used then their instructions must be followed.

The cassettes must only be lifted onto the roof by crane never the telehandler, the crane lift must be planned by an authorised person and supervised as per the Crane Standards. A trained lift supervisor and slinger banksmen must be appointed.

4.1 Space 4

If the supplier is Space 4, site management and the carpentry company undertaking the task must follow the Space 4 Standard Operations Manual and HS&E Department internal guidance.

Refer to:

HSMS [guidance](#) – Space 4 Cassette Roof Horizontal Method Installation

HSMS [guidance](#) – Space 4 Cassette Roof Vertical Method Installation

4.2 North Yorkshire Timber (NYT)

If the supplier is NYT, site management and the carpentry company undertaking the task must follow the NYT documentation and HS&E Department internal guidance.

Refer to HSMS [guidance](#) – NYT Cassette Roof Horizontal Method Installation

4.3 Pre-installation documentation

Prior to installation site management must complete the RIR pre-installation checklist and confirmation forms.

Refer to:

HSMS form [069](#) – Room in the Roof Pre-installation Checklist

HSMS form [070](#) – Room in the Roof Pre-installation Confirmation

5. **Monitoring**

Site management must closely monitor the offloading and installation process via regular visual checks during the course of the operation. The Group HS&E Department monitors compliance with these standards via regular site HS&E inspections.

VERSION ISSUED	Date
<u>Version 1</u> Sections 1,2,3, 3.1-3.2, 4, 4.1-4.3, 5	15.12.21
<u>Version 2</u> Section 3.2 – change to wording	01.09.23

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