

Method Statement

Date: 01/01/19	Review: 01/01/20	MS No: MD079
Task: Working at height (including MEWPS & Tower Scaffold)		
Area of Works: On site		
Resources		
Supervision: None required, service engineers trained to work unaccompanied and adhere to any on site local safety practices.		
Operatives: Senior service engineer (authorised and trained to work at height)		
Equipment: Mobile elevating work platforms & Tower Scaffold. Operatives carry a comprehensive first aid kit and are provided with all the necessary PPE required.		
Substances: Assessments will be prepared and available on site and operatives have been fully briefed on the safe use of products.		
Training: Appropriate trade training		
Identified hazards (refer to relevant RAMS and COSHH data) MD078 MD080 MD083		
Method of Works: No work is to be carried out on any roof without a signed permit to work from O Heap and son. All equipment used to work at height must be inspected for safety prior to use. Faulty access equipment must be reported and replaced. For tasks of 30 minutes or less in duration serviceable stepladders and ladders can be used in line with risk assessment. Where working at height poses a hazard to others from machinery or falling objects the area shall be cordoned off.		

MEWPS – Ensure that MEWPS have been inspected before use by a competent person (daily & weekly inspections)
Only trained operatives to operate equipment (IPAF qualified)
Restrict non-essential persons from the area by use of barriers and signage
Ensure equipment is sited on level ground, take in to account potholes & service ducts etc
Establish load bearing capacity of floor or ground (general and point loading, eg outriggers)
Ensure outriggers are used in accordance with manufacturers recommendations
Ensure parts of MEWP do not protrude in to roads or exit routes
Ensure loads are kept within safe limits (never use as a crane)
Check for overhead crushing or contact hazards (no part of vehicle should be closer than 15 metres to overhead lines)
Ensure the use of a banksman for all movement operations
Ensure that persons within the carrier wear appropriate restraint or fall protection equipment (except near water, then a life jacket should be worn) and take in to account the presence of projections that could be hit during a fall
Supervisor to carry out spot checks to ensure correct use of equipment

Tower Scaffold - Ensure that the tower scaffold and platform boards have been inspected before use by a competent person
Only trained operatives to erect scaffold (PASMA Certified)
Restrict non-essential persons from the area by use of barriers and signage
Ensure equipment is sited on level ground, take in to account potholes & service ducts etc
Establish load bearing capacity of floor or ground (general and point loading, eg outriggers)
Ensure that weather conditions are appropriate (wind speed must not exceed 17mph)
Avoid any kind of work that would induce a sideways pressure on the mobile tower
Avoid hoisting heavy materials up the outside of the tower, if this cannot be avoided, then tying-in the tower to an adjacent structure is acceptable
Never gain access to the tower by leaning a ladder against it
Never climb up the tower to gain access to the working platform
Ensure easy access to work platforms on tower via integrated ladders and trapdoors
Platforms must be provided with suitable edge protection and toe boards
Guard rails must be 950 mm high and an intermediate rail should be provided to ensure the gap does not exceed 470 mm
Ensure outriggers are used in accordance with manufacturers recommendations
Ensure parts of tower scaffold do not protrude in to roads or exit routes
Ensure loads are kept within safe limits
Check for overhead crushing or contact hazards (no part of vehicle should be closer than 15 metres to overhead lines)
The working platform must be free from debris and equipment
Never move tower scaffold whilst anyone is on the working platform
Never move the tower by towing it behind a vehicle
Reduce the tower to a maximum of 4 metres prior to moving it
Supervisor to carry out spot checks to ensure correct use of equipment

Approved by _____

O Heap and Son (Derby) Limited