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WORKED EXAMPLE: RISK ASSESSMENT AND 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. 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
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.

Risk assessment

Hazard	Who might be harmed and how	Controls in place
People entering the work area or tripping over materials Step 1	Workers, occupants and visitors	Mark or barrier the active work area. Store tools and materials away from access routes.
People using the building or passing by walking into the work or over what it leaves Step 2	Occupants, visitors, members of the public and workers	Keep the barriers and signs up while the work is active. Give people a clear way round where their normal route is blocked.
An unplanned strip destabilises the roof or exposes people to uncontrolled debris Step 3	Roofers, other trades and the public	Use a written method from a competent person. Stop if the roof build-up differs from the method.
Breathing asbestos fibres from old boards, sheets, sealants or insulation Step 4	The team and anyone in the building	Do not cut, drill or break any material until it is confirmed asbestos free. Licensed work is not for this method; hand it to a licensed contractor.
Hitting a live cable or gas pipe causes shock, fire or gas escape Step 5	The person doing the work and everyone nearby	Check again wherever the work moves. If you hit something, stop, keep clear and report it.
Wind catches the roof coverings and temporary sheeting or blows someone off balance at height Step 6	The team and people below	Agree a wind limit for this work and check the forecast before you start. Tie down or take in loose materials before you leave.
An unexpected layer or weak support fails when the roof is opened Step 7	Roofers and people below	Check a small area before committing to the strip. Do not alter the structure as part of this method.
Roof coverings, tools and waste falling onto people below Step 8	People below	Bring waste down by hand, in bags or by the chute. Never throw it. Keep the exclusion zone up until the last item is down.

Hazard	Who might be harmed and how	Controls in place
Falling from a scaffold that has been altered; materials falling from the scaffold Step 9	Anyone working on the lift, where a guardrail, board or tie has been taken out to get the work done. Anyone passing or working underneath, including the public where the scaffold is over a footpath.	Never remove boards, ties, guardrails or bracing; ask the scaffolding contractor to alter it. Report damage or a missing tag and keep off until it is checked. Fit brick guards or netting where materials could fall on people below.
A load falls from the hoist onto someone below Step 10	People below the hoist	Secure the roof materials before the lift. One person controls the lift and everyone can hear them.
Debris, water or tools enter the area below the open roof Step 11	People in the building and people below	Keep people out of the drop area. Stop if the protection below is missing or damaged.
Loose roof materials fall or the remaining roof becomes unstable Step 12	Roofers and people below	Keep the edge protection and exclusion area in place. Do not leave loose tiles, slates or battens at the roof edge.
Rain enters the building or wind lifts temporary sheeting Step 13	Roofers and building occupants	Check the forecast before opening the roof. Stop if the temporary cover cannot be fixed securely.
Swallowing lead from dust on hands and clothing Step 14	The roofers handling the flashings	Keep food and drink away from the work. Take the overalls off before going to the van.
Roof waste falls or heavy materials cause injury during handling Step 15	Roofers, labourers and people below	Use the planned lifting aid and exclusion zone. Keep the route clear before each load moves.
A worker uses the wrong method or works without the required roof protection Step 16	Roofers and people below	Use trained and competent workers. Keep the agreed roof protection in place.

Hazard	Who might be harmed and how	Controls in place
The new covering lacks support or its fixings fail Step 17	Roofers and building occupants	Get a repair or support decision before covering damaged areas. Do not guess a fixing into a weak support.
Water enters or the covering lacks its designed support Step 18	Roofers and building occupants	Use the manufacturer's spacing and gauge. Do not guess a batten size or lap.
Battens move or the covering has inadequate support and lap Step 19	Roofers	Check the batten grade, gauge and fixing before laying. Stop if the prepared supports do not match the roof system.
Stacked tiles overload a scaffold bay or the roof, or slide off Step 20	Roofers and people below	Do not stack over the toe board without brick guards. Keep the stacks clear of the edge.
Silica dust from power cutting damages the lungs Step 21	The person cutting and anyone downwind	Cut in one place, away from other trades. Collect any slurry while it is wet. Clear any dry dust with an H or M Class vacuum, not a brush.
Silica dust if the water stops, and slipping on slurry Step 22	The person cutting and anyone nearby	Stop cutting if the water stops.
A disc bursts or the tool kicks back and cuts the user Step 23	The person cutting	Only someone trained to change discs fits them. Stop and swap any cracked or worn disc.
Hearing damage and hand-arm vibration from power tools Step 24	The person cutting	Use sharp blades and discs, which cut faster with less vibration. Warn people nearby before you start cutting.
Tiles or slates slip, fall or leave gaps that admit water Step 25	Roofers and people below	Keep the roof access and edge protection in place. Do not leave loose units where wind can move them.
A gap at an abutment or chimney lets water into the building Step 26	Roofers and building occupants	Check nothing taken off in the strip has been left off. Do not close a section with a flashing still missing.

Hazard	Who might be harmed and how	Controls in place
A misaligned or under-lapped covering leaks or is lifted by wind Step 27	Roofers and building occupants	Use the specified overlap and fixing schedule. Record any incomplete detail instead of handing back the roof.
Blocked gutters or an unchecked roof leak after the scaffold has gone Step 28	Building occupants and the roofers	Keep the scaffold up until the roof is signed off. Record anything left to finish.
Debris, tools or unfinished work left in the area Step 29	Workers, occupants and visitors	Remove waste by the agreed route. Record and protect any unfinished work.