



METHOD STATEMENT FOR ROOFING

Project: Strip and Replace Roof Covering (Felt, Battens & Tiles)

Location: Woodclyffe Hall, Wargrave, RG10 8BY

Client: Wargrave parish council

Contractor: Wokingham Roofing

Start date: July 2026

Personnel: Number of operatives: 2-4

SCOPE OF WORK

The works include the full strip and replacement of the existing pitched roof covering down to sarking board and removal of snow guards, followed by installation of new breathable membrane, treated timber battens, counter battens and **Tudor Sussex red plain clay tiles**, including all associated components such as ridges, verges, flashings, and ventilation systems and the removal of existing snow guards at eave and verge.

All works will result in a fully weatherproof, compliant roofing system in accordance with current UK standards.

STANDARDS & COMPLIANCE

BS 5534: Slating and Tiling

BS 8000-6: Workmanship on Building Sites

BS EN 1304: Clay Tiles

BS EN 13859: Roofing Membranes

CDM Regulations 2015

Work at Height Regulations 2005

Manual Handling Operations Regulations 1992

HSE Guidance Notes

PERSONNEL & RESPONSIBILITIES

Principal contractor/supervisor

Overall project delivery

Liaison with client

Daily inspections and coordination

Weather monitoring

Direct control of operatives

Ensure correct installation methods

Operatives (Roofers)

Carry out works safely
Use PPE and follow instructions

PLANT, EQUIPMENT & MATERIALS

Plant & Access Equipment:

Fully boarded independent scaffold (TG20 compliant)
Guardrails, toe boards, and brick guards
Ladder access
Debris chute (if required)

Materials:

Breathable membrane (proctor roof shield)
Treated roofing battens (graded to BS 5534)
Tudor Sussex red Plain Clay Tiles + fittings
Aluminium nails and clips
Lead (Code 4/5 as required)
Ridge system (dry fix preferred)

DETAILED SEQUENCE OF WORKS

Pre-Start & Setup

Review drawings, specifications, and manufacturer guidance
Conduct site-specific risk assessment and briefing
Establish exclusion zones (barriers/signage)
Check weather forecast

Scaffold & Access Control

Ensure scaffold includes:
Double guardrails
Toe boards
Safe ladder access tied and extended
Double boarded with plastic sheet to prevent falling debris to front and side of property
Inspect scaffold daily and after adverse weather

Method of Operations

- Clay plain tile system.
- Materials will not be loaded above the guardrail height.
- Materials will be stacked as close to the work area as reasonably possible, manual handling will be reduced where possible.
- Do not stack tiles more than 3 pallets high on flat level ground or 2 pallets high on site.
- Protect batten when being stored for long duration on site from water saturation when stored in bundles horizontally.
- Before tiling commences, check delivered products against initial order and report any discrepancies or defective materials.
- Sequence of work to be in accordance with accepted good practice.
- Prior to work commencing our site supervisor or principal contractor will check that the scaffold design is suitable and does not have any obvious defects and that the work area is ready for work to commence.
- The roof stripping will commence by removal of the tiles and associated roofing felt and timber batten leaving in place the original sarking board (not to be stripped). Materials will

be lowered to the intermediate platform and onto the supporting scaffold platform down to the working level.

- Removal and disposal of an existing snow guard from a pitched roof and making good any fixings or penetrations left after removal.
- 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.
- When stripping tiles from Woodclyffe hall the following will take place: Tiles will be carefully removed from the pitched roof sections and initially stacked on the scaffold before being lowered to the ground and stacked ready for collection as no original tiles from woodclyffe hall are being reused.
- Roof areas will be protected using tarpaulins and tac battens.
- Tiles will then be stacked in designated area for secure storage and onward handling (not for reuse on woodclyffe hall)
- Robust barriers or solid covers will be fixed over or around openings or fragile surfaces to prevent operatives falling through openings/fragile surfaces if needed.
- All damaged tiles that can not go to a reclamation yard will be disposed of in the provided skip.
- All ridge, and associated lead flashing will be removed and cut into small manageable pieces to reduce manual handling.
- Load tiles, and fittings out on the roof safely, support by battens to avoid slippage and distribute evenly to prevent overloading of roof structure.
- All tiles, especially variegated and granular faced tiles, should be mixed from different pallet loads whilst the roof is being loaded to enhance the appearance when laid.
- Roll out and fix 5u eave support felt to rafters using 25mm galvanised clout nails.
- Roll out and fix breathable membrane to sarking board using 12mm staples ensuring 150mm overlap between sheets horizontally and 1 rafter overlap at sheet ends.
- Counter batten sarking board/rafters with 25x50 roof battens
- Set out and fix 25x38 roof battens to rafters at required spacing's to suit tile using 65mm galvanised wire nails.
- Lay only the new Tudor Sussex red clay tiles at broken bond with head laps to manufacturer's specification fixing every 5th course with single 38mm aluminium clout nail per tile.
- Lay tiled undercloak using Tudor plain tiles sussex red as a tiled under cloak to verge with 50mm overhang and point using traditional lime mortar.
- Lay dry ridge tile system as per manufacturer's instructions.
- Fix soakers to tiles around bell tower and any abutments.
- Working areas will be cleared regularly to reduce trip hazards. Debris will be disposed of in skips provided by the Principal Contractor.
- Lead Flashings
Materials will not be loaded above the guardrail height.
- Materials will be stacked as close to the work area as reasonably possible, manual handling will be reduced where possible.
- Sequence of work to be in accordance with accepted good practice.
- Lead to be cut to size using utility knife or snips.
- Shaping and dressing to be completed using correct tools.
- Flashings to be fixed to brickwork using lead wedges, fixed securely to brickwork
- Ensure that all up-stands are to a minimum of 150mm for the horizontal to the vertical with a 100mm on the vertical.
- All lead details to be to LSA specification as confirmed by site measure.

- Working areas will be cleared regularly to reduce trip hazards. Debris will be disposed of in skips provided by the Principal Contractor.
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Structural Inspection

Inspect rafters and sarking board for:

Rot

Deflection

Insect damage

Report defects immediately

Do not proceed until issues are rectified

Waste Handling

Transfer waste via chute or controlled lowering

Place directly into skips

Maintain clear working platform

Removal of Snow Guard from Pitched Roof

Establish safe access to the roof using approved access equipment.

Install fall-protection measures and inspect all equipment prior to use.

Access the snow guard location using a secured roof ladder where necessary.

Carefully remove the snow guard and associated fixings without damaging the roof covering and dispose of snow guards

inspect the roof area and make good any fixing holes or disturbed materials using suitable weatherproof materials.

Remove all waste materials from the roof and dispose of them in accordance with site requirements.

Conduct a final inspection to ensure the roof is left safe, watertight, and free from debris.

Installation of Breather Membrane

Lay membrane (proctor roof shield) horizontally starting at eaves

Ensure correct laps:

Horizontal: min 100mm

Vertical: min 150mm

Secure with staples/clout nails

Dress into gutter

Batten Installation

Counter batten roof in 25x50 roof batten

Set out 25x38 batten gauge specific to **Tudor Sussex Plain Clay Tiles**

Fix battens using appropriate nails

Ensure:

Straightness

Level alignment

Correct spacing

Mark out courses prior to fixing

Tile Installation – Tudor Sussex Plain Clay Tiles

Install eaves course with tilting fillet (An eave tilt fillet or angle fillet is a triangular piece of timber this lifts the bottom course of roof tiles, preventing them from sagging into the gutter and ensuring water sheds properly)

Lay tiles in double-lap formation

Maintain headlap (65–75mm depending on pitch)

Fix in accordance with BS 5534:

Nail fixing

Use half tiles to maintain bond from verge

Maintain straight coursing lines

Roof Detailing

Verges:

Traditional lime mix bedding, snow guard removal

Abutments:

Install soakers and lead flashings

Penetrations:

Seal around vents, bell tower

Ridge Installation

Install ridge batten support system

Fix ridge tiles mechanically (dry ridge system preferred)

Ensure ventilation gap maintained

Final Works

Inspect entire roof

Remove debris

Clean gutters

Prepare for client inspection

RISK ASSESSMENT (RAMS)

Key Hazards & Controls

Working at Height

Risks:

Falls from roof or scaffold

Controls:

Full scaffold with guardrails

Harnesses where necessary

Competent workers only

Falling Materials

Risks:

Injury to workers/public

Controls:

Exclusion zones

Toe boards and brick guards

Controlled waste removal

No throwing materials

Manual Handling

Risks:

Musculoskeletal injuries

Controls:

Use mechanical hoists

Team lifting for tile bundles

Break loads into manageable sizes

Weather Conditions**Risks:**

Slips, loss of control

Controls:

Stop work in:

High winds

Ice/snow

Heavy rain

Monitor weather daily

Tools & Equipment

Hand tools

Battery/electric operated tools

Disc saw/grinder

Access equipment(ladder)

Risks:

Cuts, injuries

Controls:

Use trained operatives

Inspect tools before use

Use PPE

Dust & Debris**Risks:**

Respiratory irritation

Controls:

Dust suppression where required

PPE (masks, goggles)

PPE REQUIREMENTS

Hard hats

Safety boots (steel toe)

Gloves

Hi-vis clothing

Eye protection

Face masks (when required)

Sun protection (when required)

EMERGENCY PROCEDURES

First aid kit available

Nearest hospital identified

Clear access for emergency services

FIRE SAFETY

No uncontrolled hot works
Fire extinguisher on site
Safe storage of materials

QUALITY ASSURANCE

Check batten spacing before tiling
Verify tile fixing pattern
Ensure compliance with **Tudor Sussex Plain Clay Tile** manufacturer guidance
Inspect ridges, verges, and flashings

ENVIRONMENTAL CONTROLS

Segregate waste materials
Recycle where possible
Prevent debris entering drains
Minimise noise and disturbance

TRAINING & COMPETENCE

All operatives must be:
Trained in working at height
Experienced in tiling systems

COMPLETION & HANDOVER

Final inspection
Snagging completed
Scaffold removed safely
