

**JOB FORM**

<b>Site Address:</b>	18 Norfolk Crescent Bath BA1 2BE	<b>Site Contact:</b>	TBC	<b>Mobile:</b>	TBC
<b>Job Details:</b>	<ul style="list-style-type: none"> <li>• Clean parapet gutters and outlets</li> <li>• General roof clean</li> <li>• Survey</li> </ul>				
<b>Start Date:</b>	TBC	<b>Duration:</b>	TBC	<b>Time:</b>	TBC
<b>Team leader:</b>	Chasqui Patter	<b>Qualification:</b>	IRATA 3	<b>Mobile:</b>	07828 522569
<b>Operative:</b>	Will McCaig	<b>Qualification:</b>	IRATA 2	<b>Mobile:</b>	07494 030537
<b>Operative:</b>		<b>Qualification:</b>		<b>Mobile:</b>	
<b>Operative:</b>		<b>Qualification:</b>		<b>Mobile:</b>	
<b>Nearest A&amp;E:</b>	Royal United Hospital Combe Park Bath BA1 3NG	<b>Emergency Contact:</b>	Kevin Young	<b>Mobile:</b>	07717 203183

To be completed by Highline Team Leader:

<p><b>Were there any delays, incidents, or reasons you could not complete the works? Were there any additional works?</b></p>          
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<b>Highline Team Leader:</b>	I confirm that this job has been completed to a good standard and take responsibility for any shortfalls in the quality of work. The site has been left in a safe and tidy condition. Any waste has been disposed of responsibly.		
<b>Name:</b>		<b>Signature:</b>	

<b>Client Representative:</b>	I confirm that Highline Access Ltd. have completed the works associated with this job. Any delays, incidents or additional work has been described accurately.		
<b>Name:</b>		<b>Signature:</b>	

**WORKERS INFORMATION SHEET**

It is the duty of all workers to comply with the following Risk assessment and Method Statement which has been framed with the objective of preventing accidents. Site-specific risks not covered by the following assessment must be conveyed to all workers at induction. It is the duty of all workers to inform the employer of any circumstances that may indicate any shortcomings in this risk assessment. Should you feel uneasy about any aspect of the work you have the right to refuse until the issue is resolved.

**Arrival on site:**

- Do not tailgate others and obey speed limits.
- Park in a designated parking space and sign in.
- Find out if you need to be inducted.

**Induction:**

Induction onto site will be in accordance with the client's induction procedure. This could include:

- Signing in & out procedure.
- Work activities on site.
- Permit to work system.
- Safe systems of work.
- Site-specific hazards & control procedures.
- Emergency & fire procedures.
- Access & egress to work area.
- Restricted areas.
- Means of contacting the site contact.
- Lone working.
- Communication between others.
- Welfare facilities.
- Other contractors.
- Waste removal & disposal.
- Storing kit, tools & materials.
- Asbestos register.

**Preventative measures you must take to protect yourself and others:**

- Always follow site rules.
- Wear the correct PPE for the task at hand.
- Work in a safe manner to prevent injury to yourself and others.
- Report any dangerous incidents or accidents.
- Do not take risks or short cuts.
- Do not go within 2m of an exposed edge.
- Ask if you do not understand.
- Be respectful of others working on site.
- Wash your hands before taking a comfort break.

**RISK ASSESSMENT****Working at Height**

This Risk Assessment should be reviewed at regular intervals with additional control measures being implemented when the situation changes. For example:

- Hazards may change in the same environment over time.
- New equipment, procedures or materials may cause additional hazards.
- Variations to the work activity may introduce new hazards.
- Other contractors may influence work activities.

What are the hazards	Who might be harmed and how?	Existing control measures	Additional controls
Falls from height.	Workers - Serious injury or death in the event of a fall.	Use of certified equipment and competent personnel.  Use correct access equipment for the proposed works.	Be clipped into a solid anchor when working near an edge.
Manual handling – lifting tools and equipment.	Workers – muscular-skeletal injuries, back pain, injury.	All workers have received online manual handling training.  See staff information sheet.	Clear instructions to be given in toolbox talks - plan lifts.
Access/egress to work position – Falls from height.	Workers – Death or serious injury.  Falling from an unprotected edge or through a fragile surface.	Follow designated access routes and stay within boundaries.	Set up fall- restraint control procedure if stepping outside of boundaries.  Do not work within the vicinity of flus or outlets.
Falling objects hitting people of property.	Workers, other members on site or the public – serious head or body injury, damage to building/structure or plant/vehicles.	Set up an exclusion zone at ground level  Use warning signs informing others that men are working overhead.  Tools/equipment to be secured by lanyard.  Materials to be kept in a bag with a fastener.  Do not work above others working on the ground.	If others walk through the exclusion zone STOP WORK IMMEDIATELY!  Inform site contact.  Use a ground man to control exclusion zone through-fare.  Be aware of building features or loose material which might be dislodged whilst abseiling. Remove if possible.
Fire on premises	Workers – serious injury or death due to smoke inhalation or burns.	Find out fire procedure before going onto the roof or climbing a structure.	In the event of an evacuation, carry out a head count. If someone is missing inform the site contact and emergency services.

What are the hazards	Who might be harmed and how?	Existing control measures	Additional controls
Adverse weather.	Workers – hypothermia, heat stroke.	All workers to wear the correct PPE relevant to the conditions.  Work will not start or will cease if inclement weather interferes with the H&S of workers – this could include excessive wind (25mph), rain, cold or heat.  Monitor wind chill.	Wear appropriate clothes for the conditions. Be mindful of wind chill  Take planned breaks sheltered from the weather  Stay hydrated even in colder climates  Wear eye protection to protect from sun glare or wind
Toxic fumes, vapors or dust being released from extraction units on the roof or work environment.	Workers – Serious injury.  Breathing in toxic fumes.	Check with site regarding extraction vents, flus, and chimneys.  Wear correct mask.	Work in well-ventilated space.  Work when extraction units are not in use.
RF Dishes within the working vicinity.	Workers – Serious injury or death.  Exposure to radio frequencies.	Request outage of antenna during working HOURS.  At least one team member to wear an RF monitor.  Work underneath or away from antennas.	Ensure workers receive RF awareness training.
Slips, trips, and falls.	Workers – serious injury.	Follow designated access routes and stay within boundaries.	Keep access hatch closed to avoid fall.  Be aware of low beams, rails, safety wires and uneven surfaces.  Set up temporary lighting in dark environments.  Be aware of slippery surfaces (especially on a sarnafil roof). Algae, leaves, guano.

**METHOD STATEMENT**

<b>Details of work task:</b>	Clear parapet gutters and outlets
<b>Location of work:</b>	Roof – see image below
<b>Permit requirements:</b>	n/a
<b>Access restrictions:</b>	TBC
<b>Access equipment requirements – Ladders, MEWPS, Scaffold</b>	Rope Access Equipment and anchor weight trolley.
<b>Tool requirements:</b>	Hand brushes, hand shovel, drain rods and rubble sacks
<b>Material requirements:</b>	n/a
<b>Plant requirements:</b>	n/a
<b>COSHH applicable:</b>	n/a
<b>PPE – Personal Protective Equipment:</b>	<p>Highline will provide each worker with the following:</p> <ul style="list-style-type: none"> <li>• Hi- Viz vest</li> <li>• Work gloves</li> <li>• Ear defenders</li> <li>• Dust mask (FFP3 rating)</li> <li>• Safety glasses or goggles</li> </ul> <p>Workers provide their own safety boots and work trousers.</p>
<b>PFPE – Personal Fall Protection Equipment:</b>	Highline will provide full PFPE- see description in method statement
<b>Communication between workers?</b>	Highline will provide 2-way radios. Workers will also use their own phones
<b>Welfare facilities:</b>	On site

**PREREQUISITES**

- All workers must be qualified under the relevant training schemes in relation to the proposed work activity.
- All workers must be competent to carry out the proposed work activity in a safe manner.
- All workers must be physically fit and not suffering from an illness which could jeopardize their work activity.
- All workers must only use tools and safety equipment supplied by Highline Access Ltd. or the client.
- All lifting equipment must comply with LOLER.

**MANUAL HANDLING**

When lifting frequent and common loads – anchor weights, access equipment, rigging- boxes, hand tools, power tools, building materials etc. carry out the following:

- Assess each load before lifting. Is it heavy or bulky? Unwieldy and difficult to grasp? Unstable or unpredictable?
- Does the task involve: Holding loads away from the trunk? Twisting/stooping? Reaching upwards? Large vertical movements? Carrying long distances? Repetitive handling? Unpredictable movement of loads?
- Each working environment is different. You will need to assess the following: Are there constraints on correct posture i.e. tight or cramped spaces (plant rooms, loft hatches)? Are there poor floors or variations in floor level? Is it hot or humid conditions? Are there strong air movements? Are there poor lighting conditions? If so, is there another way you can move the load or take a different route? Be aware of trip/slip hazards.
- Use lifting equipment that is available to you.
- Wear gloves and safety boots. Wear back support if necessary.
- Breakdown components into more manageable loads.
- Two workers to lift weights over 25kg.
- Use correct lifting technique – bend your knees, keep your back straight and have a firm grip. Look up and push with your legs.
- When lifting a load on a haul-line, ensure that the weight is less than 20kg. If the load exceeds 20kg set up a pulley system.
- When removing ladders, equipment, or materials from the stationary roof rack, be aware that you will be working at height when climbing onto a van roof. Climb the van access ladder correctly. Be aware that the boards will be slippery when wet or covered in ice. Remove the ladder clamps and slide the ladder off the rack. Get your colleague to assist on the ground. Once on the ground lift the ladder together to avoid overstraining. Be aware of trip or slip hazards and high obstacles which the ladder might catch on.

**WEATHER CONDITIONS**

- Local weather conditions to be checked before arriving on site.
- The location of the task on the building/structure, height of work, the task and wind direction will need to be considered.
- Work shall not start or will discontinue if wind speeds exceed 25mph. In windy conditions, anemometer readings will be taken by the team leader before work starts and at regular intervals during the work schedule.
- Work will not start or will cease if inclement weather interferes with visibility and the welfare and safety of the operatives to the extent that work is impractical or is deemed unsafe to continue.
- Inclement weather could include (but is not limited to) the following: heavy snowfalls, heavy rain, freezing conditions, blustery conditions, lightning, or heat waves.
- Operatives must take extra care when working in hot conditions. Sunscreen must be worn when exposed to strong direct sunlight. Seek to work in the shade if possible. Take timed breaks and hydrate. Appropriate clothing must be worn in hot and humid environments and drinking water must be accessible.
- In cold conditions, thermal clothing **MUST** be worn to maintain a suitable body temperature. Wear wind-proof jackets and balaclavas under helmets. Take planned breaks, take shelter and eat hot food and drinks.
- Wear correct waterproof clothing for the conditions – jackets, salopettes and waterproof boots.
- Do NOT work in localised lightning storms.
- In inclement weather conditions the Highline Team Leader must consult with the client decide the length of the working shift.

**Protection of others**

- Set up an exclusion zone using barriers and signage below the work area.
- Tools and equipment must be tethered with a lanyard when working at height.

**PFPE (Personal Fall Protection Equipment)**

- Each operative has been issued with a complete set of PFPE for their personal use.
- PFPE must be used when working in fall restraint on a pitched roof.
- Each operative has been trained in the safe use of PFPE and knows its applications and limitations.
- Prior to use, all PFPE (including ropes) MUST have a visual and tactile inspection before use
- Defective equipment must be removed from service immediately.

**Pre-work checks**

- Check you have the correct PFPE, tools, and equipment for the task at hand.
- Carry out a visual and tactile inspection of all PFPE, tools, and equipment before use.
- Agree on communication methods between the work team and other members on site.
- Ensure two-way radios / mobile phones are charged and on lanyards.
- Ensure you understand the job and work procedure.
- Ensure that anything you did not understand has been satisfactorily explained to you. Do not be afraid to ask.

**Work Procedure**

- Check with client if there are any known blockages with regards to outlets or downpipes. Also, any known water ingress.
- Don Rope Access PPFE.
- Take anchor weights up to the top floor and place under the roof hatch. Protect the floor. If the trolley isn't acceptable inside the property just take the plates.
- Climb out of roof hatch and connect two lengths of rope to the weights using rig-to-rescue. Tie knots in the end of the ropes.
- Connect to the ropes with descender and back-up device.
- Climb over the pitched roof down to the parapet gutter.
- Stay in fall restraint at all times.
- Clean all parapet gutters and check outlets.
- Move around the parapet gutter keeping in fall-restraint. Clean all gutters as you go.
- Carry out roof survey to include any slipped tiles, loose lead flashings, ridge / hip tiles and vents. Check parapet gutters.
- Carry out any maintenance work that is achievable within the day.
- Once complete, move back to the hatch and de-rig.

**Anchor Weights**

**Emergency**

Set up the ropes in rig-to-rescue. This will allow a casualty to be lowered from the roof from inside the building. Once lowered, the casualty will be accessible to emergency services.

**In the event of a non-rope accident**

- Raise the alarm immediately
- Check that you reach the casualty safely.
- If not – wait for help
- If you can – administer first aid
- If unconscious – check ABC and put into recovery position
- If conscious & mobile, remove from working environment
- Report to site office – RIDDOR applies

**In the event of calling the emergency services**

- Stay calm and identify yourself
- State the nature of accident
- State your location
- State which emergency service is required
- Give your contact details
- Upon arrival, ensure somebody is available to take the emergency crew to the casualty

**Worker Sign Off**

I confirm that I have read and understand the contents of this method statement and the associated risk assessment. I understand the site rules and safety arrangements. Anything that I did not understand has been explained to me to my satisfaction. I am NOT under the influence of drugs or alcohol and am fit to carry out the task at hand.

Name	Signature	Date