



<b>Subject</b>	<b>Working at Height - Use of Ladders &amp; Steps</b>	<b>MS No:</b>	MS002
<b>Date</b>	<b>16/02/14</b>	<b>Version</b>	V1.1

<b>Method of Work</b>	<p><b>General:</b> Before considering any work at height, the Local Manager must demonstrate that there is no safer way of completing the task</p> <ol style="list-style-type: none"> <li>1. <b>Do not attempt to work from ladders or steps unless training has been completed and you have been assessed as competent. Training must be recorded using the individual competency record.</b></li> <li>2. Ensure suitable footwear is used (rubber sole, enclosed heel and toe)</li> <li>3. All colleagues must ensure that they check the safety of any equipment before use (Are the treads, rungs, steps and uprights complete and undamaged; are the rubber feet/ treads in good condition; does the equipment sit firmly on the ground?)</li> <li>4. All damaged, defective or faulty equipment should be immediately taken out of service and isolated – inform line manager of issue.</li> <li>5. Only use ladders and steps if fully locked in the open position.</li> <li>6. Never move ladders or steps with anyone on them.</li> <li>7. Ladders or steps must always be moved to the area in which the operative is working</li> <li>8. Always ensure that the route is clear before attempting to move steps</li> </ol> <p><b>Working from Ladders and Steps</b></p> <ol style="list-style-type: none"> <li>1. Set out yellow warning notices</li> <li>2. Place steps in such a position that they do not wobble</li> <li>3. Place steps as close as possible to work area</li> <li>4. Where possible have a second operative available to hold ladder / steps steady when being used.</li> <li>5. One hand must be kept firmly on the handrail or a rung where supplied</li> <li>6. Only carry goods that can be easily carried in one hand, the other must be on the handrail or rung. Use the steps to move awkward items up in stages</li> <li>7. Ensure your body is kept within the confines of the steps, you should not be leaning over the edges of the steps or stability will be affected</li> <li>8. If you cannot reach height comfortably, do not attempt the task. If possible ask someone taller to carry out the activity</li> <li>9. Never step on or off ladders / steps at a high level.</li> <li>10. Never jump off ladders / steps. When climbing or descending negotiate one step at a time, place the foot fully onto the step</li> </ol>
<b>Access</b>	<p>The protection of third parties will be considered before the commencement of all tasks. Access and egress will be kept clear at all times and the waste truck area will have suitable signage and barriers erected to ensure their protection in accordance with the Health and Safety at Work etc. Act 1974.</p> <p>Those persons on whom the undertakings of Rainbow Painting Contractors may impinge will be provided with adequate warning of dangers that may be present and informed of actions that should be taken to minimise the risk. Signage will be placed to highlight the parameters of the work area and should an emergency occur this will be communicated to other tenants of the structure and emergency procedures will be coordinated with all other parties within the building.</p>

<b>Personal Protective Equipment</b>	Personal Protective Equipment deemed appropriate for these works: <ul style="list-style-type: none"> <li>• Suitable footwear (Rubber sole, enclosed heel and toe cap)</li> </ul>
<b>Training</b>	All personnel working for Rainbow Painting Contractors are familiar with the system of work to be used and use of tools and equipment required and has undertaken a history of tasks similar in all respects to the task being undertaken. The Supervisor of Rainbow Painting Contractors will however highlight to operatives arriving on site additional hazards that may be present in their immediate environment.
<b>Equipment/Portable Tools</b>	<ul style="list-style-type: none"> <li>• Hand tools</li> </ul>
<b>Emergency Procedures</b>	Existing emergency procedures will be detailed to the operatives in the site induction. In the event of an accident occurring on site this must be reported to the Site Manager.
<b>Welfare</b>	There are existing welfare facilities in the building provided by the Client, which will be made aware at the induction stage.
<b>Housekeeping</b>	<p>Rainbow Painting Contractors will produce quantities of waste &amp; debris during their works on site and, as stated below, it will be removed during the course of the works by the relevant tradesmen before it presents a Health and Safety hazard, and in order that trip hazards are reduced within in the immediate working environment.</p> <p>Debris shall be collected into manageable amounts and will be removed by hand, by a number of operatives, this will ensure that the task is completed quickly so alleviating the risk of work related upper limb disorders. We do not envisage any special wastes being generated from our works, however if this changes all necessary documentation will be issued in advance.</p> <p>All access ways &amp; fire escape routes will be maintained at all times.</p> <p>Once the removal and dismantling work is completed all waste, tools, and equipment, will be cleared and the area and the work site will be left swept clean and tidied.</p> <p>Suitable and Sufficient clothing must be worn at all times (no bare legs or arms)</p>
<b>Toolbox Talks</b>	These will be undertaken on a weekly basis

Circulation List	
<b>Client:</b>	
<b>Rainbow Painting Contractors Manager</b>	Alan Ocock
<b>Site Representative</b>	
<b>Notes:</b>	<b>Under no circumstances should this Method Statement be deviated from. In the event that something does not work in relation to this method statement, works should cease until the method statement can be revised.</b>

This Method statement has been seen, read and understood by			
Name	Sign	Trade	Date