

Method statement

Statement details

Name of organisation	Any Company
Method statement prepared by	John Smith
Job title	Manager
Date	22/09/2017

Risk assessment

Which activity risk assessment is being used to create this method statement?

This method statement was created in line with a specific risk assessment to the activity noted below, the purpose of both documents is to minimise the risk of injury or loss arising in connection to the main risks identified within the risk assessment, which are:

- Falling from height
- Falling objects
- Stability of structure
- Adverse weather conditions

Task or activity

What does the task or activity involve?

Erecting and use of mobile scaffold tower for repairing gutters on a 3 store building

Who is going to be carrying out the task?

Service Engineers

What equipment, plant and materials are required to complete it?

Mobile scaffold tower which meet EN1004 standard.
Hand tools.
Company vehicle to transport materials on site
PPE (Anti-slip shoes and safety gloves, hard hats, non-slip safety boots, safety gloves, high-vis jacket)

What training has the employee been given that will help them carry out the task safely?

Working at height
PASMA 'Towers for Users' course

Is a permit to work required?

Yes	
No	✓

If Yes, please explain the process.

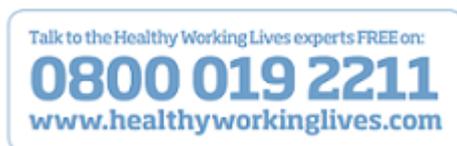
A permit to work is not required for this task as there aren't overhead cables above the working area.

How are employees going to enter or leave the working area?

The working area is located in the front garden at the front of the building. The area is accessible via front gate at the premises.

What environmental risks are related to the task?

The work will be carried out during working hours (9-5) to minimise disturbance to neighbours. Neighbours have been advised of the work that is going to be carried out at the building via letter and a number was provided to communicate any possible issues.
The working area will be kept clean and tidy, all waste will be disposed accordingly.



Working safely Describe step-by-step how the job will be carried out safely

- 1) .Preparing the working area
 - Check with office that neighbours have been advised of the work that is going to be carried out at the building.
 - Ensure that a scaffold tower is the best suitable equipment to access the working area.
 - Check that the ground is firm and level, you can't use bricks, building blocks or boxes to stabilise the tower.
 - Check that there isn't any overhead cables over the working area.
 - Erect barriers around the working area to prevent people from walking into the tower.
 - Keep the working area tidy, only the minimum equipment needed should be outside the vehicle.
- 2) Erecting the tower
 - Only employees that have passed the 'Towers for Users' course from PASMA to be involved during the assembly, dismantling or moving of the tower. In addition they must have received training on the scaffold's manufactures instructions.
 - Only assemble parts that fit the EN1004 standards provided, by the scaffold manufacturer, you should never use other scaffold boards or parts instead.
 - Make sure that you have enough equipment to erect the scaffold.
 - Use stair ladders to allow carrying materials up and down.
 - Don't erect the scaffold in bad weather conditions, as instructed.
 - Don't use bricks, building blocks or boxes to stabilise the tower and ensure that all locks are on.
 - Don't erect the tower higher than the manufacture's specifications.
 - Don't work on a platform without guardrails.
 - Use the 3T 'through the trap' method, using the trap door of the platform to erect the next level before the installation of guard rails.
 - Use stabilisers.
- 3) Inspection
 - Supervisor will inspect the tower before its first used, after being moved, or after any event that could had affected the tower's stability, or
 - Every 7 days.
- 4) Use
 - Only employees that have received training for working at height on mobile towers to use the tower.
 - Keep materials or equipment to a minimum, do not overload the tower with more weight than the manufacturer's specifications, also keep the platform clean, tidy and free of debris.
 - Always use the internal ladder, never climb from the outside of the tower.
 - Do not over reach outside the platform and keep two points of contact with the platform at all times.
 - Do not use the tower if weather conditions are precarious, as instructed.
 - Remove access ladder if the tower will be left unattended.

5) Moving

- Don't move the tower when there are people or materials on the tower or during bad weather, as instructed.
- Reduce the height of the tower to 4m before moving it.
- Check that the ground is firm, level, free of potholes and without any overhead obstructions or power lines.
- Always move the tower by pushing near the tower base

6) Dismantling the tower

- Use the 3T method to dismantle the tower through the trap door.
- Don't through scaffolds parts to the ground or into the vehicle.
- Make sure that the area is left clean and tidy before leaving the workplace.

Emergency procedures

Please explain your emergency procedures.

Manager and supervisor issued with a mobile phone to summon emergency assistance / contact main office as required.

Accidents/near misses and incidents are reported to main office as soon as possible

Employees trained in Emergency Procedures.

Please give details of your first aid arrangements.

Manager has received first aid at work training and van has a first aid kit.

Manager and supervisor issued with a mobile phone that they can use to call for an ambulance if required.

