

## Method Statement

### Method Statement Details

<b>Method Statement Description</b>	Roof tiles removal
<b>Method Statement Number</b>	006
<b>Method Statement Date</b>	27.08.2023
<b>Method Statement Author</b>	Michael Wysokinski
<b>Project/Contract</b>	House Retrofit
<b>Start Date</b>	3 <sup>rd</sup> July 2023
<b>Expected job duration</b>	50 weeks
<b>Client</b>	Ross Yealland
<b>Site Address</b>	Croom Cottage, Fishery Road, Maidenhead SL6 1UP

### Signatures

	Name	Title	Signature	Date
<b>Document Author</b>	Michael Wysokinski	SM		27.08.2023

### Emergency Contact Detail

<b>Name</b>	Michael Wysokinski	Rafael Delimata	
<b>Telephone number</b>	07710226784	7934705888	

## *General Precautions*

### **Staff and Training**

The works will be carried out by staff from **Bow Tie Construction**. All members of staff are experienced and have been deemed competent to carry out tasks requested of them. A responsible person will be appointed to each job, who will supervise all works and be responsible for quality and safety. Apprentices and young workers will be supervised at all times and are not allowed to carry out tasks for which they have not been trained.

### **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 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 planned breaks on long journeys.

### **PPE**

All site workers will wear hard hats, safety boots and hi-visibility vests at all times; other items of PPE such as dust masks, eye protection, ear protection and gloves are available to be worn as and when necessary.

### **Preparation and Induction**

A risk assessment will be prepared for each task which will be discussed with members of staff, any queries or concerns will be dealt with prior to starting work. Staff will be inducted on to site and will be expected to follow all rules and safety procedures.

### **Manual Handling**

All members of staff have been instructed on the potential dangers of manual handling and staff will not lift items or equipment beyond their capabilities. Heavy or awkward items will be broken down into smaller units or dual lifted where this is not possible. It is the responsibility of the site foreman to assess every situation that requires manual handling and enforce control procedures where he/she deems necessary; where practical, mechanical aids should be available and used.

### **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.

A trained first aider will be a suitable person who has attended a recognised course and attends a refresher course every year and a full course every 3 years.

An Appointed Person is a person 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. Often Principal Contractors will ensure sufficient first aid cover for sites under their control.

### **Access and Egress**

On construction sites, Bow Tie Construction's Site Manager is responsible for providing safe access and egress to the site; **Bow Tie Construction** staff will ensure safe access and egress is maintained for themselves and other contractors/members of the public in the area they are working in. Good standards of housekeeping will be maintained by all staff. Warning notices and barriers will be deployed as required. Debris will be cleared away on a regular basis and the site left clean and tidy at the end of a shift or task.

### **Working at Height**

Falls from height remain the single biggest cause of work-related death in the UK.

Due to the nature of this work falls from height are an obvious and ever-present risk. All employees have been made aware of the dangers and consequences of falling from height; therefore, 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/senior person to ensure conditions are safe before allowing any work at height to take place.

The foreman/senior person will carry out a risk assessment before allowing work at height and put in place equipment and measures to prevent falls occurring. Where he/she cannot eliminate the risk of a fall he/she will put in place measures and equipment to minimise the distance and consequences of a fall, should one occur.

### **Guidelines on Safe Operating Procedures**

Operatives are trained and competent in ladder use; ladders will only be used without fall protection where the work is light and of short duration AND where the operative can complete his task by maintaining 3 points of contact on the ladder i.e. both feet and at least one hand.

Ladders must be Class 1 or EN 131 Industrial grade, be in good condition and located properly prior to use, i.e. the foot of the ladder should rest on a firm, level, non-slippery surface, and should be footed or tied on the stiles to prevent slipping. Proprietary stabilisers and other equipment could be used where there is a risk of ladders slipping, or if it is uneven ground. Ladder stand offs could be used where access to the roof is required, and the ladder will extend a minimum of 1.05 metres above the gutter. Ladders should be set at a base to height ratio of 1:4.

### **Scaffold**

Where required, scaffold will be provided and erected by a competent erector or an approved contractor; the hand rail will extend a minimum 0.95 metres above the working area and a mid rail max 0.47 metre gap will also be in place. 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.

### **Contractor/Visitor Safety**

**Bow Tie Construction** 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. Scaffold, ladders and any other access to height will be made inaccessible.

### **Tools and Electrical Equipment**

All items of tools and equipment will be visually inspected on a regular basis and, prior to use, defective or damaged equipment will be removed from service. Electrical tools will be 110V maximum, battery powered tools will be used where possible. Subcontractors will not be allowed to bring on to site any damaged or defective tools, the site foreman is responsible for ensuring all tools and equipment brought on the site are fit for purpose.

### **Vehicle Control**

It is the responsibility of the Principal Contractor to control vehicle movements on site in such a manner as to not cause unnecessary risks to workers/visitors etc. Bow Tie Construction staff will follow all rules and guidelines whilst driving on site.

### **Lifting Operations**

All lifting operations will be carried out in accordance with The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER).

All lifting on site will be properly planned, supervised and controlled by the site foreman. The foreman will ensure only competent persons carry out lifting operations and any lifting equipment is fit for purpose, i.e. sufficiently strong and stable for its intended use.

The lifting equipment will be positioned to prevent risk of injury and any accessories, such as chains, carry the appropriate test certificates and records of inspections.

## *Task Description*

The work involves the removal of all clay roof tiles. All roof tiles will be kept intact wherever possible during removal and set aside in a designated storage area on site for reuse. Access to high levels via Scaffold required. Works must comply with Bat Mitigation Guidelines by English Nature (2004).

### **Start of Works**

1. Report to site office and inform site manager of arrival.
2. Attend any induction as required by the Principal Contractor
3. Put on your personal protective equipment.
4. Take tools and equipment to work area.
5. Ensure the area to be worked and exit points are clear of obstruction and that safe access and egress is maintained.
6. Check any electrical or hand tools for damage or faults; faulty or damaged tools must be removed from service immediately.
7. Do not leave tools and equipment unattended at any time.

### **Roof Tiles Removal**

1. Prior to any works commencing there will be a toolbox talk to ensure the staff is aware of the methods and inspections required.
2. Scaffolding will be erected providing access up to eaves height. Edge protection scaffolding will be erected on both gable ends.
3. Scaffold hoist will be erected at designated off load area. The area directly below the hoist will be cordoned off as a no entry zone.
4. All access points into the building will be closed off whilst tile removal takes place.
5. All trained operatives will wear safety harnesses when working on the roof (Harnesses to be inspected prior to start each shift)
6. A safety line will be fitted across the roof from each end of the scaffold as required and used to clip safety harness onto.

7. Expose the wall tops, remove any fascia boards, gutters by hand and leave exposed for 24 hours before proceeding with further work. (Examine the wall top for bat droppings and wall cavities for bats).
8. Working from the ridge level downwards trained operatives will slowly remove all roof tiles and fixings down to gutter level. This includes taking such precautions as removing roof tiles carefully in a vertical position to prevent for any bats being crushed. During roof works, checking beneath for the presence of bats before being discarded.
9. If bats are discovered at any stage of the project, stop all work immediately and contact the Environment Agency. (Contractors are forbidden to handle bats discovered during the development process).
10. All damaged tiles will be dropped through the roof structure into the building, not discarded over the roof edges.
11. All roof tiles and fittings will be transported to ground level using scaffold hoist. At ground level a trained operative will stack them securely on pallets in designated storage area.
12. Water misting will be carried out if dust levels become too high.

### **General Housekeeping**

1. All roofing materials removed from the roof will be palletised. Any non-reclaim material generated during tile removal will be placed in appropriate skips. Scaffold and footpaths will be swept on regular basis to keep clear of debris.

**Specific Staff Training Requirements**

BBA certified operatives	N
PASMA	N
IPAF	N
CSCS cards applicable to trade	Y
First aid	Y
Manual handling	Y
Work at height	Y
Site specific induction	Y

**Applicable**



Very Toxic	Harmful Irritant	Corrosive	Dangerous for the environment	Oxidising	Highly flammable	Explosive
No	No	No	No	No	No	No



Safety Boots	Hard Hats	Gloves	Hearing Protection	Respiratory Protection	Eye Protection
Yes	Yes	Yes	No	No	Yes



*Signature*

Name	Signature	Date / Time

I have read and understood the method statement and agree to comply with the procedures and arrangements described here.