

CONSTRUCTION PHASE PLAN

FOR

REMOVAL AND REPLACEMENT OF ROOF TILES



KDW Roofing
23 Orton Grove
Enfield
EN1 4UE
Tel: 0203 302 0457

Date of Issue	Comments	Ref No.	Authorised by	Revision
10/01/2017	Issued to site	KDWR/CCP/006	Kirk Wilson	01

Health and Safety Site Specific Method Statement		Compiled for KDW Roofing	
Ref No:	KDWR/CCP/006	Authorised by:	Kirk Wilson

Site Specific Risk Assessment & Method Statement

Location: Gnome House, 7 Blackhorse Ln, London E17 6DS

Project Title: Removal and replacement of roof tiles

Draft Issue Number: 01

Compiled by: Kirk Wilson

Company Position: Proprietor

Date Compiled: 10/01/2017

Project Details

Description of work to be undertaken:

The scope of works to be carried out by KDW Roofing comprises of the removal and replacement of roof tiles, re-felt and batten roof and make good valley and ridges including the out riggers carried out by traditional roofing techniques.

The principal contractor will provide an adequate access scaffold with ladder or stairway access. Others have provided all scaffold edge protection and proof of inspections and in date records of the inspections must be supplied by the main contractor prior to commencement of our scope of works.

All works will be supervised by an experienced roofer/ganger who will liaise with the principal contractor's site manager.

Please read this document carefully and implement the requirements of this method statement.

Project Technical Details

Name of Contractor(s): KDW Roofing

Address Details: 23 Orton Grove,
Enfield.
EN1 4UE

Telephone No: 0203 302 0457

Supervisor Responsible on Site: Kirk Wilson

Mobile: 07986619309

Client: Mara Build

Principle/Main Contractor: Mara Build

Estimated Duration of Work (Weeks): As Per Contract Agreement

Commencing: 20/01/2017

Completion: As Per Programme

No. of Employees: 1

Site Specific Risk Assessment

Risk Assessment Ref.	KDWR/CCP/006		
Contract Location:		Issue Date: 10/01/2017	
Gnome House, 7 Blackhorse Ln, London E17 6DS			
General Activities / Scope of Work:			
Removal and replacement of roof tiles, re-felt and batten roof and make good valley and ridges including the out riggers carried out by traditional roofing techniques.			

What are the hazards:	Who might be harmed and how?	Risk Rating			Precautions already in place	What further action is necessary	Residual Risk Rating		
		Probability	Severity	Risk			Probability	Severity	Risk
Falling Materials / persons	Roofers, site operatives, members of public struck by falling materials	4	5	20	<input type="checkbox"/> Scaffold shall only be erected, dismantled or altered, by fully trained scaffolders. <input type="checkbox"/> The method of erection and dismantling shall be strictly in accordance with NASC SG4:15 <input type="checkbox"/> Under no circumstances shall scaffold be altered by unauthorised persons. <input type="checkbox"/> Brick guards shall be fitted if there is a risk of materials falling between the toe-board and guardrails. <input type="checkbox"/> Be aware of adverse weather conditions. <input type="checkbox"/> Check base is adequate or to design. <input type="checkbox"/> All items stored at height shall be secured.	<input type="checkbox"/> No further action needed at this stage.	1	5	5

What are the hazards:	Who might be harmed and how?	Risk Rating			Precautions already in place	What further action is necessary	Residual Risk Rating		
		Probability	Severity	Risk			Probability	Severity	Risk
Collapse of temporary Structure	Roofers, site operatives, members of public struck by falling materials	4	5	20	<ul style="list-style-type: none"> ❑ Handover certificate shall be provided by the scaffolders on completion of their work and prior to use. ❑ Inspections shall be carried out at intervals no greater than 7 days and the results entered in a register. ❑ Under no circumstances shall any scaffold guarding be removed without authorisation. ❑ Barriers/notices to prevent unauthorised access. ❑ All incomplete platforms shall be tagged `DO NOT USE` and are not to be accessed or loaded out. 	<ul style="list-style-type: none"> ❑ No further action needed at this stage. 	1	5	5
Manual handling	Staff risk problems such as back pain if they try to lift objects that are heavy/awkward to carry. Incorrect lifting techniques may lead to muscular injuries.	4	3	12	<ul style="list-style-type: none"> ❑ Staff to be trained in the correct method or removal. ❑ Ergonomic lifting devices to be used where possible (Hydraulically operated). ❑ Materials to be delivered to work face to reduce manual handling 	<ul style="list-style-type: none"> ❑ Manual handling shall be avoided wherever possible. ❑ All materials will be delivered to work face mechanically, keeping manual handling to a minimum. ❑ Correct gloves, footwear, clothing etc shall be worn. ❑ Individuals shall not lift materials in excess of 20kgs unaided. 	2	3	6

What are the hazards:	Who might be harmed and how?	Risk Rating			Precautions already in place	What further action is necessary	Residual Risk Rating		
		Probability	Severity	Risk			Probability	Severity	Risk
Contact with pigeons/ droppings	Staff risk infection and illness from water splashes, ingested water etc.	4	3	12	<ul style="list-style-type: none"> ❑ All staff to wear suitable personal protective equipment – rubber gloves, disposable or waterproof coveralls, Wellington boots, eye and/or face protection, respirator etc. ❑ Staff to ensure good personal hygiene, washing with hot water (particularly before eating or drinking). ❑ Staff to ensure that equipment is cleaned after use. ❑ Cuts and grazes etc. to be treated immediately by cleaning and covered using a waterproof plaster. 	<ul style="list-style-type: none"> ❑ Further medical attention may be required if contact is made with contaminated areas. 	2	3	6
Contact with Mobile Plant	Operatives struck by moving vehicles	3	3	9	<ul style="list-style-type: none"> ❑ Pedestrians and mobile plant are to be segregated on site by barriers and designated traffic routes. ❑ Speed limit of 5 mph whilst on site for all traffic ❑ All reversing vehicles to be under stewardship of trained banks man. 	<ul style="list-style-type: none"> ❑ All staff to be briefed on Traffic Plan prior to starting work on site. 	1	3	3

What are the hazards:	Who might be harmed and how?	Risk Rating			Precautions already in place	What further action is necessary	Residual Risk Rating		
		Probability	Severity	Risk			Probability	Severity	Risk
Use of Power Tools	Operatives may be struck by debris from abrasive cutting--dust, noise, eye/hand injuries	4	5	20	<ul style="list-style-type: none"> <input type="checkbox"/> When cutting materials eye protection must be worn <input type="checkbox"/> Gloves must be worn on site at all times. <input type="checkbox"/> Where possible all items will be pre cut <input type="checkbox"/> Any local cuts to block then dust suppression to be used, water kits, vacuum suction etc. <input type="checkbox"/> When making cuts operator to wear full face mask and eye protection. <input type="checkbox"/> Noise from others above 1st and 2nd Action levels exceed 80dBA and 85 dBA then ear protection must be worn <input type="checkbox"/> Care will be taken to ensure that risk from ricochets or projectiles passing through materials is minimised by limiting work done with these tools and the presence of others in the immediate vicinity. The workplace supervisor will make specific arrangements for issue, storage and use of these tools and their cartridges, including the safe locked storage of cartridges and the return of misfires. Selection of cartridges suitable for the task will be monitored by workplace supervision. Secure storage will be planned for cartridges. 	<ul style="list-style-type: none"> <input type="checkbox"/> Staff reminded to be aware of others around them when using the equipment. 	1	5	5

What are the hazards:	Who might be harmed and how?	Risk Rating			Precautions already in place	What further action is necessary	Residual Risk Rating		
		Probability	Severity	Risk			Probability	Severity	Risk
Lack of awareness of risk by staff	Staff are at risk if they are not aware of the risks on site and how those risks are controlled.	3	4	12	<input type="checkbox"/> Risk assessment discussed with all staff and a copy held within project folder on site.	<input type="checkbox"/> No further action needed at this stage	1	4	4
Verbal abuse or assault	Staff may suffer verbal abuse, and possibly assault, from members of the public and others, particularly if working in quiet or remote areas.	3	3	9	<input type="checkbox"/> Staff trained to make supervisor aware when they are working in a remote location. <input type="checkbox"/> Staff report all instances of abuse.	<input type="checkbox"/> No further action needed at this stage	2	3	6
Extremes of weather	Staff working outside may suffer discomfort and possibly ill health from exposure to poor weather.	3	3	9	<input type="checkbox"/> Suitable personal protective equipment provided for staff working outdoors.	<input type="checkbox"/> All work at height to cease in adverse weather--work face and materials to be secured or removed from height.	2	3	6

PROBABILITY = Likely (5) - Probable (4) - Possible (3) - Remote (2) - Improbable (1)
SEVERITY = Catastrophic (5) - Major (4) - Reportable (3) - Serious (2) - Minor (1) **RISK** = PROBABILITY x SEVERITY
 * Residual risk is the level of risk that remains after suitable and sufficient control measures are introduced.

Persons at Risk	Probability		Severity		5	4	3	2	1	
					L	Pr	Po	R	Im	
P – Public	Likely (L)	5	5	C	25	20	15	10	5	1-6 Acceptable
E – Employee	Probable (Pr)	4	4	Ma	20	16	12	8	4	
C – Contractor	Possible (Po)	3	3	R	15	12	9	6	3	8-25 Not Acceptable
V – Visitor	Remote (R)	2	2	S	10	8	6	4	2	
	Improbable (I)	1	1	Mi	5	4	3	2	1	

Site Specific Method Statement

Control Measures to Reduce Risks: Risk Control Systems (RCS) and Workplace Precautions (WP)

Risk Control Systems in operation: Daily / Weekly inspections, Audits, Reviews, Safety Checks, Recording and Monitoring, Site Safety Tours. **Workplace Precautions in operation:** Safety Signs, Barriers, Fixed Fencing, Guards, Protective Equipment, Personal Protective Clothing, Overall Prevention Policies, Training, Toolbox Talks, Site Inductions, Risk Assessments and Method Statements. **Working at Height:** The hierarchy of control for working at height will be followed and we expect all adopt these requirements also, namely:

- **Avoid work at height where we can**
- **Use work equipment or other measures to prevent falls where we cannot avoid working at height.**
- **Where we cannot eliminate the risk of a fall use work equipment or other measures to minimise the distance and consequences of a fall should a fall occur.**

Other Precautions: All areas below the erection site and the erected structure will be protected by barrier, bunting or look out person.

Tools/Equipment/Labour Resources Required:

- ☐ Independent Scaffold
- ☐ Portable Electrical Tools (Drills etc.)
- ☐ Hand tools

PPE Requirements:

- ☐ Head Protection as per site rules (Mandatory)
- ☐ Face/Eye Protection When using an angle grinder or if there is a possibility of projectile objects.
- ☐ Hearing Protection where levels exceed 80 dBA
- ☐ Hand/Arm Protection Gloves when handling sharp materials.
- ☐ Safety Boots at all times (Mandatory)
- ☐ Dust masks FP2S as min
- ☐ Hi Visibility Clothing as per site rules (Mandatory)

Access to the Place of Work

1. All employees, contractors and visitors to the site will use the designated parking areas.
2. All employees, contractors and visitors will attend the site induction carried out by The Company.
3. All employees, contractors and visitors will register their presence within the daily site register.
4. All employees, contractors and visitors will use the designated pedestrian and vehicle route when accessing and egressing the working areas.
5. All persons will comply with site rules in the wearing of personal protective equipment.

Access Equipment to Be Used (Scaffold)

1. All site rules and conditions must be strictly adhered to and any person failing to do so will be subject to KDW Roofing disciplinary action and may be removed from site.
2. Internal Tube and fitting scaffold will be erected by competent persons and must comply with the Construction (Design and Management) Regulations 2015 and the Work at Height Regulations 2005. It is the responsibility of The Principal Contractor to ensure that external scaffold is erected, altered and dismantled and to ensure any structure is inspected and recorded.
3. The company Site Manager / Foreman will ensure that all working areas and means of access / egress are clear and free from obstruction; on discovery of any obstruction caused by other trades he will ensure the area is made safe immediately.
4. Scaffold will be adapted for the provision and use of operatives to enable them to work at height. This should include the provision of a safe access around the scaffold i.e. removing/replacing section braces and hop ups to prevent over reach and fall of materials. This is to be agreed with the Principal Contractor & Scaffolding Contractor.
5. At no such time will any the company employee or unauthorised contractor alter or attempt to alter any fixed scaffold
6. Access to roof areas via scaffold tower. Handrail and toe board with debris netting to be fitted round all open edges if required.

Site Specific Method Statement

Details Work Sequence

*Where required the company will provide risk assessments to all persons who may be exposed to any hazards from either theirs or others operations. *This should include Noise, Vibration, Lifting operations and Environmental hazards.

1. Prior to work commencing our site supervisor or contracts manager will check that the scaffold design / edge protection is suitable and does not have any obvious defects and that the work area is ready for work to commence.
2. The roof stripping will commence by removal of the ridge tiles and capping, materials will be lowered to the intermediate platform and onto the supporting scaffold platform down to the working level all removed recyclable material will be placed in suitable locations around the scaffold platform area products/materials are to be ballasted and secured if there is a possibility of it being moved by winds.
3. Robust barriers or solid covers will be fixed over or around openings or fragile surfaces to prevent operatives falling through openings/fragile surfaces.
4. The existing built up felt layer and battening will be stripped back and all waste materials placed in the skips provided.
5. This will be carried out using stripping blades / scrappers in order to break up the felt into manageable sizes.
6. Once the roof has been stripped down to the intermediate scaffold deck the scaffold deck will be stripped and removed leaving the remaining half of the roof to be stripped following the above sequence.
7. Once the completed roof has been stripped the re-felting and battening will commence work from wall plate level up the roof to the ridge, the roofers will remain at all time within the cross section of the batten and the roof trusses.
8. Once re-felting and battening has been completed, roof tiles will be secured with clout nails proceeding from wall plate level up the roof to the ridge.
9. Tiles will be delivered to roof level using a BUMPA loading machine in accordance with manufacturer's instructions.

Working at Heights

Fixed Scaffolds: will be provided and maintained by approved contractor. They will be erected, altered and dismantled by competent persons with recognised CITB approved certification. Records must be kept of the same inspections as determined by The Construction (Design and Management) Regulations 2015.

NO UNAUTHORISED /UNQUALIFIED PERSON WILL ATTEMPT OR ALTER ANY SCAFFOLDING.

Plant and Equipment to be Used Mechanical and Electrical.

- ☐ Skips
- ☐ Delivery vehicles
- ☐ Independent Scaffold

Materials Handling and Storage

1. All materials will be below the recommended guidance for manual handling lifting weight of 25kg.
2. All pallets of materials will be transported around site by the mobile plant under the control of the principal contractor and positioned as close as possible to the workface.
3. Pallets and packs lifted to load bays will be secured to ensure no material becomes loose and falls.
4. Where the movement requires short distances and along scaffold working platforms operators will use barrows or where this risk is minimal passage of materials between numbers of operatives.

Power Sources and Isolations Required include details of any Permit to Works (Hot work, Electric Isolations etc.)

When any work comprises of torch applied operations a hot work permit will be required.

1. Principal Contractor site safety procedures will be implemented for permit to work obtained from there site Manager.
2. Where a permit to work is required for hot works, access permits or any other permit that KDW Roofing scope of works will require the site supervisor will coordinate with the permit issuing officer and all precautions within the safe system of work will be implemented and adhered to at all times.

Training Requirements

- ☐ Asbestos Awareness, Working at Height.

Site Specific Method Statement

Hazardous Substances

1. All Cementitious products have a corrosive nature and this must be protected against by wearing suitable body, feet, hand eye and respiratory protection.
2. Any splashes that enter the eyes must be treated by flushing with warm water and medical treatment sort immediately do not irritate by rubbing.
3. Reference should be made to the company COSHH Assessment Manual for full details of safety requirements.

Supervision and Coordination of Activities

1. The Site Manager / Foreman will manage the site activities on a daily basis and their responsibility is to control the working area and interface the company activities with all contractors.
2. Site Emergency procedures must be strictly adhered with and all site rules will apply.
3. The Site Manager / Foreman will have overall responsibility for the safe coordination of the company scope of works.
4. He will attend weekly safety coordination meetings held by the Principal Contractor and will liaise with the all other contractors to ensure all work can be carried out in a safe manner.
5. He will highlight any unsafe conditions or actions and will take the appropriate actions to make the conditions safe.

Environmental Considerations

Site environmental considerations must be adhered to at all times.

1. Under no circumstances must any waste materials, fuels or any other contaminate be allowed to enter the drainage system.
2. The site is to be protected from spillages entering drains and sewers, spillage kits are available on site and the company will give instruction on there location and procedures during the site induction
3. All insulation and package materials must be kept from entering the drainage systems.
4. These include for general waste, timber, waste plastics and cardboard etc. and any special waste.
5. Noise will be kept to a minimum whilst on site.
6. Foul and abusive language will not be tolerated and operatives found using such language or gestures will be removed from site immediately.
7. Transistor radios will not be permitted on site.
8. The use of Mobile phones must only be used in accordance with site rules.
9. **Fires will not be allowed on site and any burning of materials is strictly prohibited**

Protection of the Public

As far as reasonably practicable site traffic must be kept to a minimum and local traffic around the perimeter of the site must be treated with care. Security Fencing provided must not be removed unless specific authority has been given by the company Site Management and it must be replaced immediately after completion of the task.

Gates will be locked when site is left unattended and at the close of each day. All perimeter fencing will be subject to a daily inspection and records of same kept within the site health and safety file.

Waste Disposal Arrangements

1. During the day debris will be collected disposed in accordance with the company procedures.
2. Skips have been provided and waste will be segregated and disposed into the relative skip for that waste. Following each working shift, the debris will be removed and deposited into the skips provided.
3. The company will remove all accumulated waste and special waste to an authorised waste disposal agency.

Fire and Emergency Procedures

1. The fire and emergency plan and procedures given at the site induction will be strictly adhered to during the project and all site operatives will adhere to the information given.
2. Under no circumstances must any appliance or alarm for the use in the event of an emergency be tampered with and any abuse of such equipment will result in the offender being removed from site permanently.
3. When any alarm is sounded the operatives must observe the evacuation criteria and will down tools and make their way to the nearest assembly point for the site head count and will not return to the workface until the all clear has been given by the site management emergency coordinator.
4. When carrying out burning operations a strict permit to work will be introduced and a cool own period of 40 min will be operated after al hot works has been completed.

Site Specific Method Statement

Review of Method Statement

The KDW Roofing site manager responsible for the works will ensure that the work area has been inspected and is free from risk of injury or that suitable and sufficient measures have been taken to comply with current health and safety legislation prior to any work being undertaken. This method statement will only be amended by the KDW Roofing site manager and authorised in agreement with KDW Roofing senior management, any such amendments will be recorded and further instruction given to each operative of the amendments.

Communication of Risk Assessment and Method Statement

1. All operatives will be instructed of the risk assessment and method statement for their scope of works as part of the Tool Box Talk procedures prior to commencing work.
2. They must ensure they fully understand the work involved, the hazards and the level of risk they may be exposed
3. Following instruction, they each must sign the register attached
4. Each operative must work to the method statement, any deviation must be authorised by the KDW Roofing site manager and in agreement from the Principal Contractor.

Any operative not working to the specific method statement will be subject to disciplinary action.

Emergency Contacts	Name	Contact Number
Site Supervisor	Kirk Wilson	07986619309
Safety and Environment Advisor	Seguro Management Ltd	0800 031 5404
Off Site Emergency Number	Office	0203 302 0457

Revision of Method Statement Details

Section 1.0

Section 2.0

Section 3.0

Revised by	Date of Revision	Authorised by

Risk Assessment & Method Statement Register

Date	Names	Signature(s):