



Method Statement

1.0 Method Statement Details

1.1 Method Statement Number	1
1.2 Method Statement Date	13/01/2021
1.3 Method Statement Author	Frank Johnson
1.4 Project/Contract	Church Street
1.5 Start Date	01-03-2021
1.6 Expected job duration	5 Week Approx
1.7 Client Contact	Mr Jeremy Dell
1.8 Description	Strip and Replace Roofing_Slate / Tile (Example)
1.9 Site Address	3 Church Street Odiham Hampshire RG29 1LU

2.0 Signatures

	Name	Title	Signature	Date
Document Author	Frank Johnson	Director		13/01/2021

Data protection statement

The information and data provided in this Method Statement applies only to the task, project or contract for which it was written. It shall not be duplicated, disclosed or disseminated by the recipient to any third party other than for the purpose of managing and controlling health and safety in relation to this task, project or contract.

It is the duty of all employees, contractors and agents to observe the provisions of this Method Statement, which has been produced in order to provide a code of good practice and conduct with the object of preventing accidents. At all times employees, contractor and agents must work in a safe manner both to prevent personal injury to themselves or to other personnel.

This Method Statement may contain personal data relating to one or more persons. Such data must not be disclosed to any third party or used for any purpose other than compliance with this Method Statement except with the written consent of the Company or the individual concerned.

3.0 Emergency Contact Details

Name	Frank Johnson			
Telephone Number				

4.0 General Precautions

To be observed by all staff at all times, any deviation from these control procedures must be authorised by the site manager or safety representative.

4.1 Communication with Other Workers on Site.

All staff will report to the site office for induction on arrival at the site. The site manager will inform staff of any hazards that are present on site. Staff will inform the site manager of the work to be carried out and how it could affect other trades working on the site.

Where necessary notices will be posted advising of any hazards present during the works.

Where contractor activities cross, the senior person must liaise with the other trades to ensure safe operation.

4.2 First Aid

It is the responsibility of the company to ensure adequate First Aid provision for its staff. Adequate means provision of a trained first aider, suitable first aid equipment and/or the provision of an appointed person at the minimum.

An Appointed Person may be provided by the employer to take charge of the situation (e.g. to call an ambulance) if a serious injury/illness occurs in the absence of a First Aider. The Appointed Person can render emergency First Aid if trained to do so. All staff when inducted will be made aware of the location of the First Aid kit.

4.3 Material Handling

All materials required for site will be unloaded to a designated unloading and storage area which will be away from the work area as far as is practicable. This area will be kept tidy to minimise trip hazards. Materials as and when required will be collected from the storage area and transferred to the work area. All staff will take care when handling materials and will use mechanical aids wherever possible. When stacking materials particular care must be taken to ensure that the stack is secure and that the product does not get damaged.

4.4 Personal Protective Equipment (PPE)

PPE will be provided as a last form of protection against a hazard. Staff will use the appropriate PPE for the task as identified in the risk assessment.

Wearing of PPE is mandatory on all Client contracts:

All JOHNSON BROTHERS ROOFING LTD site workers will wear Safety boots Foot protection to (EN20345 c/w midsole protection), Hi Visibility protective clothing (Hi-Visibility Yellow Waistcoat to EN471*), Hard Hats (Hard Hat to EN397) , gloves (Hand Protection to EN388) and glasses (Eye Protection to EN 166 Optical Class 1) and at all times.

Other items of PPE such hearing protection, Filter Mask (FFP2 as a minimum - Face Fit test certified to the individual), face shields are available to be worn as and when necessary and as determined by the risk assessment.

- Impact goggles - Drilling, cutting
- Ear defenders - Drilling, cutting
- Face-fit dust mask - Drilling, cutting (Certificate to be available to site).

4.5 Preparation and Induction

Staff & contractors will be inducted onto site, in order to understand the hazards present on site and the tasks that are to take place. Staff will also be advised of other site activities that could impact on their work. A risk assessment will be carried out for all tasks, which will be discussed with members of staff. Staff will follow all site rules and safety procedures.

4.6 Staff and Training

The task will be carried out by staff from JOHNSON BROTHERS ROOFING LTD. All staff are trained and qualified, experienced and receive ongoing training, and hold suitable qualifications where appropriate. Apprentices are under constant supervision by senior members of staff.

4.7 Tools and Electrical Equipment

All tools and equipment will be visually inspected on a regular basis, defective or damaged equipment will be removed from service. Electrical tools will be 110V or battery operated where possible. Sub contractors will not be allowed to bring on to site any damaged or defective tools, the site foreman is responsible for ensuring that all tools and equipment allowed on the site are fit for purpose. Any portable electrical equipment taken on to site must be PAT tested every 3

months when used on construction sites, 6 monthly for heavy use activities and annually for other activities. A risk assessment will determine if inspection periods need to be varied.

4.8 Welfare

The principal contractor is responsible for providing adequate washing, toilet, drying and refreshment facilities for staff and sub-contractors. Staff and contractors are responsible for ensuring that such welfare facilities are maintained in a clean and wholesome manner. This will be your responsibility when you are the principal contractor, it may be necessary occasionally for your company to identify suitable local amenities.

4.9 Aluminium Tower Scaffold

The site foreman will ensure that Aluminium Tower Scaffolds are erected correctly in accordance with manufacturer guidance and a PASMA trained competent person. Aluminium tower scaffolds must be used on flat level ground and the stabiliser riggers must be fully deployed and secured prior to working from the tower. Any adverse weather conditions must be taken into account and it will be the responsibility of the site foreman or senior person to evaluate the situation prior to work starting and throughout the task.

The tower will be inspected after assembly in any position, after any event liable to have affected its stability; and at intervals not exceeding seven days.

Where towers are to be used in public places: - erect barriers at ground level to prevent people from walking into the tower or work area and minimise the storage of materials and equipment on the working platform. The tower should not be left erected in a public area overnight unless it is suitably secured against unauthorised access and theft.

4.10 Asbestos

Staff will only be allowed to work with asbestos containing products providing they have received appropriate asbestos awareness training and that the products are asbestos containing cement products, textured coating and floor tiles. Works will be limited to the specific procedures identified within 'Asbestos Essentials' guidance document. Any other asbestos containing materials must only be dealt with by HSE licensed operatives.

When encapsulating or removing non-licensed asbestos, the individual type of work and situations will be risk assessed separately from other tasks. Notifiable non-licensed work (NNLW) must be notified to the HSE 14 days before commencement of work. A copy of the RAMS must be signed by all employees when working with asbestos. JOHNSON BROTHERS ROOFING LTD will record all projects involving NNLW and keep records of employee health surveillance as applicable (every 3 years for NNLW).

Staff working on asbestos materials will wear suitable disposable PPE and a mask rated to FFP3 as a minimum. Any waste, including PPE, will be double bagged and labelled as asbestos and removed to a licensed site.

Any staff who come across any material they believe to contain asbestos are instructed to stop work until it has been established exactly what the material is.

Any survey reports must be provided by the duty holder, the site foreman must ensure that the findings of the report are passed on to all who are working on the contract.

4.11 Code of Conduct ' COVID-19

COVID-19 - Code of Conduct

This code of conduct describes how the movement of people, plant and equipment will be managed during the COVID19 pandemic in order to keep JOHNSON BROTHERS ROOFING LTD Workers, Clients, sub-contractors, customers and the public safe. This Code of conduct should be used in conjunction with other standard safety notices in this document.

Communication with Other Workers on Site

When working with other trades on site, operatives will make sure they are working with social distancing guidance. If this is not possible work should be stopped and discussed with JOHNSON BROTHERS ROOFING LTD on-site supervisor.

If operatives are feeling unwell, they will inform the JOHNSON BROTHERS ROOFING LTD site supervisor who must inform the Site Manager before leaving the site

Loading and Unloading

The loading & unloading area should be restricted to authorised people. Signage should be erected to warn others of loading & unloading taking place. Steps should always be used to get on or off a delivery vehicle. Only authorised

persons should be allowed in the work area, visitors must be warned of all vehicle movement and should be supervised at all times.

- Where practical, materials should be loaded/unloaded from vehicles and moved in storage areas by mechanical means where possible, forklift, crane or pallet truck (All equipment cleaned as per COVID-19 hygiene control advice).
- Manual handling of materials should only be undertaken if social distancing rules can be maintained.
- The banding/unbinding of materials or the loading/unloading of bins should be carried out by one person at a time or by a designated team.
- Operatives should not approach or congregate around material storage areas, bins or racks (Social distancing rules are maintained at all times).
- All yard operations must follow the same health and safety requirements (including 2.0m minimum social distancing rules) as for work on site.

Personal Protective Equipment (PPE).

Due to the ongoing COVID 19 Viral Pandemic, the following additional PPE may be required subject to the risk assessment or site rules.

- Disposable Latex Gloves.

The current **social distancing guidelines must be adhered to wherever practically** possible. If the social distancing guidelines cannot be met, the following further PPE may be required.

The duration of close working will be kept to a minimum.

- Face Mask. (FFP2 minimum rating)
- Clear Full-Face Visor.

JOHNSON BROTHERS ROOFING LTD will provide all employees with Alcohol Hand Sanitizer and wipes which will be applied at regular intervals.

JOHNSON BROTHERS ROOFING LTD PPE and site standards will also be adhered to. These requirements will be highlighted on entry to the site.

Travelling to Work

When travelling at work or between offices, site, client's premises etc, JOHNSON BROTHERS ROOFING LTD workers should travel alone where practical. Wherever possible workers should travel to the site alone using their own transport. If workers have no option but to share transport:

Driving at Work

- Journeys should be shared with the same individuals and with the minimum number of people at any one time.
- Good ventilation (i.e. keeping the windows open) and facing away from each other may help to reduce the risk of transmission.
- Wherever possible drivers and passengers should maintain a distance of two metres and avoid touching their faces.
- The vehicle should be cleaned using gloves and standard cleaning products, with particular emphasis on handles and other areas where passengers may touch surfaces.
- Use hand cleaning facilities before entering and after getting out of the vehicle and at entrances and exits points wherever possible or hand sanitiser if soap and water are not available.
- Wash their hands for 20 seconds using soap and water or hand sanitiser if soap and water are not available.

Public Transport

Where public transport is the only option for JOHNSON BROTHERS ROOFING LTD workers, this should be raised with the Site Manager, and we will consider, changing or staggering site hours to reduce congestion on public transport.

Plant and Equipment

Where practical Plant, machinery and equipment on site must not be shared and should be used only by one person.

- Where different workers, operators or drivers must share the used of Plant, machinery and other equipment consideration must be made to working in dedicated teams.
- Common touchpoints, cabs, handles and all areas that are touched must be cleaned between use.
- Operators/Drivers should wear gloves and must avoid touching their face.

- Communication between operators, drivers, banksmen, and supervisors etc should take place in line with current social distancing guidance.
- JOHNSON BROTHERS ROOFING LTD Workers should be allowed extra time or breaks to wash their hands and clean equipment where necessary.

Welfare

JOHNSON BROTHERS ROOFING LTD workers will not travel to or attend work if any of the following apply.

- The recorded temperature of above 38°C (100.4°F).
- They have a consistent cough, loss of taste or smell.
- They have had a positive COVID-19 test.
- Anyone within their household has any of the above symptoms or has a positive COVID-19 test.

If any of the above apply you should make your immediate manager aware at the earliest opportunity.

- All workers will wash their hands for 20 seconds with water and soap when they are entering and leaving a site or use a sanitising hand wash/Sanitising Station.
- Break, lunch etc, times will be staggered and taken when the canteen is quiet to avoid contact with other trades. Workers will maintain the current social distancing guidance from others whilst if using canteens.
- Workers are to wash their hands before and after using the welfare facilities (When handwashing facilities are not available workers will be using hand sanitiser or Sanitising Station).
- All workers will make sure they have cleared their workstations and canteen areas they have used before leaving, no rubbish will be left for others to clear.

Test and Trace

JOHNSON BROTHERS ROOFING LTD will comply with current Government Guidance regarding Test and Trace.

In order to help minimise the onward spread of Covid-19, JOHNSON BROTHERS ROOFING LTD may release your contact details and shift data to the NHS Test and Trace service where JOHNSON BROTHERS ROOFING LTD employees or subcontractors are identified as people who may have been in contact with the virus.

If there is more than one case of COVID-19 associated with the workplace, this information may be passed to PHE.

4.12 Contractor and Visitor Safety

JOHNSON BROTHERS ROOFING LTD will liaise with other contractors staff on a day to day basis and ensure they are aware of the risks present during the works. Staff and contractors will not leave any area of work in a dangerous condition or with risks to themselves, other contractors, tenants, or visitors. All tools and equipment will be cleared to secure storage at the completion of each shift. Heavy plant, scaffold, ladders and any other access to height will be made inaccessible.

4.13 Control of Wood Dust

JOHNSON BROTHERS ROOFING LTD is aware that wood dust causes asthma and that carpenters and joiners are 4 times more likely to contract asthma than the rest of the UK population. JOHNSON BROTHERS ROOFING LTD is also aware that hardwood dust can cause cancer and will, therefore, put in place LEV and other measures to reduce wood dust to the lowest level reasonably practicable. All wood dust has a workplace exposure limit of 5mg/m³. Wood dust shall not be removed or otherwise blown about with an airline, all wood dust shall be removed by vacuum cleaner with high efficiency (Hepa) filter, or collected at the point of generation using extraction.

4.14 Controlling dust - Drilling and cutting (Silica, Stone, Brick, Concrete)

During the drilling of floors, walls, paving etc; there may be dust created. JOHNSON BROTHERS ROOFING LTD employees must use the correct type of PPE for this task.

FFP3 half-face dust masks, proof of face fit training must be available on site. Water dust suppressant or LEV dust suppressant systems must be used.

Smoke detectors in the work area may need to be capped so as to ensure the fire alarm isn't set off as a result of dust, this should only be done on authorisation of the site manager as alternative fire arrangements may be required. Upon completion of the work, the detector caps should be removed and the system tested by a competent person where

applicable.

All cutting equipment must have dust suppression or extraction. Cutting areas to be located in ventilated spaces and access restricted to authorised persons only.

4.15 COVID-19 (Coronavirus) Personal hygiene measures.

JOHNSON BROTHERS ROOFING LTD workers should follow government guidelines on Personal hygiene measures to reduce the general risk of COVID-19, as outlined below.

- Handwashing technique (use of soap and water, rubbing hands for at least 20 seconds etc.)
- When handwashing is essential (e.g. after contact with hard surfaces or their working environment)
- Respiratory etiquette during coughing and sneezing with disposable tissues or clothing
- Appropriate waste disposal
- Use of appropriate social distancing as per current Government guidance
- Avoidance of close contact with people suffering from or self-isolating from COVID-19

Advice for operatives working in suspected affected areas

JOHNSON BROTHERS ROOFING LTD operatives are reminded to:

- Frequently clean hands by using an alcohol-based hand rub or soap and water.
- When coughing and sneezing cover mouth and nose with flexed elbow or tissue – throw the tissue away immediately and wash hands.
- Avoid close contact with anyone who has a fever and cough.
- If experiencing fever, cough and difficulty breathing seek medical care early..

Separation

The standard procedures of JOHNSON BROTHERS ROOFING LTD operatives should be followed when attending a client's premises.

- Efforts should be made to minimize contact between clients and employees attending site, i.e photos, video links etc
- Where this is not possible you must comply to social distancing as per current Government Guidance.

Where self-isolation is in force on the client's premises.

- Where self-isolation is known to be in force on the client's premises attendance must be authorised by the MD or his nominated person.
- All operatives will wear the appropriate PPE.
- Communicate via mobile phone behind closed doors etc to avoid personal contact.
- It is recommended that a face mask should be used by the client when you are attending site if available. If a face mask is not available or cannot be tolerated, the ill person should be asked to cover their mouth and nose with tissues when speaking with you.
- If possible, the client (and any pets if applicable) should be asked to move to a separate room and doors closed.

4.16 Ladders

Ladders will only be used for light work of short duration. Ladders must be tied and or footed. Ladders must be set at a ratio of 1 metre out at the base for every 4 metres in height.

All staff and sub contractors are required to read and understand HSE leaflet INDG455 the Safe use of Ladders & Stepladders. Ladders will be removed or boarded off at the end of each shift to prevent unauthorised access, damaged or unsuitable ladders will be removed from site immediately. Ladders must be stored in such a way that they cannot be damaged by other objects or by the elements. Only EN 131 Professional or Class 1 ladders or step ladders may be used on site. Any ladder spanning more than 3000 mm will require use of a stabiliser. Splitting extending ladders will render the upper sections as non-compliant if used without a stabiliser.

4.17 Management of Lead Hazards

Anyone handling, working, or otherwise coming into contact with lead will be given health and safety information instruction and training. When working on lead containing materials that are likely to create fumes or dust you must ensure that there is ample ventilation, face masks will be made available for employees to wear during any work with lead where dust or fumes are likely to be created. All staff will carry out comprehensive personal hygiene programs whilst working with lead including washing your hands and face and scrub your nails before eating, drinking or smoking;- wash and/or shower and change if necessary before you go home.

JOHNSON BROTHERS ROOFING LTD will provide washing facilities when working with lead. Do not take home any protective clothing or protective footwear for washing or cleaning. Where there is prolonged or regular contact with lead JOHNSON BROTHERS ROOFING LTD will provide health surveillance in compliance with the Lead at Work Regulations.

4.18 Scaffold

Scaffold, where required, will be provided and erected by an approved contractor; the site foreman will ensure a handover certificate is received from the contractor prior to allowing access to the scaffold. During the works access to the scaffold will be via ladder which will be tied off at the top, ladders will be removed or boarded off at the end of each shift to prevent unauthorised access. Inspections shall be carried out before the scaffold is put into use for the first time and also after any event that has affected stability or at a period not exceeding 7 days. Reports of inspections shall be given to the responsible person who will keep reports on site for the duration of the contract and for 3 months after the end of the contract. No one shall be allowed access to the scaffold if the inspection finds any faults.

4.19 Tenants Warning and Safety

It will be the responsibility of the principal contractor to inform Tenants of works being carried out. JOHNSON BROTHERS ROOFING LTD staff will liaise with tenants prior to starting and during the works to ensure they are aware of the risks that will be present during the contract. Special attention will be paid where there are elderly, infirm or children present. Safe access and egress for tenants will be erected and maintained. JOHNSON BROTHERS ROOFING LTD staff will not leave any area of work in a dangerous condition or with risks to themselves, tenants, and other contractors. JOHNSON BROTHERS ROOFING LTD will liaise with other contractors on site for the purpose of exchanging information regarding work schedules and safety.

4.20 Vehicle Safety

All company vehicles are subject to a planned maintenance and inspection program. Staff responsible for vehicles will carry out daily and weekly checks to ensure continued roadworthiness. All drivers will hold the appropriate licence for the vehicle they are driving and they will comply with road traffic regulations and the Highway Code. All loads will be securely fastened to the vehicle by competent persons prior to travel. Drivers will take regular breaks on long journeys. Audible warnings for reversing will be used where fitted and banksmen will be used when reversing where necessary

4.21 Working at Height

All employees and sub contractors have been made aware of the dangers and consequences of falling from height. All working at height will be properly planned, organised and supervised; only competent members of staff will be allowed to work at height and it is the responsibility of the site foreman to ensure conditions are safe before allowing any work at height to take place.

The foreman will carry out a risk assessment before carrying out work at height and put in place equipment and measures to prevent falls occurring.

Where he can not eliminate the risk of a fall he will put in place measures and equipment to minimise the distance and consequences of a fall, should one occur.

All company access equipment will be inspected on a regular basis and any damaged equipment will be withdrawn from service immediately. Sub contractors will follow all safe working procedures

4.22 Working from Step Ladders

All staff have been made aware of the dangers of working from step ladders and have been instructed on the safe use of ladders. All Staff are required to read and understand HSE leaflet INDG455 the Safe use of Ladders & Stepladders. Only competent members of staff will be allowed to work from step ladders and it is the responsibility of the site foreman to ensure conditions are safe before allowing any ladder work to take place. Only Class 1 or Professional grade should be used.

4.23 Working from Step Ups

The majority of tasks that involve working at height will be carried out using the step up. Before use the floor area should be clear, free from waste and on level ground. The step up should be checked for any sign of damage before use and if damaged removed from use immediately.

4.24 Working with L.P.G. cylinders

Keep all cylinders in a safe well ventilated place, preferably in the open air.
 Keep away from buildings wherever possible and ensure there are no sources of ignition or heat.
 Make sure the cylinders are secured and upright.
 Ensure that control valves are not damaged prior to use and report to the supplier if any defect is found.
 Keep the area free from rubbish and anything combustible.
 Keep weeds and grass in the area cut down; do not use chlorate based weed-killer as it can be a fire hazard.
 Do not allow smoking to take place in the area of the cylinders.
 Ensure that the cylinders cannot be damaged by vehicles etc.
 If the pipework has to go to a remote point of use identify the hoses and carry out regular checks to look for corrosion, perishing or damage.
 Report any damage to the cylinder or valves to the supplier immediately.
 Store empty cylinders separately from full ones in a secure cage and treat them as if they were full as they can still be pressurised.
 Turn off the supply whenever it is not in use.
 LPG is heavier than air, staff will not enter confined spaces that are suspected of, or have the potential to have, a build up of gas without first carrying out checks to see if it is present in the area.

5.0 Method Statements

5.1 Strip and replace Roofing (Slate / Tile)

1. Ensure that the scaffold has been erected to all elevations at roof line in compliance with TG 20, and an inspection certificate has been issued.
2. Strip off the old slates and stack safely on loading decks for re-use.
3. Strip off old battens and felt (where appropriate) and place in the skips provided.
4. Check roof pitch and calculate batten fixing positions required for specified overlap dimensions.
5. Install 100mm specified Insulation between rafters ensuring a 50mm ventilation gap above
6. Fit a further 40mm specified insulation across underside face.
7. Fit new fibreglass gullies to internal corners.
8. Working from the bottom up fix breathable sarking membrane across the rafters and temp nail in position
9. Fix by nailing 50mm x 25mm treated timber battens across the rafters over the top of the breathable membrane at spacings calculated in 4 above.
10. Ensure battens are joined on the centre line of the rafters.
11. Roll out the next length ensuring the correct amount of lap 100mm for pitches of 35 degrees or steeper, 150mm for 15 degrees to 34 degrees and 225mm for 12.5 degrees - 14 degrees and temp nail in position
12. Fix timber battens as above and work up the roof to the ridge on both sides
13. Load out roof with slate / tile packs to safe stack height
14. Fix slate / tiles in position by nailing into timber battens
15. Lift up and roll roof ladder over apex and hook securely.
16. Prepare roof ridge and bed ridge tiles on cement mortar mix.
17. Point between ridge tiles, pack and point bed between ridge and roof.
18. Fix galvanised steel anchors at bottom of pitched ridges before preparing mortar bed and positioning and bedding ridge tiles.
19. Point between ridge tiles, pack and point bed between ridge and roof.
20. Point verges each side of gullies.
21. Check gutters are clear of debris and sarking membrane overlays edge of gutter.
22. Clean mortar joints for soakers and flashing. Check rest of chimney stack pointing, report and repair as necessary.
23. Fit new soakers and flashing to chimney stack. Apply silicone sealant to corner flaps.
24. Point soaker and flashing joints with mortar mix to finish.
25. Clear all tools and debris from scaffold
26. Check roof is completed, rectify any defects before handing over to client.
27. Arrange for scaffold dismantling and removal.
28. Clear site of equipment, materials and waste for licensed disposal.

5.2 Gutter Cleaning

1. Park van in a suitable position as close as is reasonably practicable to the work area.
2. Assemble all of the equipment to be used and check each item for safety.
3. Place warning signs or use barrier tape at the extremes of the work area.
4. Cover adjacent electrical sockets with masking tape.
5. Two people are required one to operate and one to be a look out for people and hazards.

6. Unreel Hoses to the far extent of the area to be cleaned
7. Select a suitable poles for the height of guttering to be cleaned
8. Connect the pole to the hose
9. Switch on the machine
10. Begin clearing from the furthest extent of the gutter work towards the rain water pipe.
11. When the clearing process is complete lower the equipment to the ground
12. Switch off the machine
13. Disconnect the pole from the hose reel
14. Rewind the hose
15. On completion clean equipment and check for safety.
16. Return all equipment, materials, and warning signs to the van
17. Store safely and securely.

5.3 Clean out box guttering (External).

1. Use personal protective equipment
2. Check instructions
3. Establish an exclusion zone around the work area
4. Check the Mobile Scaffold Tower for good construction/level and stable
5. Use the internal access ladder to gain access to height
6. Manually convey tools and materials to working height
7. Commence works -
8. Brush and scrape out/ clean out BOX Guttering - place waste in a designated bucket/bin liner
9. On completion remove all tools/plywood protection and waste and convey to ground level
10. Dispose of waste - by bagging and placing in vehicle for disposal at a licensed waste centre
11. Dismantle the Mobile Tower Scaffold and remove components to the vehicle
12. Clean down the work area. Remove the exclusion zone and return to good order

Special Note - Identify defect guttering and repair

1. Clean down defect guttering / allow to dry off
2. Use repair mix to repair defect guttering e.g. cracks

5.4 Flat Roofing repair- New torch on felt

1. Site foreman will ensure site is safe to commence work
2. Any persons affected by the work must have been warned and barriers erected to prevent unauthorised access
3. Staff and contractors will put on Personal Protective Equipment to include heat resistant safety gloves.
4. Ensure that access equipment and access is safe to work on, with appropriate edge protection in place.
5. Site foreman will inspect the gas torch and cylinders and ensure proper connection
6. Strip existing roof felt and remove from site
7. Clean down and inspect the decking under the felt for soundness and signs of damage
8. Equipment and materials will be passed up to the work area
9. Repair and make good any damage to the decking by replacing the sterling board where required
10. Sterling board will be nailed in position
11. Lay the venting layer; roll out the venting layer and apply heat from the gas torch to fix to sterling board decking.
Ensure 5 mm sealing bead to all edges.
12. Stagger overlap and lay underlay on top of venting layer by rolling out, apply heat from the gas torch to fix underlay to venting layer. Ensure 5mm sealing bead to all edges.
13. Stagger overlap and lay mineral capping sheet by rolling out, apply heat from gas torch to fix to underlay
14. Form detail in mineral capping sheet to include drip edges as required.
15. Remove all waste and equipment from the roof.
16. Check surfaces for any defect, rectify if necessary.
17. Remove access equipment and clear site of equipment, materials and waste.
18. Waste to be disposed of via licensed waste management company.

5.5 Roofing- Removal and replacement of damaged roof tiles / slates

1. Access to the roof line by ladder with stand off stabiliser and lashed or footed by assistant. ladder to project at least 1.05 mtr above roof line.
2. A roof ladder is to be lifted up and rolled up to apex and flipped over to anchor over the ridge in suitable position to enable access to the area of broken tiles.
3. Tools and replacement tiles / slates are to be lifted to location in a suitable carrier.
4. Working from the roof ladder, tile / slate lifters to be inserted under tiles / slates above to enable removal of broken tiles / slates.
5. A nail lifter may be required to release tiles / slates.
6. Replacement tiles / slates to be positioned over roof lathes and secured with nails or anchor clips as appropriate.
7. Tile lifters are to be removed, ensuring tiles / slates are re-bedded.
8. Broken / loose Ridge tiles are to be removed using hammer and chisel, and the mortar bed dressed as necessary to enable a fresh mortar bed to be applied prior to setting existing or new similar ridge tiles.
9. Ridge tiles are to be pointed at each end and between roof tiles to ensure a good bond and prevent water ingress.
10. Debris and tools are to be removed using carrier, from the roof.
11. Any debris will be removed from site for licensed disposal / recycling.

5.6 Flat Roofing (New build)

1. Site foreman will ensure site is safe to commence work
2. Signs and barriers erected to prevent unauthorised access
3. Staff and contractors will put on Personal Protective Equipment
4. Ensure that scaffold and access is safe to work on
5. Cut and position timbers as specification. Set sprags to seal from cavity.
6. Level and fix including all straps and hangers
7. Lay roof deck boards over timber supports and secure as specified. Ensure all edges are supported over joists.
8. Lay the venting layer; roll out the venting layer and apply heat from the gas torch to fix to board decking
9. Lay underlay on top of venting layer by rolling out, apply heat from the gas torch to fix underlay to venting layer
10. Lay capping sheet by rolling out, fix to underlay by application of heat using blow torch.
11. Form detail in capping sheet as per manufactures instructions
12. Fit new fascia
13. Fit new guttering and fall pipe in designated position
14. Drill and then screw the support brackets into the fascia
15. Lift the guttering into position and secure
16. Fit the fall pipes and secure to the wall with brackets
17. Check for quality of finish and water tightness
18. Fix plywood decking as specification ensuring integrity of roof seal remains.
19. Remove all waste and inspect the site, ensure the site is left in a clean and tidy condition

5.7 Repoint and renew leadwork to chimney stack.

1. Roof Access via ladder with spacer brace to 1.0 mtr above roof line, fixed to prevent slip.
2. Roof ladder to be lifted and rolled up the roof, flipped to allow ridge hook to latch over ridge.
3. Position to enable easy access to chimney stack brickwork.
4. Carefully remove accessible flashing and soakers around chimney stack.
5. Lower to ground to use as templates for new replacements.
6. Chisel out or cut with masonry power saw, old mortar between brickwork to a depth of 20 mm minimum, off chimney stack.
7. Prepare and Refix new lead soakers and flashings to chimney stack.
8. Repoint brickwork on chimney stack.
9. Replace any broken or missing slates / tiles with matching new.
10. Check chimney pots bed, cut out and repoint / bed as necessary.
11. Collect and remove all debris and excess mortar.
12. Lower all waste and tools to ground level.
13. Return to access ladder and release roof ladder, roll off and lower to ground level.
14. Release fixing for access ladder.
15. Re-position access ladder to enable access to other side of stack and secure.
16. Reposition Roof ladder and flip into position over the ridge.
17. Repeat process to remove and replace flashing and soakers, pointing to other side of stack.
18. Remove all waste and tools to ground level.
19. Remove roof ladder and lower to ground level.
20. Clear site and remove waste for licensed disposal.

5.8 Scaffold Erection & Dismantling

All scaffolding must be erected by trained or supervised operatives. Scaffold may be Tube and Fittings or System Scaffold.

Standard scaffold (basic structures) may be constructed in compliance with TG 20 (latest version)
Scaffold structures outside the remit of TG 20 volume 1 will require a design plan approved by a structural engineer.

System Scaffold must be constructed in compliance with manufacturer specification

Tube and Fittings scaffold

1. The delivery vehicle will be parked as close as practicable to minimise the distance needed to carry the scaffold sections
2. The site will be inspected to ensure that the ground is capable of taking the weight of the scaffold, and that there are no voids etc.
3. The site will be fenced or cordoned off to prevent unauthorised access during construction and notices posted advising of "Construction Works in Progress - Do Not Enter area".
4. Where the structure is over a public area or close to the highway, licenses must be obtained from the local authority.
5. Additional protection measures as specified by local authority must be complied with to prevent injury or collision.
6. Any access points will be noted and kept clear where practically possible.
7. Dependant on the type of scaffold being erected (if not free standing) it will be tied into the building at specified intervals.
8. Scaffold will be erected in accordance with TG 20 and SG4.
9. Scaffolders must prepare safe temporary access at each lift and use the advance guard rail system or body harness and lanyard attached to fixed horizontal rails when working above 3 metres height.
10. Access ladders will be blocked off when the scaffold is incomplete or not ready for use.
11. Warning signs will be posted when the scaffold is incomplete. Where a Scaf-Tag system is employed, the appropriate card will be displayed.
12. The scaffold will be signed off and a certificate issued when the scaffold is ready for use.
13. A weekly inspection by a competent person will be made to ensure the security of the scaffold. Scaf-tag to be completed where applicable.
14. Prior to dismantling, where applicable e.g public areas, the area must be closed off to prevent unauthorised access into the work area.
15. Dismantling will start from the top level and scaffold sections will be passed down manually to the levels below by team lifting.
16. Scaffolders working on partially dismantled levels will wear full body harness and lanyard attached to horizontal rails above and retain single boards below, working backwards to downloading point.
17. All connection pieces will be passed (not thrown) and collected in buckets or other suitable receptacles.
18. All sections will be loaded and secured on the lorry for removal from site.

Sign Off Sheet

I have read and understood the contents of this Method Statement.

Anything I did not understand has been explained to me to my satisfaction.

I agree to follow the Method Statement and understand that any instructions are provided for my safety and the safety of others.

Print Name

Signed

Date

_____	_____	_____
_____	_____	_____
_____	_____	_____

