

METHOD STATEMENT

Date: May 2022

Issued by: Contracts Dept

Client: Bruntwood

Location: Longsight Community Centre

Works: Use of Step Ladders

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	Before you use a ladder, you have considered if the work can be carried out by a safer method such as mobile tower.
Three	All ladders are inspected before and after use, especially rungs, treads and stiles. Do not use any ladder if it is defective, obtain a replacement. Ladders should be formally inspected every 6 months (sticker should be shown on steps).

Four	The ladder is significantly strong and long enough for it intended use.
Five	The base of the ladder is placed on a firm, level and dry surface.
Six	You always keep your body facing the ladder at all times with your feet in the middle of the ladder rungs.
Seven	When climbing up or down, use both hands on the stiles.
Eight	When working from a ladder you should always have 3 points of contact, i.e. both feet and at least one hand.
Nine	If using a ladder over a doorway always ensure that the door is locked or egress prevented and appropriately signed to warn of men at work.
Ten	Don't Ever: Use a ladder for work at height other than for short duration work or inspection.
Eleven	Use a ladder in heavy rain
Twelve	Overreach when using a ladder
Thirteen	Have more than one person on a ladder at any one time.

REFER TO ANY MANUFACTURES INFORMATION AS REQUIRED

TRAINING DECLARATION

MS Ref. No:	Use of step ladders	Related RA	
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- I have been shown, trained and understand the safe system of work procedures of the above task/activity.

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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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