



PROJECT TITLE

Generic

Method Statement and Risk Assessment

Designed for:

RE - ROOFING/REPAIR WORKS Contract TBC

Rev No. B 18.05.20

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Prep by D Thompson

H&S-MANUAL Client: TBC Date prep: 07.05.20

Site address: VARIOUS Start date: TBC

The purpose of this Method Statement is to ensure that employees are aware of and follow the correct procedures for Re-roofing & repair works .	
J Wright Personnel on site	All J Wright Roofing (JWR) employees employed on this initial phase of the return to work, have informed JWR management that they have been socially isolating for the last six weeks, and are not currently displaying any symptoms of the virus. All these employees will rent a premise in the area depending on the distance from the employees home, or Travel, if Employees travel then they utilise the social distancing procedure. Should any of these employees display symptoms of the virus as described by Government guidance, then the whole team will return to their home addresses and further self isolate for a minimum of 14 days before returning to work.
Training	All of our operatives hold relevant CSCS cards and are trained in working at height. Regular toolbox talks. Training is ongoing.
Hours of work	Daytime working Monday to Friday 7.30am to 4.30pm. Working outside these hours will be agreed if required.
Plant & equipment may be used	Battery operated power tools including saws, screw guns, nail guns hand tools and access ladders. Stihl saws and water suppression kits. No tools will be shared to reduce the potential spread of the virus.
PPE required	Hard Hats (EN 397), Toe-protector Boots (EN 345 S1 P), High visibility vests (EN471 Class 1 or 2), gloves (minimum cut 3) and safety glasses (high impact when using Stihl saw), Respiratory Protective Equipment (RPE) in the form of a FFP3 face mask, when cutting tiles/using nail guns, or when working in close proximity to a colleague and the 2m rule cannot be maintained. Hearing protection (Brand CE0086 EN 352-1) if using Stihl saw and water suppression for dust control. Where single use RPE/PPE is used, it will be disposed of immediately after use to reduce the potential for reuse.



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Reporting of Accidents	<p>JWR procedure for reporting accidents and dangerous occurrences is stated in our Health & Safety Manual. All accidents and/or dangerous occurrences are reported to all Project Managers relevant to the site, who in turn will ensure the incident occurrence form is completed. Where the injury could lead to a RIDDOR reportable accident, our Health & Safety Advisor will investigate the circumstances before reporting to the HSE. We endeavour to ensure that the dwellings remain fully operational for the duration of the works and to reduce any disruption to a minimum.</p> <p>Where it is necessary to communicate with the occupants/clients, social distancing i.e. 2m apart, will be observed. Where practicable in accordance with General Data Protection Regulations (GDPR) information regarding those who are in the "Shielded" category will be notified to J Wright Roofing. Where this information is provided, all communication will be via a representative of the Council /Client JWR/ other contractors engaged by us will not accept any hospitality (drinks, food etc.) from occupants of the properties.</p> <p>If someone falls ill on site, the immediate priority is to ensure the person is treated at the earliest opportunity by a trained first aider. The First Aider will put on suitable PPE e.g. Face Mask and gloves and carry out the normal assessment of the IP. If deemed necessary, a responsible person will call for the emergency services, giving the address and post code of the property. The IP will be made comfortable whilst maintaining as little contact as possible but also affording the IP dignity. When the emergency services arrive at the site, they will take control of the situation after being escorted by JWR employees to the IP location. Any necessary assistance will be given by JWR employees, whilst maintaining social distancing measures where possible.</p> <p>Furthermore, there will be a 24 hour call out, emergency contact if anything occurs during weekends and evenings:</p> <p>The relevant contact Numbers will be provided prior work starting.</p>
Waste disposal controls	<p>Waste will be disposed of in accordance with JWR environmental policies. It will be taken from the site by a reputable skip hire company for correct disposal.</p>



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Description of works	<u>DESCRIPTION OF WORKS.</u> Stripping off existing roof coverings and replacement, along with installation of additional insulation materials to bring the properties in line with current requirements. Where required replacing rainwater goods etc with new UPVC goods.
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Methodology	<ol style="list-style-type: none">1. Before arriving at site, employees will receive a site specific induction to highlight any relevant issues associated with the works and surroundings. This will include being familiarised with this site specific risk assessment and method statement. Inductions will be held externally with social distancing measures implemented. Individual signatures will not be required, instead the supervisor will sign the form to demonstrate attendance. This will reduce the potential for spread of the virus.2. JWR employees/contractors engaged by them will wear suitable gloves whilst undertaking their works, to reduce the potential spread of the virus. Any single use RPE/PPE will be disposed of immediately after use to prevent reuse.3. Prior to arriving at site, a refurbishment and demolition asbestos survey will have been arranged for the property and carried out by the agreed responsible party. This information will be forwarded to JWR Site Manager electronically to reduce the potential for spread of the virus.4. Should any asbestos containing materials (ACM) be identified, these will be removed prior to the works commencing by a approved contractor.5. A suitable scaffold will be arranged and erected by a contractor (Cambridge Scaffolding). The scaffold contractor will work in accordance with TG20:13 and SG4:15 to ensure the safety of those erecting the scaffold. They will also have Covid-19 risk assessment(s) in place prior to commencing the works, and will implement correct social distancing measures to reduce the spread of the virus amongst themselves and occupants of the properties/JWR employees.6. When the scaffold has been erected, it will be inspected at least every 7 days by a competent person in accordance with The Work at Height Regulations 2005.7. Where mobile tower scaffolds are used, they will only be erected by employees who have the required skills, knowledge, experience and training (PASMA). The towers will be inspected regularly in
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Emergency procedures	The emergency procedures for the Property will be stated at the site induction. All employees will take note of these and familiarise themselves with the assembly point for the site.
Relevant Risk Assessment References	Risk assessment No 1 – Re - roofing Works for various properties owned/ managed by the relevant client Risk Assessment for Covid-19 Original issue 07.05.2020
1. Site specific issues	



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Hazards	Persons at risk	Risk (Pre-controls)		Controls	Risk (Post controls)		Further Action Required (by whom)
		Severity	Likelihood		Severity	Likelihood	
Working at heights	JWR employees	High	High	All working at height will be undertaken from the scaffold provided by Cambridge Scaffolding. This will have toe boards and guard rails fitted. Brick guards will be fitted. It will be inspected by a competent person regularly in accordance with The Work at Height Regulations during the time built on site to ensure that it is suitable & safe for use. All ladders will be attached and secured to the scaffold so safe access is available. Whilst being attached, the ladder will be footed by a second employee. Gloves will be worn to reduce the potential spread of the virus when using the ladders on site. No ladders will be left at ground level overnight. Employees will maintain social distancing measures whilst working at the premises. Employees must maintain a distance of 2m. Where this is not practicable, employees will wear face masks, and where practicable they will face in opposite directions. When wearing a mask do not touch your face.	High	Low	None



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Falling materials	JWR employees & Residents	High	High	Materials on the scaffold platform, will be kept to a minimum. The scaffold will be fitted with brick guards and toe boards.	High	Low	None
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Hazards	Persons at risk	Risk (Pre-controls)		Controls	Risk (Post controls)		Further Action Required (by whom)
		Severity	Likelihood		Severity	Likelihood	
Plant & equipment	JWR employees & Residents	High	High	All plant and equipment will have certification available to ensure that it is in good working order, and it will only be operated by those who have the required skills knowledge, experience and training. Tools will not be left unattended. Tools will not be shared. Contact points of plant and equipment e.g. BUMPAs' will be cleaned regularly with soap and water/disinfectant, to reduce potential spread of the virus.	High	Low	None
Covid-19 specific measures	JWR employees & Residents	High	High	If you cough or sneeze do this into a tissue. If you cannot do this use the crook of your elbow. Employees must not accept any hospitality (drinks of tea, cakes, biscuits etc) from occupants of the premises, to reduce the potential spread of the virus. They must be politely refused. NO SMOKING IS ALLOWED ON THE SCAFFOLD. If employees wish to smoke they must do so at ground level in a position away from skips and also maintaining social distancing measures. Prior to smoking, employees must wash their hands with soap and water for at least 20 seconds, or antiseptic wipes thoroughly before smoking.	High	Med	Ensure instruction is given from JWR Manager to reinforce message that controls must be adhered to



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		Severity	Likelihood		Severity	Likelihood	
Dust	JWR employees & Residents	Medium	High	Water suppression will be used to keep dust to a minimum at all times. All JWR employees have been face fit tested, and will wear a minimum of an FFP3 dust mask whilst undertaking activities which generate significant dust levels.	Low	Low	None
Noise	JWR employees & Residents	Medium	High	Where any equipment generates high noise levels, above 80dB(A) suitable hearing protection will be offered to employees should they request it. If noise levels are above 85dB(A) then hearing protection will be issued and must be worn.	Low	Low	None
Vibration	JWR employees	Medium	High	High vibrating tools will be assessed, and if required, exposure will be monitored, and rest periods away from use will be programmed into the site duties.	Medium	Low	None
Electricity	JWR employees & Residents	High	Medium	All electrical equipment used on site will be PA tested every 3 months and labelled accordingly. All electrical tools will be battery operated. If this is not feasible, then 110 volt electrical equipment will be used.	Medium	Low	None



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Slips and Trips	JWR employees & Residents	High	Medium	Scaffold walkways and work areas to be kept clear of any obstacles, no trailing leads or tools to be left in a precarious position. Regular site inspections are completed including fortnightly tool box talks and good housekeeping procedures. Areas at ground level will be kept clear to reduce the potential for slips and trips.	High	Low	None
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Hazards	Persons at risk	Risk (Pre-controls)		Controls	Risk (Post controls)		Further Action Required (by whom)
		Severity	Likelihood		Severity	Likelihood	
Manual handling	JWR employees	Medium	High	Materials will be delivered as close as is practicable to the point of use, by mechanical means. When required, materials will be manually handled by those who have received adequate manual handling training. Gloves will be worn when handling materials to reduce the potential for spread of the virus.	Medium	Low	None
Chemicals	JWR employees & Residents	Medium	Medium	Tool box talks. Only approved and trained operatives are allowed to use the specified materials. COSHH Regulations are to be adhered to when using any chemical compound.	Medium	Low	None



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Lead	JWR empl oyee s	Med ium	Medi um	Gloves/barrier cream will be used prior to start of working with lead, and only to be used in ventilated areas. No power tools are to be used to cut/grind lead, snips only, monitor, always wash hands directly after use and after every session.	Mediu m	Low	None
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I CONFIRM THAT I HAVE BEEN INDUCTED ON THE ABOVE SITE WORKS, AND HAVE BEEN GIVEN THE OPPORTUNITY TO HAVE ANY QUESTIONS ANSWERED. I HAVE READ AND UNDERSTOOD THIS RISK ASSESSMENT AND METHOD STATEMENT AND AGREE TO WORK IN ACCORDANCE WITH ITS CONTENTS.

NAME	SIGN	DATE



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