

# Method Statement

<b>Project</b>	270 High Street, Harlington UB3 5DD		
<b>Activity</b>	Roofing		
<b>Description</b>	Installing a New roof roof and Roof Light.		
<b>Start Date</b>	TBC	<b>Duration</b>	6+ Working Days
<b>Assessor</b>	B.Bansal	<b>Hours of Work</b>	50+ Hours

## Responsibilities

<b>Project Manager</b>	B.Bansal
<b>Supervisor</b>	B.Bansal
<b>Team Size</b>	5

## Hazards

<b>Hazards Associated With Activity</b>	<ul style="list-style-type: none"> <li>Use of Hand Tools</li> <li>Use of Portable Electrical Equipment</li> <li>Use of Scaffolding</li> <li>Lead</li> <li>Work at Height</li> <li>Lifting Operations</li> <li>Manual Handling</li> <li>External Works</li> </ul>
<b>Site Specific Hazards</b>	<ul style="list-style-type: none"> <li>Working above a construction site</li> <li>Working with other trades on site</li> <li>Overhead obstructions - none identified</li> </ul>

*Risk assessments will be carried out for the activity and attached to this method statement, will form part of the induction and must be followed on site.*

# Work Procedure & Control Measures

The work will be supervised and monitored at all times by a competent supervisor.

All work to be carried out following the risk assessments, construction phase plan, and other H&S management documents in place.

Site compound and welfare facilities to be set up in an area agreed with the client or existing welfare facilities to be used.

We will identify any conflicts with other working groups or work activities operating within the same area and specify communication and liaison arrangements to control additional risks.

Work area to be securely cordoned off to prevent unauthorised access. Only authorised personnel will be allowed access to the work area. All personnel (including visitors) must sign in on arrival and sign out when leaving the site.

Appropriate signage will be displayed around the work area.

PPE to be worn at all times on site.

## Training

Only qualified, certified or otherwise competent personnel will be permitted to undertake the work.

All operatives are to receive training on manual handling techniques, asbestos awareness and work at height.

All workers to undertake site induction before commencing work.

Toolbox talks will be carried out at weekly intervals during the works to raise awareness of relevant H&S issues.

## Access

Fixed scaffolding is provided to access roof level and to provide a safe working platform for operatives. Full edge protection to be in place and fall restraint systems or crash deck to prevent falls through roof structure during construction.

Ladders are only used for access and short duration work, and only when there is no suitable alternative.

Preferred access equipment includes full access scaffolding, tower scaffold or MEWP.

Scaffolding to be installed by others. Tower scaffolds to be erected by PASMA trained operatives.

MEWPS to be used by suitably trained operatives (e.g. IPAF)

Access equipment will be securely stored at the end of each shift to prevent unauthorised use.

Exclusion zones will be established in the area below any overhead works, using suitable barriers and signage, to protect people below from the risk of any falling tools or materials.

## Delivery & Storage

All required materials are to be delivered to the site before works commence.

All equipment and materials delivered to the site will be labelled and stored at a designated location in accordance with the manufacturer's instructions and any applicable COSHH

assessments.

Materials will be stored safely away from access routes.

All materials unloaded using mechanical aids with sufficient safe working loads.

Materials stacked no higher than 2 pallets in a safe manner on level ground within the site boundary.

Materials to be stored within storage units or otherwise protected from weather conditions.

## Preparation

Perimeter scaffolding to be provided for full edge protection, working platform and safe access/egress. Alternatively, full edge protection at eaves level must be erected by a qualified or competent person. The edge protection must be strong enough to withhold a person leaning against it.

Safety decking system to be erected or other effective fall prevention system/working platforms.

All trusses and other building materials are to be inspected before lifting to ensure free from defects.

Any defective materials are reported to site management.

All wall plates are to be level and secured to load-bearing walls. No trusses are to be placed on wall plates if they appear to be in an unsafe condition.

## Roofing Works

Roof materials will be safely lifted to the roof area. Materials lifted under the control of a lifting plan for the lifting operations.

Fall protection to be provided throughout the roofing works, either via permanent edge protection, full access scaffold providing edge protection or for minor repair works, fall prevention will be via harness and lanyard connected to suitable anchor device.

The roof tile underfelt is to be reinforced bituminous felt, replaces as necessary to ensure full coverage.

Battens to be fixed with staggered joints and square butt jointed. Assessed, treated and replaced as necessary due to damage, rot or infestation.

Nails for battens shall be sized to give a secure fixing without splitting the batten.

Roof tiling to be laid in even courses to suit existing gauging and laps and be secured with the appropriate patent clips and or nails. Tiles shall be head nailed with two nails in every tile.

Eaves shall be formed with a double course of tiles.

Do not place materials to be cut directly onto scaffold boards. Where roof tiles are cut by a power saw, ensure that the equipment is in good order. Only to be used by experienced and trained operatives. Additional PPE to be worn including wear eye protection, ear protection and respiratory protection.

## External Work

External work is prohibited during extreme weather such as rain, strong winds or snow.

External work at height is also prohibited in icy conditions.

Operatives are to be warned of the dangers of skin damage before external work. Operatives must wear appropriate clothing to protect skin and must apply sufficient sun protection when exposed to UV rays.

Work area to be segregated from any pedestrians or traffic and signs erected to prevent members of the public or vehicles from coming into contact with operatives or access equipment.

## **Housekeeping**

All good practice guidelines regarding housekeeping in the workplace will be observed.

All spillages will be immediately cleaned up to prevent any slip hazards.

All work equipment, chemicals and substances will be properly secured when they are not in use, to prevent any unauthorised usage or accidental contact. During the works, the area will, so far as is reasonably practicable, be kept clean and tidy with clear walkways as appropriate.

## **Lifting Operations**

A lifting plan will be completed for all lifting operations involved with the task.

Lifting equipment will be of sufficient capacity, will have a current test and thorough examination certificates, and will be inspected weekly.

All lifting gear to be clearly identifiable and colour coded for the currency of examinations.

All lifting gear is subject to thorough examinations which are to be carried out by a competent person and recorded at least at six-monthly intervals.

Damaged equipment is to be taken out of use immediately.

Equipment is to be of the correct length(s) and have sufficient safe working load capacity for the task.

All persons involved in any lifting operations are to be competent for the task they are to carry out.

Communication between the crane operative and banksman is to be by two-way radios or hand signals if there is a good line of vision.

Access to the area below lifting operations is prohibited and to be prevented at all times, with suitable barriers and signage.

Heavy loads are to be lifted into position by mechanical aids to minimise manual handling.

Where manual handling is required this will be supported by lifting gear and sufficient personnel must be allocated to the work, from a safe working platform.

## **Manual Handling**

All manual handling will be minimised through the provision of mechanical aids where practicable.

Where possible materials will be supplied in loads under 25kg. Operatives are not expected to handle loads or items weighing more than 25 kg on the site without assistance.

If items above 25kg are to be lifted, or unusual, unstable or hazardous items, the supervisor/site manager will determine a safe method of handling through completing a risk assessment and specifically instructing nominated individuals.

Any items or loads above 25kg are to be handled through mechanical aids or team lifting.

The following manual handling general precautions will be taken:

Deliveries and materials handling will be planned to minimise the extent of manual handling of materials.

Routes by which materials have to be carried by hand will be checked for, and kept free of,

obstructions.

Appropriate PPE will be worn to make sure that materials can be handled safely, e.g. gloves and safety footwear.

Two or more operatives will carry larger or heavier items.

## Lead

Lead working will always be carried out outside with natural ventilation.

Additional PPE including gloves and respiratory protective equipment shall be used. The PPE will not be taken home and will be disposed of when used.

Food and drink must not be consumed until operatives have thoroughly washed their hands after working with lead.

All employees that are exposed to lead will be subject to health surveillance.

## Fire Prevention

All current legislation and codes of practice regarding fire prevention will be complied with.

Where possible any flammable substances will be substituted for alternative non-flammable substances.

All hot works will be controlled through the use of a permit to work system.

Before the commencement of any works that may involve the use of a naked flame, all combustible material / pressurised containers will be removed from the immediate vicinity.

Before the commencement of any works that could create a fire, suitable portable firefighting equipment will be positioned accordingly.

During any work which involves the use of a flammable article or substance, all appropriate measures will be taken to keep sources of ignition (naked flames, cigarettes etc) away from those flammable articles or substances.

Skips and storage of flammable materials will be positioned away from any potential sources of ignition and protected from any foreseeable risk of arson.

Upon completion of any works which may have given rise to the risk of fire or explosion, the area will be checked and left in a clean condition. A 1-hour fire check will be in place for all hot works.

## Harmful Substances

All current legislation and codes of practice regarding chemical/substance usage will be complied with.

Where possible any hazardous substances will be substituted for alternative non-hazardous substances.

COSHH assessments will be carried before the use of hazardous substances.

Only those persons who are fully conversant with a chemical/substance will be permitted to use said chemical/substance. Adequate ventilation will be maintained at all times where hazardous chemicals/substances are used.

When not required for immediate use, chemicals/substances will be kept in suitable closed containers and a secure location, to prevent their unauthorised use.

If during the works, the provision/maintenance of a well-ventilated workplace is impracticable, the person undertaking the work will liaise with the site management / principal contractor to resolve the issue.

## **Work Equipment**

All current legislation and codes of practice regarding work equipment usage will be complied with.

Only those persons who have received suitable and sufficient instruction and training will be permitted to use work equipment.

All work equipment to operate on 110v.

Any mains powered 240v work equipment will operate, via a transformer or other power reducing device, at a reduced voltage of no more than 110v.

Before using any item of work equipment, it will be inspected to ensure that it is in good condition and unlikely to cause injury or harm to any person as a result of its correct usage. Equipment guards to be correctly fitted before use.

All personnel are advised to check tools before each use and to take unsafe equipment out of service immediately, for repair or replacement.

Periodic testing and maintenance of all equipment carried out following regulations and manufacturer's instructions.

When not required for immediate use, all items of work equipment will be securely stored to prevent any unauthorised use or accidental contact with any sharp/rotating blades.

## **Work At Height**

For potential falls through unfinished roofs where there are openings then these should be adequately protected by using a solid platform to eliminate the fall potential or by using a soft landing system (netting installed as close as possible to the roof level to minimise any potential fall) and fall restraint system to minimise injury.

All current legislation and codes of practice regarding working at height will be complied with.

Suitable access equipment will be selected to provide a safe working platform (taking into account the task, the duration of the platform use and the location in which the platform is to be used) shall be employed whilst undertaking any work at height and will be subject to inspection before and during its use.

Any fragile materials, structures or areas to be protected and covered to prevent falls through materials, with barriers and safety netting to be fitted as required.

Suitable access shall be provided to the working platform and will be subject to inspection before and during its use.

All working platforms are to be correctly fitted with guardrails and toeboards before use.

If there is still a risk of people falling from the platform a harness with a short work restraint lanyard must be secured to a suitable manufacturer provided anchorage point within the basket to stop the wearer from getting into a position where they could fall from the carrier.

Suitable barrier edge protection shall be employed where necessary.

Suitable warning signage and barriers (as appropriate) shall be positioned around the work platform base or danger area, to prevent unauthorised access.

Only those persons who have received suitable instruction shall be permitted to undertake work at height.

## **Waste Disposal**

All current legislation regarding the prevention of environmental contamination (including waste disposal) will be complied with. Any contaminated or hazardous waste created as a result of works carried out will be properly contained and disposed of by a specialist company.

Waste must be transferred using a waste transfer note.

## **Cleaning**

After completion of the work, the area shall be left in a clean, tidy condition and all associated waste shall be removed and properly disposed of.

# PPE Requirements



Safety Boots



Hard Hat



Hi-Viz Clothing



Gloves



Ear Defenders



Dust Mask



Eye Protection



Harness



Full Face Shield



Overalls



RPE



Other

## Other PPE

Additional PPE is required for certain activities as indicated by specific risk assessments.

# Management Arrangements

## Monitoring Arrangements

Monitoring of this activity will be carried out using a variety of different means such as: inspections, checklists, meetings, audits, reviews, and employee consultation. The supervisor will carry out regular inspections of the works and highlight any concerns.

## First Aid Provision

- Nominated First Aider(s)
- First Aid Kit
- Accident Book

**Welfare Provision**

Welfare facilities will be provided within close proximity to the work area.

Personnel must not eat, drink or smoke in the work area.

Welfare facilities, including rest areas and toilet facilities, will be left as they were found in a clean and tidy manner, and operatives are to ensure that they are reasonably clean and tidy before entering premises.

**Emergency Procedures**

In the event of an accident notify the first aider immediately, for a major injury call 999 or if in doubt call 111.

In the event of a fire sound the alarm and exit the site by the nearest exit, to not attempt to tackle the fire unless you have been trained to do so and it is safe to do so.

In the event of discovering a material that you suspect could be asbestos containing, stop work immediately and notify the site manager/supervisor for further instructions.

## Completed By

<b>Name</b>	B.Bansal
<b>Signature</b>	BB
<b>Date</b>	27/07/2023

# Acknowledgement