

METHOD STATEMENT

Date: May 2022

Issued by: Contracts Dept

Client: Bruntwood

Location: Longsight Community Centre

Works: Use of Podium

STEP NUMBER	ACTION TO BE TAKEN
One	COVID-19 • Prior to work commencing all operatives must read the Covid-19 risk assessment and site operating procedures. To ensure that any additional control measures relating to the task are implemented • If any of the control measures are breached, work must stop and specific control measures put into place before work can continue. • Key points to remember at all times are: ○ Social Distancing – stay 2 metres apart ○ If 2m cannot be achieved face coverings must worn, keep this to short duration and complete a close working permit ○ Wear face coverings in communal areas and when entering and exiting the building ○ Regularly wash your hands for 20 seconds with soap and water OR use hand sanitizer provided ○ Do not come to site if you or someone you live with have symptoms of Covid-19 ○ Don't share tools if completely unavoidable ensure that they are cleaned before and after every use with antibacterial products) ○ Don't shake hands with other people
Two	If equipment is hired check all components are available and in good condition and operational before signing on hire note.
Three	Ensure operatives who erect and inspect the tower are PASMA trained. Ensure lighting is adequate before starting work.

Four	Inspect the unit components for signs of damage or incorrect functioning prior to use. Damaged or incorrect components (or components showing signs of excessive wear) must not be used and returned to the hire depot. Castors and adjustable legs should be periodically lubricated to keep them free running.
Five	Unit is designed for internal use only on flat level surfaces. Check that the ground is capable of supporting the weight of the Podium Step and equipment.
Six	The safe working load of the Podium Step is 115 kg (one man).
Seven	Castors must be locked when unit is in use.
Eight	Ensure that the platform is free of persons and equipment, and that brake locks are off prior to movement, push podium where possible instead of manual handling. Beware of soft, slippery or uneven ground and overhead obstructions. Do not use in adverse weather.
Nine	Mobile access unit must only be moved by pushing at the base.
Ten	Always beware of live electrical apparatus, cables or moving parts of machinery.
Eleven	To prevent accidental injury ensure safe positioning of hands and fingers when assembling and dismantling.
Twelve	Ensure that telescopic guardrail is free from contaminants and lubricated at regular intervals.
Thirteen	Never jump onto platforms. Ensure platform is debris free.
Fourteen	Check that Castor Locking Bolt (to frame tube) has not loosened through use of Podium Step. Tighten bolt, if necessary, by turning 19mm bolt clockwise.

Fifteen	Ensure guardrails and podium Step units are not designed to allow them to be lifted or suspended.
Sixteen	Wear practical, protective clothing, gloves and footwear.
Seventeen	Do not overreach when working from a podium.

REFER TO ANY MANUFACTURES INFORMATION AS REQUIRED

TRAINING DECLARATION

MS Ref. No:	Use of podium	Related RA	
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1. I have been shown, trained and understand the safe system of work procedures of the above task/activity.
2. I agree to follow the safe system of work documented at all times.
3. I have been made aware and understand the risks associated with this task, and the consequences if this risk assessment is not adhered to.

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