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WORKED EXAMPLE: METHOD STATEMENT

Stripping and re-tiling a pitched roof from a scaffold

Hollins & Reed Roofing Ltd · 12 to 23 October 2026 · In charge: Dan Hollins

Worked example of a method statement. Change it to fit your job before you use it.

Job details

Company	Hollins & Reed Roofing Ltd
Site and work area	22 Mill Lane, M33
Planned dates	12 to 23 October 2026
Customer	Ms Patel
In charge on site	Dan Hollins
Team	Three roofers: Dan Hollins leads and checks the forecast each morning; Tom Ellis and Priya Shah work with him. Tom is the first aider.
Work	Stripping and re-tiling a pitched roof from a scaffold
Risk assessment	Stripping and re-tiling a pitched roof from a scaffold: worked example RAMS, a separate document
Prepared by	Dan Hollins
Signature	
Date	

Work and boundaries

Strip the whole roof, fit replacement covering. Areas: Main roof, front and rear slopes; Skip and chute landing on the drive

Working arrangement

- Access: a scaffold.
- Working height: eaves about 5 m, ridge about 8 m, from an independent scaffold on all elevations, handed over and tagged; platform within 300 mm of the eaves.
- Ground or floor: block paved drive and garden.
- Dust control when cutting: Water on the blade.

- Other people will be using the area.
- The family stays at home; the loft and front path are closed to them. Waste goes down a rubble chute to the skip; tiles are never thrown. We strip only what can be made weathertight that day. Bats and nesting birds were checked before work. The re-roof is notified to building control. Old battens are not footholds or anchors unless a competent person has checked them, and boards or nets stop falls through the opened roof. Tile loading per bay is agreed with the scaffolder.

Emergency arrangements

Voice alarm on the scaffold: shout “stop”. Fall from the eaves or through the opened roof: stop work; Tom Ellis climbs by the bay 3 ladder with the kit; we do not wait for 999 to reach someone on a roof, in the loft or on a lift. Do not move someone with a back or neck injury unless they are in danger. Sudden wind or rain: sheet down and secured, or leave it and get off the roof. Bat found: stop in that area, leave it, ring the National Bat Helpline and the office. Water coming into rooms: tell the householder, power off to those circuits, sheet up. Tile or debris hits anyone: stop, first aid, keep the path shut. First aid kit in the van cab. Priya Shah rings 999, gives 22 Mill Lane, M33, and meets the crew on the drive.

Planned method

1 **Set up the work area**
Confirm the work area and scope before starting. Keep other people outside the active work area. Keep entrances and escape routes clear.

2 **Keep people clear of the work**
Agree how people get past or around the work while it is going on. Put barriers or signs where a route crosses the work. Do not leave open work unattended.

3 **Plan the strip in sections**
Write down the layers being removed, the order and the points where the team will stop and check. Brief who holds each piece, where it goes and how the area below stays protected.

4 **Check for asbestos before you disturb anything**
Check the asbestos survey covers exactly what you will disturb, to the full depth. Register only, or nothing: get a refurbishment survey or a sample first. Read what it says about the old roof covering, underlay and insulation. No survey, or a material you do not recognise: stop and get it checked.

5 **Find and isolate hidden services**
Find cables and pipes before you disturb anything: drawings, then a detector. Mark what you find. Not sure what is there? Turn the supply off, or do not start. Have cables and gas isolated by the right person and prove them dead before you start.

6 **Check the weather before you start**
Do not lift or fix roof coverings and temporary sheeting in strong wind. Stop in heavy rain, ice or lightning.

7 **Check the roof build-up before opening it**
Confirm the covering, underlay, battens and supports match the information for the job. Stop if the layer or support is different from what was expected.

8 **Stop things falling on people below**
Keep people out of the area below the work so nobody walks under the roof coverings, tools and waste. Keep toe boards and guards in place on any platform, and lanyard tools where you can.

9 **Work from the scaffold**
Check the scaffold tag or handover shows an inspection within the last 7 days. Use only the lifts and access that were handed over. Keep materials within the loading the scaffold was built for. Keep off in high wind or ice, or when sheeting has come loose.

10 **Use the hoist**
Check the hoist's thorough examination report is in date and it can take the weight. Keep people out from underneath while a load is up.

11 **Protect the area below**
Close and segregate the area below, or put the planned temporary protection in place before stripping. Keep the protection in place until the section is closed and the waste is down.

12 **Strip one roof section at a time**
Work in the agreed sequence and keep the remaining roof supported while each section is opened. Remove loose pieces before moving to the next section.

13 **Weatherproof each open section**
Re-cover the section the same day or fix the planned temporary sheeting before leaving it. Check the cover is secure and will not let rain into the building.

14 **Take off lead flashings with lead controls**
Handle old lead flashings in gloves and disposable overalls. Wash your hands and face before eating, drinking or smoking.

15 **Lower and stack stripped materials**
Lower tiles, slates, battens and waste by the agreed route; never throw them from the roof. Stack reusable material safely and keep waste clear of edges and access routes.

16 **Brief the roof team**
Confirm the covering, roof-system instructions, access and handover checks before laying starts. Stop if the supplied system differs from the brief.

17 **Check the prepared roof supports**
Check the rafters, support lines and fixing points before fitting the new roof system. Stop if the supports are damaged, loose or different from the design.

18 **Lay the underlay**
Install the specified underlay before the battens. Keep the eaves and ridge layout to the roof system.

19 **Fix the battens to the design**
Set out the batten gauge from the eaves to the ridge. Fix battens to the prepared rafters as specified.

20 **Load out the tiles evenly**
Spread the tiles in small stacks along the battens and the scaffold. Keep within the loading agreed with the scaffolder and what the roof can carry.

21 **Control the dust when cutting**
Cut tiles in one set area on a sacrificial board, never dry. Wear an APF 20 mask (FFP3 or P3) when you cut: fit tested and clean-shaven. Keep other people out of the dust.

22 **Wet cutting**
This job is wet cutting: keep water on and collect the slurry.

23 **Use the grinder or disc cutter safely**
Check the disc is the right type and speed for the tool and the material. Keep the guard on and both hands on the tool. Wear impact-rated eye protection.

24 **Limit noise and vibration**
Wear ear defenders when cutting. Note how long each person's hands are on each tool while it runs. Take the tool's vibration figure from the maker or HSE's table and check it fits how you use it. Points per hour times hours on the trigger, added up for the day, gives the exposure: 100 points is the action value, 400 is the limit. HSE's vibration calculator does the sum. Over 100, cut it with lower-vibration kit or less time, and never pass 400. Write the result down. Sharing the work does not replace this. Keep the tools maintained.

25 **Lay the covering from the eaves**
Start at the eaves and work in the specified rows. Use the product's fixing method as each course is laid.

26 **Fit the flashings**
Fit lead flashings at every abutment and chimney, to the roof system and the design. Handle lead in gloves and wash before eating, drinking or smoking.

27 **Check alignment, overlap and edges**
Check each course against the roof lines and specified overlap. Complete the ridge, verge and eaves details before handover.

28 **Clear the gutters and sign the roof off**
Check the roof is weathertight, clear the gutters and take down any hoist. Sign the roof off with the customer, and with building control where the job needs it, then hand the scaffold back for striking.

29 **Clear and hand back the area**
Remove tools, waste and unused materials. Check the area is clean and ready to use. Tell the customer or whoever runs the site when the work is complete.