



Roof Installation Method Statement

Guidance Note 44

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Roof Installation Method Statement

A Basic Guide to preparation

Introduction

This Guidance Note gives practical information about creating a method statement.

A completed sample template has been included in Appendix 1 and a blank template in Appendix 2. If you wish to use the template in Appendix 2 to construct your own documents, you must ensure that all references to **Alcumus SafeContractor Accreditation** have been removed and the final documents are clearly incorporated into your existing safety management system.

A method statement should be developed in conjunction with a risk assessment and together these demonstrate a safe system of work. The method statement needs to be clear, no longer than necessary and not over complicated. The document should avoid ambiguities or generalisations, which could lead to confusion and layout a step-by-step sequence of work that describe how the activity is to be carried out safely.

Format

The actual format is dependent on the work being undertaken and the organisational arrangements in place but generally the following headings should be present:

- Organisation/company in control of the operation
- Named individual responsible for the activity and its safety
- Name of method statement originator and authorisation date
- Arrangements for changing/deviating from method statement
- General description of activity
- Location of activity including access and restrictions
- General working environment considerations, e.g. temperature and wind speed
- Protection of others, e.g. members of the public
- Emergency procedures, including location of emergency equipment
- Identity of operatives (and any specific training or certification required)
- Requirements for Personal Protective Equipment
- Plant and equipment used, including safety precautions and restrictions
- Materials information e.g. hazard information and storage/transport requirements
- Work sequence, including associated risks and required control measures for each stage
- Safety checks/clearances at specific stages
- Final clearance that activity is completed to specification
- Any other additional information that may be relevant.

The list above is not exhaustive and a method statement may or may not include each and every item. However, as a minimum it must achieve the following objectives:

- It should be up to date, identifiable and its source accountable.
- It should contain the sequence of works.
- It should identify the associated risks and control measures.
- It should state actions / authorisation required to deviate from method statement.

Appendix 1 is a sample method statement. Appendix 2 is a blank template for writing your own document. The method statement can be as simple or as detailed as the job/risk requires, so long as it meets the four main objectives.

Appendix 1

Roof Installation Method Statement

Contract Manager: Mr B. Coak	Site Supervisor: Mr R. Powell
Originator: D. Jones	Position: Safety Manager
Date: 05/03/2017	
<p>This method statement is critical to the health and safety of the activity it relates to. It is to be strictly adhered to. Any deviation must first be authorised by the Site Supervisor.</p>	
<p>Planned Task/Activity Description: Installation of Roof Trusses, felting and slates.</p>	
<p>Location and Access: (attached plan as appropriate) 2 Cobweb Corner, Newtown Small cottage on corner of bend. Access via a country road with designated passing spaces.</p>	
<p>Working Environment & Restrictions: Work cannot be undertaken before 9.00am to prevent noise nuisance and eliminate risk to children walking to village school. Work area to be restricted to roofers and associated trades only. Householders to be out during the day.</p>	
<p>Protection of others: The area will be cordoned off by the use of barriers and warning signs. The mobile crane and articulated lorry will be directed to the relevant area under the control of a qualified banksman (provided by the hire company)</p>	
<p>Emergency Procedures: Normal evacuation procedures applies. No smoking policy at all times. If a serious accident occurs, operatives are instructed to ring 999 and request an ambulance. The nearest hospital is:</p>	
<p>Operatives/Competence: All roofing operatives are trained and possess the relevant CSCS cards. The crane hire company are providing trained supervisors, banksman and appointed persons. The site supervisor holds a current SSSTS certificate. Mr. J Howells is a qualified first aider.</p>	
<p>Personal Protective Equipment: Safety boots, gloves and hard hats are mandatory on site. High visibility vests for all operatives on the ground during crane / vehicle operations.</p>	
<p>Plant & Equipment: Mobile crane for the installation of trusses, roof ladder, fixed scaffold for access. Roof tile conveyor.</p>	
<p>Materials Handling/Storage & Safety Information: Roof trusses will be delivered to site. The trusses will be securely vertically propped prior to being lifted to the roof area. Hammers, nails and other hand tools will be stored in workman's belts. Felting materials and slates will be stored in designated load areas on the scaffold walkway. They will be stored so that they do not overload the scaffold nor provide a trip hazard as per scaffold design.</p>	

Critical Stages: (must be undertaken in correct sequence)

1. Scaffold to be erected around the perimeter of the property by competent installers.
2. Passive fall protection measures by way of a crash deck will be installed
3. Trusses to be delivered by lorry and under direction of a banksman guided to loading area.
4. Trusses to be safely unloaded and secured in a vertical position using vehicle HIAB.
5. The mobile crane will be guided into the lifting position by the banksman.
6. Crane Hire Company will raise trusses individual, as per their lift plan.
7. The first truss will be positioned and secured to wall plate.
8. The remaining trusses will also be lifted into position and temporarily braced back to the first truss.
9. Longitudinal bracing will be fixed to the trusses, ceiling ties and struts.
10. The trusses will then be fixed to the walls and gables
11. Sufficient quantities of felt will be transported to the work area
12. The felt will be systematically laid in the direction of the roof gradient with suitable side and end flaps, and breaking joints between layers.
13. The process will be repeated until a sufficient felt layer has been achieved. If any air bubbles are observed, the felt shall be cut back by the roofing operatives to the satisfaction of Site Supervisor.
14. 2X1 roof batten will be lifted to roof with the crane. Operatives will secure batten at suitable spaces for tiles.
15. Sufficient quantities of roof slates will be transported to the working area and fixed to the battens using copper double nails.
16. This process will be repeated along the length of the roof and then the ridge tiles will be cemented into place
17. Gable end roof tile edge to be filled with cement mortar.
18. Once the work is completed, any surplus material will be safely removed and operatives will leave the roof via scaffold ladders to the ground level.
19. The site will be made good and control handed back to the client.

Final Clearance: (Work/Activity completed to satisfaction).

Name

Position:

Date:

Appendix 2

Blank Method Statement Template

Contract Manager:		Site Supervisor:
Originator:	Position:	Date:
<p>Strict adherence to this method statement is critical to the health and safety of all engaged in the work.</p> <p>Any deviation must first be authorised by the Site Supervisor.</p>		
Planned Task/Activity Description:		
Location and Access: (attached plan as appropriate)		
Working Environment & Restrictions:		
Protection of others:		
Emergency Procedures:		
Operatives/Competence:		
Personal Protective Equipment:		
Plant & Equipment:		
Materials Handling/Storage & Safety Information:		
Critical Stages: (must be undertaken in correct sequence)		
Final Clearance: (Work/Activity completed to satisfaction).		
Name	Position:	Date:

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