

# Method Statement

**Task/Activity:** Working at Height

**Client:**

**Location:**

**Date of issue:**

**Completed by:**

**Checked By:** Supervisor

**Resources:** the following comprises of an outline list of resources that will be present on-site:

## **Personnel**

1 x Supervisor  
6 x Operatives

## **Plant & Equipment**

### **Ladders**

- All ladders must be long enough to extend past the landing or standing height by at least 1.05m (5 rungs).
- Ladders of any height must be tied properly or footed.
- Ladders are only to be used for access, or for light work of short duration.
- Ladders should not be used in public places unless they are properly protected by barriers to prevent pedestrians or traffic from bumping into them or a person is physically positioned at the bottom of the ladder to guide people safely away from them.
- Ladders should be erected at an angle of 75° (1m out for every 4m height).
- The feet should be on a firm level base – loose packing should not be used.
- Timber ladders should be erected with the wire tie rods beneath the rungs.
- Ladders should not be used if they are damaged in any way, or if a wooden ladder, it has been painted.
- Where extension ladders are to be used, the minimum closed lengths at the overlaps should be; less than 5m – 1½ rungs, 5-6m – 2½ rungs, over 6m – 3½ rungs.
- Ladders are to be used by only one person at a time.

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## Working Platforms (Roofs etc)

- A safe system of work must be in place to prevent falls of any height or if the fall would be onto some form of hazard, e.g. glass or spiked railings.
- Safe systems include:-
- Solid barrier at least 3' (910mm) high around the full perimeter.
- Scaffolding or similar guard rail around the whole perimeter, consisting of two rows of tube not more than 470mm apart and a toe board at least 150mm high. The height of the top rail should be at least 910mm high.
- A 'fall arrest' system in place whereby the operative is wearing and has been trained in the use of; a full harness and a safety line secured to a solid fixed object or a running line or anchorage point. The equipment must be placed in such a way as to prohibit any fall. All the equipment including any anchorage devices, must have current test certificates, and be suitable for the loads to be applied. If a 'man safe' is to be used, then checks should be made to ensure that the roof is capable of supporting this extra load.
- Prior to accessing any roof, checks should be made with the client to ensure that the roof is capable of supporting the loads to be applied. If this cannot be confirmed, the roof must be treated as '**Fragile**' and therefore **access is denied** until a detailed method statement is in place. Fragile roofs include, but are not limited to; all asbestos sheets, all crinkly tin roofs, wood wool/stramit roofs, plastic sheets, glass etc.
- Access to roofs by any other means e.g. Mobile Elevated Work Platforms (MEWP's) will require specific method statements.
- In addition to the above, due consideration must be given to the weather conditions, e.g. strong winds, and the condition of the roof surface e.g. icy, wet algae, bird droppings etc. If in doubt about the conditions, **do not** access the roof.

## PPE

Personal Protective Equipment is issued as standard to all employees.

PPE assessment is identified in the specific Risk Assessment for each operational task involved in this contract. PPE to be worn by operatives as risk assessments dictate include:

- Hard Hats
- Protective Boots
- Gloves
- Goggles
- Hi Vis

All employees are fully aware of the duties placed upon them to use the PPE as issued, and disciplinary action will be taken by the resident supervisor against defaulters.

A simple *Sequence Of Operations* will be undertaken to ensure ease control and completion of this task:

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## Arrival at site

- Receive induction by client/ as appropriate.
- Familiarise work team with the proposed work environment.
- Ascertain from client information regarding any un-reported hazards on the site.
- Tie in and comply with any on-site safe systems of work etc.
- Set up site as required by the client and or statutory requirements such as warning signage, barriers etc.
- Check all work equipment for serviceability.

## Set up of site

- The entire work area will be clearly identified.
- Safe route of exit will be identified for emergency purposes.
- Safe areas are to be marked, and identified around all areas where hot works is to take place.
- Ensure anchorage points are in place and suitable for the task as necessary.
- All staff will be given final pre-start briefing by supervisor (Charge hand). To include Method Statement and Risk Assessment brief.
- If a Client or other Permit to Work system is not in place on the site, the supervisor is to implement one.

**Risk Assessments:** The Supervisor/Charge hand will be in possession of all task and site specific Risk Assessments for this project, he will have ensured that all members of his team have been either briefed on them or had the opportunity to read them. They will also be made fully aware of the legal obligations placed upon them to comply in full with the control measures and strategies set down in all assessments effecting their operations. Please refer to working at height risk assessment.

The Client is requested upon receipt of this Method Statement and prior to the arrival on site of the team to inform all other contractors and operatives on site in the vicinity of our proposed operations, of the potential hazards and dangers from Working at height.

## Emergency Issues:

Where possible a minimum a qualified (HSE) one-day appointed person (First Aid) will be present on site. This person will upon arrival at site identify himself to the site manager/agent. He will further familiarise himself with the First Aid procedures for the site.

**Emergency Contact Name:           Gabi Balint**

**Emergency Contact No:           07769 311 224**

Monitoring & Compliance: All supervisors and charge hand are charged with the duty to ensure that full and total compliance with this Method Statement, and associated Risk Assessments. They have a similar duty to ensure that full compliances are made to all other legal and client.

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The persons below have been briefed on the contents of all documentation associated with this project and agree to abide by the control measures laid out within.

They will also agree to abide any site rules and requirements stipulated by the principle contactor.

Name	Signature	Date