



Subject	Working at Height - Use of Scaffolding	MS No:	MS003
Date	17/02/14	Version	V1.3

Method of Work	<p>Do not attempt to work from scaffolding or scaffold towers unless training has been completed and you have been assessed as competent. Training must be recorded using the individual competency record.</p> <p>Prior to Accessing the Scaffold</p> <ol style="list-style-type: none"> 1. Ensure suitable footwear (Impact resistant closed toe, enclosed heel, rubber sole) and hard hat are worn 2. Scaffold tower may only be assembled, maintained and dismantled by competent persons 3. Scaffold should never be accessed in times of high winds 4. Platform height not to exceed 8 metres (external) 5. Scaffolding must be inspected to ensure in a safe and sound condition before use (Areas to be inspected include): <ul style="list-style-type: none"> • Scaffold must only be erected on a horizontal surface, scaffold tower must not be erected on unstable ground • Scaffold leg caster brake(s) to be in place and locked in the down position • Scaffold brace and platform hooks to be fully locked in place. All end frame spring clips to be engaged • Scaffold side guardrails and knee rails to be in place. Toe boards must be fitted to all working platforms • Scaffold to be secured to the main body of the conveyer belt frame • Scaffold horizontals, verticals and diagonals and working platform are in place and secure • Scaffold horizontals, verticals and diagonals and working platform are free from debris, ice and snow 6. Where access to the tower is via a ladder, it is in a sound and safe condition and securely attached <ul style="list-style-type: none"> • Ensure the ladder is inspected prior to use (see Method Statement Number MS159) 7. All damaged, defective or faulty equipment should be immediately taken out of service and isolated 8. Equipment must not be used until the defect / deficiency has been rectified 9. Inform line manager of issue. <p>Working from Scaffold:</p> <ol style="list-style-type: none"> 1. Never climb a tower from the outside, or on the horizontal or diagonal braces. Only ever climb the tower on the inside using an approved ladder 2. Only one person at a time to ascend / descend scaffold at a time, ensuring three points of contact are maintained at all times 3. Where there is the potential for head injuries a hard hat must be worn 4. Ensure the work platform access hatchdoor is in the down position when working on from the platform 5. Ensure your body is kept within the confines of the work platform / safety bars, you must never lean over the safety bars or stability may be affected 6. If you cannot reach the work area comfortably, do not attempt the task. Never use ladders or boxes to gain additional height
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	<p>7. Never exceed the safe working load of the platform</p> <p>8. Ensure that all tools, baggage and materials are removed from the tower prior to moving it</p> <p>9. Never step or jump off the scaffold onto the main body of the conveyer or belt</p> <p>10. Where equipment is damage, defective or faulty it must be immediately taken out of service and isolated</p> <p>11. Equipment must not be used until the defect / deficiency has been rectified</p>
Access	<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. 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>
Personal Protective Equipment	<p>Personal Protective Equipment deemed appropriate for these works:</p> <ul style="list-style-type: none"> • Suitable footwear (Rubber sole, enclosed heel and toe cap)
Training	<p>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.</p>
Equipment/Portable Tools	<ul style="list-style-type: none"> • Hand tools
Emergency Procedures	<p>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.</p>
Welfare	<p>There are existing welfare facilities in the building provided by the Client, which will be made aware at the induction stage.</p>
Housekeeping	<p>Rainbow Painting Contractors will produce quantities of waste & 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 & 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>
Toolbox Talks	<p>These will be undertaken on a weekly basis</p>

Circulation List	
Client:	
Rainbow Painting Contractors Manager	Alan Ocock
Site Representative	
Notes:	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.

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