



INSERTCOMPANY NAME
METHOD STATEMENT

Working at Height - MEWPS & Ladders

Your company details

Address

Tel:

Fax:

Mobile:

Project/Contract	
Contractor	
Site Address	
Project Start Date	
Expected Duration	
Projected Completion Date	

	Name	Title	Signature	Date
Document Author				
Authorised by				
Authorised by				
Authorised by (for Client)				

Emergency Contact Details			
Contact			
Tel			
Mobile			

Data Protection Statement

The information and data provided herein shall not be duplicated, disclosed or disseminated by the recipient in whole or in part for any purpose whatsoever without the prior written permission from **COMPANY**.

Disclaimer please read (delete before use)

The details provided in this example method statement are intended as a guide only, the hazards and control procedures listed are not a comprehensive list. You must ensure that you carry out a risk assessment to determine and control the significant hazards that will be present in your particular circumstance. All information and advice is given in good faith. We cannot accept any responsibility for your

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subsequent acts or omissions. If you have any doubts queries or concerns, you should refer to the relevant regulations and take further professional advice.

Please delete all red text prior to use

Use this page to highlight the significant hazards your staff and others will be exposed to, also highlight the most important preventative/control measures that must be taken, HAZARDS and CONTROL MEASURES will be taken from your RISK ASSESSMENT. You can also highlight quality and environmental issues

Staff Information Sheet

The following method statement has been developed to provide a safe system of work and must be adhered to at all times, any significant deviation from this system must first be authorised by your manager or safety representative. **Please read the entire sheet before beginning the procedure, if you have any questions please contact your manager or safety representative.**

The main hazards to your safety and health are; (Some examples are shown here; please delete/enter your own)

- a) Falling from height.
- b) Injury from incorrect Manual handling.
- c) Injury from slips trips and falls.
- d) Injury from the incorrect actions of other contractors on site.
- e) Injury to members of the public during operations.

Preventative Measures you must take; (Some examples are shown here; please delete/enter your own)

- a) You must be "competent" to carry out the task.
- b) You must NOT carry out this task alone.
- c) Barriers erected at entrances and around the work area if deemed necessary by the foreman or safety officer to protect tenants.
- d) You must not lift beyond your capabilities, get help if necessary.
- e) Visitors and other members of staff are prohibited from entry unless accompanied by competent person, all visitors issued with personal protective equipment.

Personal Protective Equipment you must wear; (Some examples are shown here, please delete/enter your own)

- a) Hi Vis vest or jacket
- b) Gloves
- c) Safety boots
- d) Hi Vis
- e) Safety harness

Environmental Protection Measures you must take; (Some examples are shown here; please delete/enter your own)

- a) You must dispose of waste in the designated area or skip provided for waste.

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Quality Control; (Some examples are shown here, please delete/enter your own)

- a) Adhere strictly to the following procedure to ensure quality of service
- b) If in doubt contact your manager for clarification before proceeding.

Describe the task or process you are writing about;

Task Description (Example please delete)

This method statement should describes the work process, E.g. Access to work at height using MEWPS or ladders.

Then list all the different aspects of the task and under each heading explain how you will control the significant hazards, if you think about this part carefully you may be able to produce a generic document that will cover you for the majority of tasks you do, just changing the step by step procedure for each different task.

MEWPS (Cherry pickers scissor lift etc)

MEWPS (Mobile Elevating Work Platforms) to include cherry pickers, Scissor lifts etc. Make sure that the MEWP selected is right for the job, eg make sure it can reach the area to be worked on without people having to stretch or reach beyond the platform barrier. MEWPS will be supplied by a competent company; the site foreman will ensure that only competent, trained staff are allowed to use the MEWP. The area in which it is to be used must be free from overhead obstructions such as cables, power lines, girders, trees etc and the ground must be capable of taking the load. The ground must also be level. Where other activities are taking place in the area barriers will be placed to prevent contact with the MEWP. The manufacturers guidance on reach and capacity must not be exceeded.

Working from Ladders & Step Ladders

The majority of tasks carried out at height involve working below 2 metres from step ladders; all staff have been made aware of the dangers of working from step ladders and have been instructed on the safe use of ladders. All Staff are required to read and understand HSE leaflet INDG402 the Safe use of Ladders & Stepladders. Only competent members of staff will be allowed to work from step ladders and it is the responsibility of the site foreman to ensure conditions are safe before allowing any ladder work to take place.

Overhead services (Example text)

For overhead services warning signs will be posted and the raising of jibs, plant loaders etc, and other equipment will not be permitted without the use of a work permit.

Vehicles working in the area of overhead services will operate with a banksman at all times.

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Staff & Training (Example text)

The projects will be carried out by staff from YOUR COMPANY. All members of staff are experienced and hold the following qualifications; List Qualifications. A site manager will be appointed to each contract who will be responsible for quality and safety. Apprentices and young workers will be supervised and are not allowed to carry out tasks for which they have not been trained.

PPE (Example text)

All site workers will wear Safety boots Hi Visibility Vests, Hard Hats and protective clothing at all times, other items of PPE such as eye protection, and gloves are available to be worn as and when necessary.

Preparation & Induction (Example text)

A risk assessment will be carried out for all tasks which will be discussed with members of staff and the sub contractors, any queries or concerns will be raised with the contract manager who will ensure it is dealt with. Staff and sub contractors will be inducted onto site by the principal contractor and will follow all site rules and safety procedures.

Welfare (Example text)

The principal contractor is responsible for providing adequate washing, toilet, drying and refreshment facilities for staff and sub-contractors, staff and contractors are responsible for ensuring that such welfare facilities are maintained in a clean and wholesome manner. This will be your responsibility when you are the principal contractor, it may be necessary occasionally for your company to identify suitable local amenities.

First Aid (Example text)

It is the responsibility of the company to ensure adequate first aid provision for its staff. Adequate means provision of a trained first aider, suitable first aid equipment and/or the provision of an appointed person at the minimum.

A trained first aider will be a suitable person who has attended an approved course of at least 3 days training repeated every 3 years and attended a refresher course every year in between.

An Appointed Person is a person provided by the employer to take charge of the situation (e.g. to call an ambulance) if a serious injury/illness occurs in the absence of a first aider. The Appointed Person can render emergency first aid only if trained to do so.

Refuelling Procedure on site for plant machinery and equipment

Fuel for all YOUR COMPANY equipment is carried in explosive proof metal containers & secured in the van. Plant and machines will be refuelled away from the van, visitors, and members of the public. Fuel is transferred from the proprietary containers by certified fuel transfer unit or through a funnel into the machine tank. Caution will be exercised to prevent

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overfilling and spillages will be cleared up immediately. Return the fuel can to the van and ensure it is clamped in position and the van locked Smoking is not permitted in any of YOUR COMPANY vehicles at any time, including during operation of plant equipment and machines on or off clients premises.

Other headings for the aspects of the task and your company may include;

Background and preparation

Inductions

PPE required

Permits to work

Machinery shutdown and lock off procedures

Site Access and Egress

Material Handling

Manual Handling

Welfare and first aid

Work at Height

Working from ladders and steps

Safety of other contractors and members of the public

For all the above titles enter what control procedures you either have in place or will put in place to ensure the safety of workers, visitors and anyone else who is affected by your operations

Describe in detail the step by step the tasks or process someone must follow in order to complete the task safely, the following is an example of a step by step process to remove and replace guttering and fascia board

(Example, please delete) MEWP - Access Platform Procedures

Preparation

1. Work to be carried out during day time hours
2. Operatives will wear appropriate PPE
3. Equipment is checked and tested prior to each shift
4. Check ground conditions are suitable
5. Check Height and width restrictions
6. Check for overhead cables and other obstacles
7. Highway hazards - put in place appropriate management signs and cones
8. Cordon off work area and put in place suitable signage

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Personnel

1. Any named operative who is IPAF trained, certified and deemed to be competent for the work they are expected to achieve, with the safety of those affected by the activity as their priority.

Control measures

1. All personnel have received induction training.
2. All personnel have site meetings with senior management regarding relevant topics.
3. All operative are trained to the international standard set by IPAF (International Powered Access Federation) and carry their licences for inspection.
4. Work will only commence if the operator is satisfied that it is safe to do so.
5. The operator has the authority to stop work or refuse the lift if he believes the conditions on site are unsafe, this may because of the weather, wind, conflicting site activities or the customer acting or intending to work in an unsafe manner.
6. The equipment is tested in accordance with the appropriate provisions (HSG(G) and latest LOLER certificates are available for inspection.
7. Full body harness to be worn with short lanyard attached to anchorage point in the MEWP cage at all times.

- PPE requirements
- HI vis vest / jacket
- Safety boots
- Gloves
- Hard hat
- Safety Glasses
- Mobile phone

Emergency Arrangements

1. Rescue procedures for working at height for failed access platform.
2. Failure of upper control functions while elevated: Where the normal upper control functions fail the operator will use the auxiliary controls from the basket to lower the boom to the safety of the ground.
3. Failure of operator to be able to operate the functions while elevated due to following reasons: -
 - a) Operator incapacitated.
 - b) Auxiliary functions fail to operate from upper control station.
4. Where the operator is incapable of lowering the boom using the upper controls the appointed person from **YOUR COMPANY** who is familiarised in the use of the lower ground controls, will lower the platform safely to the ground using the lower ground controls.
5. Failure of lower ground controls.
Where the lower ground controls fail to allow the boom to be lowered to the ground the appointed person from **YOUR COMPANY** will use the auxiliary ground controls to lower the boom safely to the ground.

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6. Failure of ALL normal auxiliary lowering functions.
appointed person from **YOUR COMPANY** shall approach stranded personnel from another platform, attach a twin lanyard to harness connected to both cages, personnel to step into working cage, un clip lanyard from failed platform and descend to ground level.
7. Injuries - access and call emergency services.

First aid requirements

1. All operatives to be briefed on the name and location of the first aider.
2. Accidents or first aid attention to be reported to **YOUR COMPANY** supervisor and entered into accident book.

(Example, please delete) Cleaning roofing walls & cladding from a MEWP

1. Put on Personal Protective Equipment.
2. Assemble all of the equipment to be used and check each item for safety.
3. Lift and secure hand-tools to the operative.
4. Place warning signs at the extremes of the work area.
5. Enter MEWP and fix safety harness with short lanyard.
6. Ensure hand-tools are secure in basket.
7. Position MEWP below area of work and raise platform to working height.
8. Commence cleaning operations as per plans in reachable area.
9. Carefully move MEWP to new area and commence cleaning.
10. Keep checking area of floor for obstructions.
11. When cleaning has finished descend the MEWP.
12. Disconnect the lanyard and exit the MEWP.
13. Ensure site is left clear at the end of each day and basket of MEWP is left in elevated position.
14. Clear all collected debris from site.

(Example, please delete) Roofing Repairs - Fragile Roof

1. Access to the roof via fixed ladders.
2. Ensure that all eaves, gable ends and other open edges are protected **must** not walk directly on the fibre cement sheets and/or the roof lights, they are liable to shatter without warning.
3. Ensure that all areas to be worked on have adequate safety nets in position before accessing the roof.
4. Ensure that the operatives involved in the activity have had adequate training.
5. Report to site manager and collect permit to work.
6. To have all relevant PPE on, including full body harness.
7. Inform the area supervisor of the current activity.
8. To have a rescue plan in place prior to work commencing.
9. All operatives working on the roof are to be secured using a fall arrest system; i.e. a single lanyard secured to a suitable anchorage point. All to be used with full body harness.

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- 10. Once on the roof access to all areas is to be via Super board staging complete with integral alloy hand rail system.
- 11. Operatives equipment or materials are not to be stored upon the roof.
- 12. No works are to be carried out in windy or wet conditions.
- 13. Similarly with poor light - works are only to be carried out during good visibility.

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Do you need Assistance with Health & Safety, Employment Law or Subcontractors?

Our group of companies has 3 “Software as a Service” products offering your business the support it needs to comply with Health, Safety and Employment law.

Safety First Package:

- Online system allowing you to create unlimited Risk Assessments, Method statements and COSHH assessments
- Full support from our Safety consultants 7 days a week
- Legal Protection Insurance for HSE Prosecutions, Jury Service and other legal expenses
- Fax to site service, call us and we can have your documents sent directly to your customer

Workforce Management Package:

- Employment contracts and staff handbooks for your employees
- A host of forms and paperwork required for dealing with employment matters
- Telephone support from our HR consultants
- Free insurance against Employment Tribunal and other related court costs and awards
- Manage subcontractors in line with legislation and create a PQQ for them to complete online

Our systems contain many more features. For a demonstration of our systems please visit

www.hsdirect.co.uk or www.eldirect.co.uk

or call us now on

0800 849 6728

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