

Method Statement, Risk Assessment & Inspection Plan

For: Listed Building Consent

Proposed Works:

Carry out strengthening works to the existing roof structure where water penetration at fascia, soffit, and roof level has led to deterioration and failure of existing timber supports. Reinstate tiled roof.

Address:

19a High Street, Arundel, BN18 9AD

Listing Status:

Grade II Listed Building (NHLE Entry: 1247981)

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Front elevation of 19a (right) High Street, Arundel.

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1. Scope of Works

This document sets out the methodology, risk controls, inspection procedures, and hold points for the repair and localised strengthening of the existing timber roof structure and reinstatement of the clay tiled roof.

The works arise following structural issues identified during chimney removal works (Refs: AB/88/25/L & AB/87/25/PL), including:

- Inadequate bearing to rafters and beams
- Localised timber decay due to prolonged water ingress

The works are designed to:

- Stabilise the roof structure
- Address defects through minimal intervention
- Retain and preserve historic fabric 2 General Requirements

2. Responsibilities

- Principal Contractor: Overall responsibility for delivery, sequencing, and compliance
- Site Manager: Daily site control, supervision, and inspections
- Structural Engineer: Assessment and approval of structural repairs
- Operatives: Execution of works in accordance with this method statement

3. Sequence of Works

The works will be undertaken in the following order:

1. Site setup and protection
2. Strip-out and exposure
3. Structural inspection and confirmation
4. Timber repairs and strengthening
5. Eaves and joinery repairs
6. Roof reinstatement
7. Rainwater goods installation
8. Finishing and final inspection

4. Methodology

4.1 Site Setup and Protection

- Erect independent scaffolding with full edge protection and safe access
- Install debris netting and temporary roof covering as required
- Protect façade, cornice, and architectural features
- Establish exclusion zones to protect operatives and the public
- Deliver site induction and conservation briefing to all operatives

4.2 Strip-Out and Exposure

- Carefully remove roof tiles manually to avoid damage
- Sort and store reusable tiles securely for reinstatement
- Remove defective battens, fascia boards, and soffits
- Temporarily remove rainwater goods where required
- Expose structural timber carefully to avoid unnecessary disturbance

4.3 Structural Inspection

- Inspect all exposed timber elements
- Confirm extent of decay, inadequate bearing, and structural defects
- Record findings via photographs and written notes
- Seek agreement on repair approach where required before proceeding

4.4 Timber Repairs and Structural Strengthening

- Retain all sound timber elements
- Carry out spliced repairs using matching timber species and dimensions
- Use traditional carpentry joints wherever practicable
- Install additional structural support where necessary
- Ensure adequate bearing and correct load paths are achieved
- Apply breathable timber treatments only where required

4.5 Eaves, Fascia and Soffit Works

- Retain sound elements where possible
- Replace decayed components on a like-for-like basis
- Match profiles, dimensions, and detailing
- Protect and repair decorative cornice and console features
- Reinstall effective weathering at eaves level

4.6 Roof Reinstatement

- Install new timber battens where required
- Install breathable roofing membrane where appropriate
- Re-lay salvaged clay tiles to match original layout
- Install matching replacement tiles where necessary
- Reinstall ridge and hip tiles using traditional methods

4.7 Rainwater Goods

- Reinstall or replace rainwater goods as required
- Match existing materials and profiles
- Ensure correct falls and effective drainage
- Prevent discharge onto building fabric

4.8 Finishing Works

- Make good all disturbed areas
- Use lime mortar for repairs where required
- Apply breathable finishes to timber
- Check all roof junctions for weather-tightness
- Prepare for final inspection

5. Risk Assessment

Hazard	Risk	Control Measures
Working at height	Falls	Scaffolding, guardrails, safe access systems
Falling materials	Injury/damage	Exclusion zones, toe boards, controlled lifting
Structural instability	Collapse	Load reduction, staged works, engineer oversight
Manual handling	Injury	Mechanical aids, team lifting
Weather exposure	Slips/damage	Temporary coverings, suspend works in severe weather
Dust/debris	Health risk	PPE and controlled removal
Tool use	Injury	Trained operatives and maintained equipment

6. Inspection & Test Plan (ITP)

Stage	Inspection	Responsibility	Record
Pre-start	Condition survey	Site Manager	Photographic record
Strip-out	Exposure check	Site Manager	Site log
Structural repairs	Timber condition	Engineer	Sign-off
Strengthening	Load paths	Engineer	Approval record
Eaves works	Detailing	Site Manager	Inspection record
Roof tiling	Layout and fixing	Site Manager	QA record
Rainwater goods	Falls and flow	Site Manager	Test record
Completion	Final inspection	All parties	Completion certificate

7. Hold Points

The following stages require inspection and agreement before works proceed:

1. Post strip-out (structure exposed)
2. Pre-structural repairs (repair strategy agreed)
3. Post timber repairs (structural sign-off)
4. Pre-roof reinstatement (substrate approval)
5. Final completion (overall sign-off)

8. Quality Control and Conservation Measures

- Minimum intervention approach
- Retention of historic fabric wherever possible

- Like-for-like materials and detailing
- Use of traditional construction techniques
- Continuous quality monitoring
- Liaison with Conservation Officer where required

9. Health and Safety

- Works undertaken in accordance with CDM Regulations
- Safe systems for working at height implemented
- Daily briefings and toolbox talks
- Ongoing review of risks and controls

10. Completion and Handover

- Final inspection carried out
- Any defects rectified
- Scaffolding safely removed
- Site cleared and left in good condition
- Documentation issued as required

11. Summary

This method statement provides a structured and controlled approach to the repair and strengthening of the roof structure. The works are designed to ensure structural integrity while preserving the historic character of the building through a conservation-led methodology.