

**HEALTH AND SAFETY METHOD STATEMENT
FOR ROOFING WORKS**

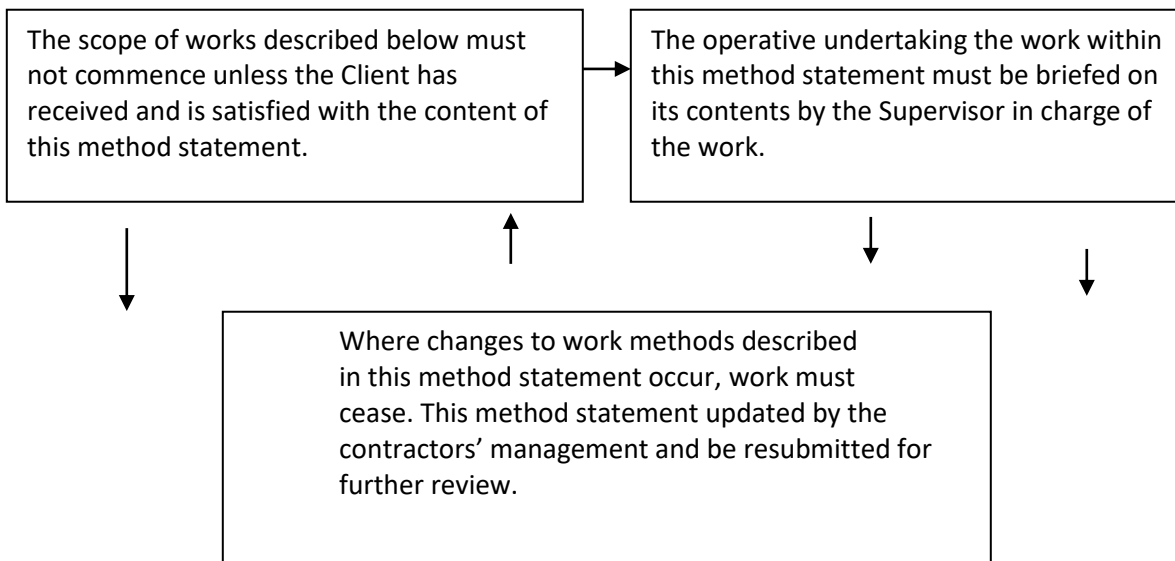
PROJECT: Roof Works – – Barclays Bank 9 The Parade, Neath, South Wales SA11 1RE

Document Reference	R10454 Rev A	
Author	Barbara Yates	Date: 17.09.21
Accepted by (for Client)		Date

Review and Revision Record	
Due 17.09.22	

Client: ISG Retail Limited

- | | |
|-------------|---|
| Section 1. | Scope of Works. |
| Section 2. | Access and Egress to and from Site and Covid-19 Distancing & Rules. |
| Section 3. | Lighting. |
| Section 4. | Plant & Equipment. |
| Section 5. | Materials. |
| Section 6. | Sequence of Works. |
| Section 7. | Risk & Controls. |
| Section 8. | Technical Information. |
| Section 9. | Emergency Arrangement. |
| Section 10. | Training. |
| Section 11. | Supervision. |
| Section 12. | Incident Reporting and Escalation Procedures |
| Appendix 1. | Risk Assessments. |
| Appendix 2. | COSHH Assessments. |



1. Scope of Works.

The purpose of this method statement is to provide information on the safe procedures to be followed whilst carrying out the roofing works and include the following;

2nd Floor Roof Slopes – Main Building

Roof Slopes. Lift and remove from site all ridge tiles and lead weatherings – not lead to crown roofs. From all slopes lift and set aside all salvageable slates and discard remaining. Lift and remove from site all batten and underlay. To replace removed supply and fit/ lay new Tyvek (or similar) membrane and tanalised soft-wood roof batten. To new batten fix previously set aside slates and allow to make up for any shortfall with new to match existing. Please note this quote is based on a 50% salvage of existing slates. To replace removed supply and lay new ridge tiles to match existing. To replace removed lead apron flashing supply and fit: Code 6 lead apron and step flashings and code 5 lead valley linings.

Valley Gutters. Carefully lift existing cover flashings. Clear and remove from site all collective debris and vegetation. Prepare the existing roof coverings ready to receive an overlay. To the prepared coverings supply and apply a Garland White Knight 20 year overlay system. Re-dress previously lifted cover flashings.

Crown Roofs. Lift and remove from site all lead weatherings from 2no crown roofs. To replace removed supply, make up and fit new code 6 lead weatherings including building paper underlay, wood roll and continuous copper lined welted edges to all outer downturns and apron flashings.

Guttering & RWP's. Take down and remove from site existing guttering and rainwater pipe. To replace removed supply and fit new 115mm Marley UPVC deep-flow guttering and 1no 75mm diameter rainwater pipe.

2nd Floor & Mezzanine Flat Roofs – Rear Elevation

Flat Roof Coverings. Clear and remove from site all collective debris and vegetation. Prepare the existing roof coverings ready to receive an overlay. To the prepared coverings supply and apply a Garland White Knight 20-year overlay system.

Guttering & RWP's. Take down and remove from site existing guttering and rainwater pipe. To replace removed supply and fit new 115mm Marley UPVC deep-flow guttering and 1no 75mm diameter rainwater pipe.

Ground Floor Flat Roofs – excluding access stairs and walkway.

Take out and remove from site existing cover flashings. Rip up and remove from site existing asphalt roof coverings and prepare the roof deck ready to receive new. To prepared roof deck supply and lay a vapour control layer.

To VCL cut to size and fit 120mm insulation boards. To new insulation boards supply and lay a IKO Goldseal mineral finish felt system. To replace removed supply, make up and fit new code 5 lead cover flashings including chasing and mastic pointing.

PROJECT: Roof Works – – Barclays Bank 9 The Parade, Neath, South Wales SA11 1RE

Walkway (Escape Route). To form a designated escape route supply and fit 14m² of Eurodec anti-slip rubber walkway ties.

Fascia Board & Guttering. Take down and remove from site existing guttering and rainwater pipe. To accommodate raised insulated roof overlay existing fascia board with new 250 x 25mm soft wood fascia including 2no coats of black stain or if permitted a 250mm UPVC fascia board. To replace removed supply and fit new 115mm Marley UPVC deep-flow guttering and 1no 68mm diameter rainwater pipe.

Ground Floor Access Stairs & Walkway.

Take out and remove from site existing cover flashings. Prepare the existing roof coverings ready to receive an overlay. To the prepared coverings supply and apply a Garland White Knight 20-year overlay system. To replace removed supply, make up and fit new code 5 lead cover flashings including chasing and mastic pointing.

Walkway (Escape Route). To form a designated escape route supply and fit 10m² of Eurodec anti-slip rubber walkway ties.

Guttering & RWP's. Take down and remove from site existing guttering and rainwater pipe. To replace removed supply and fit new 115mm Marley UPVC deep-flow guttering and 1no 75mm diameter rainwater pipe.

Ground and 1st Floor Roof Slopes.

Roof Slopes. Carry out general overhaul to all roof slopes allowing for Replace missing, broken or poor-quality roof slates with new to match existing - up to 50no slates. Rake out all loose or poor-quality pointing ridge tiles/ verge lines and cover flashing – re-point raked out or missing pointing.

Guttering & RWP's. Take down and remove from site existing guttering and rainwater pipe. To replace removed supply and fit new 115mm Marley UPVC deep-flow guttering and 1no 75mm diameter rainwater pipe.

2. Access and Egress to and from Site and Covid-19 Distancing & Rules.

Access and egress to and from the work location will be by following general safe access routes onto the property onto the site. Access to the sites will only be permitted following induction training provided by ISG to our authorised personnel only. Access on to the roof/working areas will be by a temporary external scaffold that leads directly to the roof supplied and erected by ISG. A mechanical hoist will be available (supplied by ISG) and materials will be delivered and then manually distributed to the working areas using the same access route. A sign in/out system will be in place by both Barclays Bank and ISG and our operatives will follow the check in procedure.

Masks must be worn at all times when in the site offices. Due to Covid-19 working restrictions a 2 m distance will be in place for all workers who must diligently follow the distance procedure. If

PROJECT: Roof Works – – Barclays Bank 9 The Parade, Neath, South Wales SA11 1RE

you cannot work within this radius without coming into contact with another person you MUST STOP IMMEDIATELY and retreat from the area until the distance can be maintained. You must wash your hands thoroughly at the start of the day and at intervals throughout the day and at the end of the day once you finish work. Do NOT share tools and do not eat or drink anything that has not been bought or prepared by you. If you do not follow these rules you will be asked to leave site at once and not allowed to return. See Covid 19 Risk Assessment. ISG's own Covid Site rules will apply and will be advised upon induction.

3. Lighting.

Temporary lighting will be provided where necessary to enable safe access and egress throughout the site.

Main contractor will provide lighting, where required, to enable egress in the event of an emergency in accordance with the requirements of HSE Guidance Fire safety in Construction work HSG 168.

Task lighting for individual operations will be provided by our company, where required, at each work location and this will consist of 110 v lighting.

We will maintain certification for all temporary electrical equipment in use provided by our company.

4. Plant & Equipment.

Plant and equipment used for the scope of these works may include the following;

1. Various small hand tools, brushes and rollers.
2. Oxyacetylene Gas and gun for lead soldering.
3. Propane for Torch on felt system.

110V Leads and 110V Hand Tools.

This equipment will be inspected and tested in accordance with the requirements of the Electricity at Work regulations 1989 and evidence of portable appliance testing of this equipment will be maintained on site.

Plant and Tool Storage.

In order to maintain security our equipment will be removed on a daily basis either to a secure area or left within the work area if this can be made secure. A secure area will be required for the materials on site.

5. Materials.

The following materials are envisaged to be used within the context of the works.

- a. 25 x 50 tanalised batten

PROJECT: Roof Works – – Barclays Bank 9 The Parade, Neath, South Wales SA11 1RE

- b. Cromar Roofing Vent 3 Roofing felt
- c. Second hand Natural slates to match existing.
- d. Garland While Knight Overlay system
- e. IKOtherm Insulation
- f. IKO Goldseal Roofing felt system
- g. Eurodec Roof tiles
- h. Lead sheet
- i. Marley Deepflow gutter, downpipe and associated fittings.

6. Sequence of Works.

- 6.01 Our works will initially consist of a survey of the structure to ensure that the roof is ready for us to commence our operations.
- 6.02 All personnel will wear PPE as required to include, but not limited to, hard hat, hi-viz jackets, steel toe capped boots, gloves and eye protectors.
- 6.03 Installation will consist of us placing various materials onto the working areas as per the specification issued to the contract.
- 6.04 All as detailed at Section 1.
- 6.05 How Works Permit to be issued for all hot works.
- 6.06 Clear all rubbish from site.

All applications carried out with due regard to;

The Health & Safety at Work Act 1974

The P.P.E. Regulations 1992

The Environmental Protection Act 1990

The Provision and use of Work Equipment Regulations 1998

The Manual Handling Operations Regulations 1992

7. Risks & Controls.

7.1 The principal risk of these operations is as follows;

- a) Falls from Height
- b) Falling Materials
- c) Manual Handling
- d) Dust
- e) Cuts and Abrasions
- f) Noise
- g) Covid 19
- h) Weather
- i) Slips, Trips and Falls
- j) Use of Lead

PROJECT: Roof Works – – Barclays Bank 9 The Parade, Neath, South Wales SA11 1RE

- k) Use of Oxyacetylene and propane gas
- l) Hot Works permit.

Our Risk Assessments and COSHH Assessments are attached as Appendix 1 and 2 of this document.

7.2 Safety Audits:

- a. Site Supervisor to carry out weekly site safety audit.

8. Technical Information.

There is no relevant technical information applicable to these works. All installation works will be carried out in accordance with the Manufacturers recommendations and the design drawings.

9. Emergency Arrangements.

Emergency arrangements applicable are as follows;

- a) All personnel arriving on site will have attended induction training which will be provided by ISG Retail Limited.
- b) In the event of fire all personnel will evacuate the area to a safe point as instructed within the induction.
- c) In the event of emergency first aid being required we will ensure personnel are aware of locations of first aid equipment and be suitably trained in basic first aid.

10. Training.

All personnel will have induction training, first aid basic training and attended various Health & Safety courses as deemed necessary. All personnel are CSCS holders appropriate to their trade. Copies can be requested if required. Only qualified hard metal workers will be assigned to this work.

11. Supervision.

The works will be supervised at all times by our staff who will be appointed to co-ordinate the activities in progress. The Project Supervisor is Mr James Hughes. The Overall Project Manager is Mr Bob Edwards (07803 960 243).

12. Incident Reporting and Escalation Procedures

- A. Where Full Metal Jacket Limited are acting as Sub-contractor to the Principal Contractor**

PROJECT: Roof Works – – Barclays Bank 9 The Parade, Neath, South Wales SA11 1RE

All Incidents, Accidents and Near Misses are to be reported in the first instance to the Site Manager in charge as soon as possible after occurrence (and thereafter to a Director of Full Metal Jacket Limited and the Commercial Manager). It is the responsibility of the Principal Contractor to log the Incident, Accident, Near Miss, and to escalate to the relevant managers/authorities accordingly (subject to their procedures). Full Metal Jacket Limited will fully co-operate with the Principal Contractor in providing written statements, reports and other information relating to the event, to allow further investigations to take place.

Barbara Yates

Dated: 17th September 2021

For and on behalf of Full Metal Jacket Limited. Rev A

PROJECT: Roof Works – – Barclays Bank 9 The Parade, Neath, South Wales SA11 1RE

I hereby acknowledge that I have read and understood this Method Statement and Risk Assessments and agree to abide by their contents.

Name	Signature	Date