







Document Title: Safe System of Work and Risk Assessment	
Document Reference: RA15	Version No: 01
Task: Mobile Tower Use	

Site/Location:	TBC		
Assessed By:	Julius Zenevicius (QSHE Manager)		
Manager	All Company Management Site Operatives Contractors	Date	March 2023

Safe System of Work

1	<p>Task: Use of equipment and tools to provide gutter cleaning services for existing and new clientele.</p> <p>The following method statement covers the areas concerned with the removal of waste and gutter cleaning services and provides the guidelines by which staff, comply with the Health and Safety at Work Act 1974. The following sections set out a method for step-by-step processes ensures safe working practices for Gutter Cleaners as well as procedures that meet industry standards.</p>
2	<p>List of any Hazards as identified by risk assessment:</p> <ul style="list-style-type: none"> • Faulty Equipment • Manual Handling • Striking a fixed or stationery object • Working with ladders • Adverse weather • Fall from heights • Lifting and/or carrying bulky items from the roof/gutter area • Striking pedestrians (passing by)
3	<p>List of Special Equipment, Procedures or Competence Required to Perform the Task:</p> <p>General Employees have a duty to take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions at work. To this end, employees should correctly use all work items and procedures provided, in accordance with their training and the instructions they receive.</p> <p>Equipment Required</p> <ul style="list-style-type: none"> • Company vehicle • Ladders • Cleaning Tools and equipment • PASMA training • Fall Arrest System <p>Training Required</p> <ul style="list-style-type: none"> • Internal QSHE induction • Manual Handling • Method Statemen and Risk Assessment • Ladder Safety • PASMA <p>Always adhere to the Client Rules and Risk Assessments Never put yourself in danger</p>

<p>4</p>	<p>Protective Equipment required (tick as appropriate):</p> <div style="display: flex; justify-content: space-around; align-items: flex-start;"> <div style="text-align: center;">  Gloves (EN374/388) <input checked="" type="checkbox"/> </div> <div style="text-align: center;">  Safety Harness <input checked="" type="checkbox"/> </div> <div style="text-align: center;">  Hard Hats <input checked="" type="checkbox"/> </div> </div> <div style="display: flex; justify-content: space-around; align-items: flex-start; margin-top: 20px;"> <div style="text-align: center;">  Safety Footwear (EN355) <input type="checkbox"/> </div> <div style="text-align: center;">  <small>Ear protection must be worn</small> Ear Protection (SNR30) <input type="checkbox"/> </div> <div style="text-align: center;">  Hi-Visibility Clothing (EN471) <input checked="" type="checkbox"/> </div> </div>
<p>5</p>	<p>Permit To work: N/A</p>
<p>6</p>	<p>Additional Risk Assessment Required for completing the Task:</p> <ul style="list-style-type: none"> • Occupational Driving • Working with Ladders
<p>7</p>	<p>Step by Step Safe Working Method to Follow: PLEASE MAKE SURE A REASONABLE AMOUNT OF TIME IS SPENT BEFORE STARTING EACH SHIFT TO CONSIDER ALL THE HEALTH, SAFETY AND ENVIRONMENTAL ASPECTS OF THE WORK TO BE CARRIED OUT. IF IN ANY DOUBT PLEASE ASK THE MANAGER RESPONSIBLE.</p> <p>This document details the methodology to be employed providing Gutter Cleaning services as a general overview for the standard operation of a clearing debris but is not, in any way, designed to reflect or include site-specific scenarios or arrangements. The customer/client should be relayed and ensure their company RAMS have been signed up to prior any working activities commencing on their premises. A safe system of work should be established and should be followed for every working operation, whether it is an individual or a group of repetitive operations. The safe system of work should include the following:</p> <p>Documentation</p> <p>All tower components must be checked prior to use by the person erecting the tower as detailed in the checklist. The user should check daily that the tower is safe prior to use. Inspections must be carried out and recorded if the tower is to remain in place for 7 days or more using form & checklist and logged in Project register. If used externally towers must also be inspected prior to use by a competent person (PASMA train) follow inclement weather or anything else that may have affected the stability of the scaffold such as theft of parts. Figure 1 highlights a number of key points to check when inspecting or mobile towers. Where towers have been erected by others (contractors) for the use of Bens Gutters employees then a pre-use inspection must be undertaken by a competent person (PASMA train) using the checklist on form to assist the process.</p> <p>Arriving at Clients Site:</p> <ul style="list-style-type: none"> • Site location and access to be agreed with the client before arrival on site • Parking arrangements will be agreed with the client before arriving to site. <p>Induction</p> <ul style="list-style-type: none"> • Operatives will attend the area and client will provide induction. • Client will be responsible for outlining site rules and hazard areas and provide safe working environment for Operatives. • Areas for welfare facilities such as toilets, emergency procedures, fire safety arrangements will be communicated during site induction / rules discussion. <p>Preparation and Setting Up</p> <ul style="list-style-type: none"> • Operatives will collect all equipment required for the task. • All ladders will be collected from vehicle and set up at the starting point. • A Mobile Tower will be used and brought up to the required point and area will be barricaded, to prevent from any third parties' interaction. • Tower erection and use will be carried out by competent PASMA trained operators • Visual pre use checks will be carried out for ladders and MOBILE TOWER equipment. If any defect found, a line manager will be notified and further action agreed before commencement of any site works.

WORKING AT HEIGHT

- Ensure mobile platform and podium are erected by a competent person.
- Ensure mobile platform and podium are inspected by a competent person before use and when transported into a different working area.
- Ensure the competent person checks and signs off scaff-tag after inspection.
- Always access the mobile tower or podium from the inside using the ladder attached to the structure.
- Always exit the mobile platform or podium before structure is moved (no freewheeling).
- Never use mobile tower or podium in adverse weather.
- Ensure ladders are regularly inspected by competent persons.
- Inspect before use and do not use if damaged or unsafe.
- Do not apply paint or other coatings to ladders.
- Use correct ladder length.
- Erect at correct angle (75o) and secure to structure wherever possible.
- Unsecured ladders to be footed at all times when in use.
- Only one person to be on ladder at any time.
- Ensure straps are tightened on 'apex' ladders.
- No persons to work or pass under ladder when in use.
- Only certified and inspected ladders to be used.
- Ladders to be positioned correctly and secured.
- Do not over-reach, re-position ladder when required.
- Do not stand on top two rungs of the ladder.
- Ladder to extend at least 1m above the place of landing.

Mobile Towers

- Tower scaffolds must only be erected, altered or dismantled by PASMA trained personnel or equivalent.
- Brakes shall be engaged except when the tower is being moved. Ensure base plates are used on stairs rather than wheels for stability. Platforms should be fully boarded out and fitted with edge protection (guardrails, intermediate rails and toe boards).
- There must be a safe means of access to the working platform. Mobile tower scaffolds must be inspected as per a fixed scaffold and scaff-tagged. Where practicable the tower should be secured to the structure being worked on and outriggers utilized when required.
- Ground conditions must be checked prior to erection and they should not be used in extreme conditions.

Job Completion

- Ensure the full details of all activities carried out are recorded on the job sheet.
- Ensure the client signs the job card and understands what work has been completed.

Emergency Procedures

Should an emergency arise during the work covered by this document, the alarm should be raised (verbal) and the Operatives exit the working area by predefined safe routes and attend muster point before notifying the management team.

Vehicle breakdowns

Should the vehicle breakdown the driver should engage his hazard warning lights and telephone the office to report the breakdown. The driver should only exit his cab to inspect the vehicle if it is safe to do so.

First Aid Procedures

All vehicles are issued with a First Aid kit. If first aid is required, it is the responsibility of the Operative to call the office and notify the management about his injury.

Management Requirements

Company management team maintains responsibility for all aspects of Health, Safety & Welfare associated with the works. Direct supervision of the working party will be provided by the charge-hand/supervisor.

Waste Management

All work site wastes will be removed from site, segregated and disposed of in the appropriate manner. The work site is to be maintained in a tidy state, with moveable items removed or suitably secured at night. Upon completion of works all surplus materials, plant equipment and tools are to be removed from the working area. On some occasions client will be responsible for remaining waste that will be left on their premises

Environmental Issues

Plant engines are not to be left running idle, resulting in unnecessary noise and resulting in the release of contaminants to the air. If you unsure what on waste segregation and disposal requirements and business procedures, on that, please speak to your manager or QSHE Consultant.



Contract No:

Date:

Name of Person Undertaking check or safety monitoring:

	Check	Complete	
		✓	✗
1.	Ensure tower specification meets site requirements, consider in particular:	✓	✗
	Does the mobile tower incorporate an advance guardrail system?	✓	✗
	If not, can this be justified?	✓	✗
	The required working platform height?	✓	✗
	Loading requirements, personnel and materials, establish the safe working load?	✓	✗
	Restrictions limiting base dimensions/placing of outriggers?	✓	✗
	Slope of ground/ground conditions?	✓	✗
	Capability of foundation to sustain loads?	✓	✗
	Does the tower require tying to a structure?	✓	✗
	Has a pull test certificate been provided for the ties?	✓	✗
	Lateral forces to be applied i.e. horizontal drilling?	✓	✗
	Overhead obstructions or cables?	✓	✗
2.	If operatives will be frequently accessing the platform with tools they will require a tower with integral stairs rather than ladder access?	✓	✗
3.	Persons erecting and supervising erection of mobile towers must be competent (PASMA carded) including any specialist unit category?	✓	✗
4.	Manufacturers instructions/user guide has been provided?	✓	✗
5.	Persons using mobile towers have been made aware of the risks and hazards associated with the use of the equipment?	✓	✗
6.	Checks prior to and during use:	✓	✗
	Tower is vertical?	✓	✗
	No use of adjustable legs to gain height?	✓	✗
	Bracing, platforms, guard rails, toe boards correctly fitted?	✓	✗
	Ladders and out riggers properly installed?	✓	✗
	No raising/lowering loads outside of tower base area?	✓	✗
	No movement of tower with men/materials on platform?	✓	✗
	Adequacy and level of foundation?	✓	✗
	Wheels locked at all times the tower is in use?	✓	✗
7.	Has the tower been inspected before first use, following alteration or because of adverse weather conditions?	✓	✗
8.	Are any traffic management/segregation measures required?	✓	✗
9.	Are any measures to protect public or other operatives required?	✓	✗
10.	Has a handover certificate be supplied by the contractor for the tower scaffold?	✓	✗

Manual Handling Guidance:



Step 1: Think before lifting and handling



Step 4: Avoid twisting the back or leaning forwards



Step 2: Adopt a stable position



Step 5: Keep the head up when handling

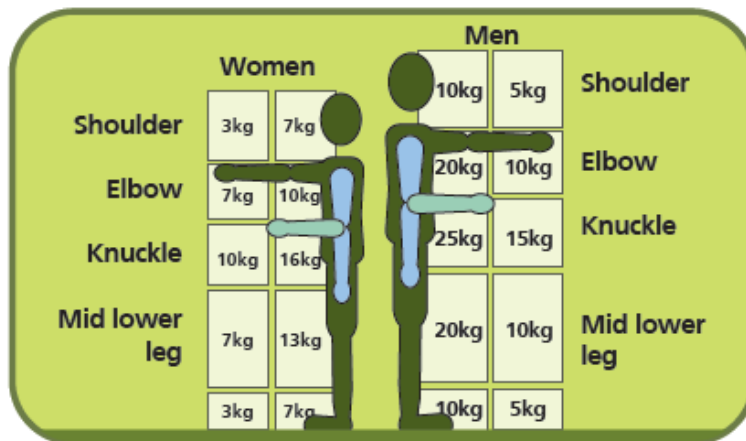


Step 3: Start with a good posture



Step 6: Put down then adjust

Guideline weights for lifting and lowering, which assumes that the handling is taking place in reasonable working conditions with a load that is easily grasped with both hands by a reasonably fit, well-trained individual are set out below.



For clarity, the maximum permitted weight to be lifted by Company employees is 25KG for men. Weights to be lifted may need to be reduced below these values if there are environmental or other factors that could have an adverse effect on the activity or if it involves twisting or bending. Where possible manual handling tasks should be minimised by using manual handling aids such as trolleys and similar devices.

Lifting	<ul style="list-style-type: none"> - Do not rush into a job without thinking about the size, weight and your personal capabilities - Mind your fingers and toes - Slide rather than lift
Unloading	<ul style="list-style-type: none"> - Take care of your back – use your knees to take the strain when you lower the load - Make use of any handy surface to take the weight whenever you can
Pushing and Pulling	<ul style="list-style-type: none"> - Push rather than pull where possible - Lean in the direction you are going - Keep feet well away from the load
Carrying	<ul style="list-style-type: none"> - Do not carry a load for long distances – use mechanical aids where possible



Mobile Tower Use

Risk Assessment

Who is at risk?

- Employees Visitors Contractors

Hazard identified and nature of possible harm	Control Measures	Severity	Probability	Risk Rating	Action Required (If none, insert words 'Maintain and Monitor Controls')	Time scale	Action taken (sign and date)
<p>Manual handling</p>	<ul style="list-style-type: none"> Guideline weights for lifting and lowering, which assumes that the handling is taking place in reasonable working conditions with a load that is easily grasped with both hands by a reasonably fit, well-trained individual. These are set out in the System of Work, which is to be retained for all task assessments. Weights to be lifted may need to be reduced below these values if there are environmental or other factors that could have an adverse effect on the activity, or if it involved twisting or bending. Where possible, manual handling tasks should be minimised by using lifting aids such as trolleys and similar devices. Detailed manual handling Risk Assessments are available and completed for main activities. Most of waste bucket are weighted approximately 12-14kg 	3	1	3	Maintain and Monitor Controls	-	-



Mobile Tower Use

<p>Slips ,Trips and Falls Fractures Bruising/abrasions Tendon/ligament damage</p>	<ul style="list-style-type: none"> Monitoring of all slip trip and fall hazards by the operative whilst working in the area. As works carried out most of the times externally, the Operative shall assess the working area first and apply safety precautions first. Ensure all PPE is being worn/used including wearing safety shoes with adequate grip (i.e. non slip) where applicable Only trained personnel to conduct task. Ladders will be visually checked and cleaned before any commencement of any tasks. Safety harness and clips are being used to prevent from falls from heights. 	4	1	4	Maintain and Monitor Controls	-	-
<p>Vehicle Internal Damage Mechanical Failure MOT Service</p>	<ul style="list-style-type: none"> All company vehicles are MOT compliant. Service inspections to the vehicles are as per VOSA requirements and all vehicles are in good conditions All company vehicles are fit for purpose and got all tools and equipment fitted to be suitable for the task Company vehicles are regularly checked and maintained by third party garages to ensure best and most convenient efficiency Drivers aware that any damages or concerns with vehicle must be reported to Management as soon as its safe to do 	3	1	3	Maintain and Monitor Controls	-	-
<p>Poor Housekeeping Debris Spilled liquids</p>	<ul style="list-style-type: none"> Operatives are aware that maintain tidy environment and working area when working on the client sites. If Operative actions are causing a waste production and debris, all waste from working activities will be collected and placed into company van or designated bin locations Operatives are aware – clean after yourself policy. 	3	1	3	Maintain and Monitor Controls	-	-



Mobile Tower Use

<p>Exposure to Asbestos Fibres, Bird Excreta, Pigeon Guano, or stagnant water.</p>	<ul style="list-style-type: none"> • Delivery & Control Managers and Gutter cleaners must be Asbestos Awareness trained using a UKATA accredited course or similar. • Areas of asbestos to worked around carefully and in an organised manner. • The Company Policy on working with Bird Excreta, Pigeon Guano or stagnant water must be included for Induction training and signed off by each employee / manager • PPE to be worn included in the box of provisions allocated to each van / person. Lost or damaged 	3	1	3	Maintain and Monitor Controls	-	-
<p>Noise (Cherry Picker)</p>	<ul style="list-style-type: none"> • Noise levels do not exceed the 85 dB. are identified and control measures are put in place. • PPE provide and signage in high notice activities provided, employees instructed to wear ear plugs provided • All activities are carried out externally where noise depletes in the surrounding environment. • If noise is caused by the client measures (close by aircon unit or similar) Operative will wear an ear protection. 	2	2	4	Maintain and Monitor Controls	-	-
<p>Crush /Entanglement - Entrapment Cherry Picker</p>	<ul style="list-style-type: none"> • Only trained and qualified employees to operate this equipment • Employees received instructions and operational manual how safely operate the equipment • All works will be taken with extra precaution when using equipment • Risk assessment have been completed and method statement have been communicated to employees operating the equipment • Check surrounding area and any obstructions which could cause injury to yourself or others • Pre use checks to be completed before using the equipment 	5	1	5	Maintain and Monitor Controls	-	-



Mobile Tower Use

Fall From Height (Tower)	<ul style="list-style-type: none"> • Only trained and competent employees to use Mobile Tower • No person will be on the tower while its being moved • Fall arrest provided which has been inspected by competent contractor on regular basis • The work platform is fitted with effective guard rails and toe board • Ladder access should be internal and fixed to the narrowest side of the tower. 	4	2	8	Maintain and Monitor Controls	-	-
Collapse of Tower	<ul style="list-style-type: none"> • Check that the pre use inspection has been completed by competent person • Mobile scaffold towers should be used for light work only and erected on firm level ground and in accordance with BS5973. • Only trained workers should erect and dismantle mobile scaffold towers. • The wheels of the towers should be fitted with brakes which should be kept on for as long as there are workers on the platform. 	4	2	8	Maintain and Monitor Controls	-	-
Flying Materials /Particles whilst working from the platform	<ul style="list-style-type: none"> • Risk assessment have been completed to identify risks and identify PPE requirements • Safety glasses to be worn while operating equipment • Only trained employees to use equipment • Area will be secured and cordoned off to minimise any expose of falling objects to the public • Platforms must not be moved until they are clear of loose material 	3	1	3	Maintain and Monitor Controls	-	-
Fire	<ul style="list-style-type: none"> • Cherry picker is hired from reputable service providers • Pre use check will be completed to ensure equipment is safe and sound • Any issues, all activities will be stopped, and management notified immediately. 	5	1	5	Maintain and Monitor Controls	-	-



Mobile Tower Use

Pre work planning research and Dynamic Risk Assessment	<ul style="list-style-type: none"> During recruitment process contractors receive basic training and must submit license documentation. Dynamic Risk Assessment taken by contractor for each job and recorded in writing or electronically and sent to Control Manager. 	3	1	3	Maintain and Monitor Controls	-	-
Driving to the Job	<ul style="list-style-type: none"> All Drivers to provide a vehicle license check during recruitment process and at 6 monthly intervals. Safe driver awareness training as part of induction training, and refresher training as required 	3	1	3	Maintain and Monitor Controls	-	-
Loading and unloading	<ul style="list-style-type: none"> Manual Handling training as part of induction process, including how to fasten equipment and ladders to vehicles properly. Driving for work policy to include section on expected behaviours when at roadside service stations. Gloves and standard issue PPE to be worn when refuelling vehicles 	3	1	3	Maintain and Monitor Controls	-	-
Site Set-up Cleaning gutters, using access equipment (ladders)	<ul style="list-style-type: none"> Mobile phone or handheld communication device with pre-programmed emergency contact numbers kept on person by operatives constantly. Contact maintained between Control Manager and Lone Worker before and after every task. Physical Barriers (such as chapter 8 barriers or use of company vehicle) and sturdy double-sided signage preventing unauthorised access. Hi Visibility PPE Clothing (class 3) for enhanced visibility 	4	1	4	Maintain and Monitor Controls	-	-
Working roadside to access gutter line on buildings.	<ul style="list-style-type: none"> Temporary speed restriction or lane closure provided with assistance of client management – in such circumstances the job would not be done and referred to Company instead. 	3	2	6	Maintain and Monitor Controls	-	-



Mobile Tower Use

	<ul style="list-style-type: none"> • PPE appropriate for all weather types, parker for winter, vests for summer. • Mini training sessions / Tool-Box-Talks on how to stay hydrated in summer and warm in winter. • Adopt firm policy and safe system of work then issue to all operatives. • Operatives to carry own sunscreen 						
<p>Fall From Height (Ladders)</p>	<ul style="list-style-type: none"> • During induction process work at height training to be provided including the ladder association safe use of ladders course. • Ladder to be tied in wherever possible and standoff devices. if this is not possible alternative access must be considered and discussed with ops manager. • Regular Inspection regimen of ladders (incl. daily visual checks) & other equipment recorded and maintained by main office with contractors inspecting their own equipment formally on a weekly basis. • Physical Barriers and Double-sided signage warning of work at height taking place to make a physical barrier to the work area preventing unauthorised access. • Dynamic Risk Assessment carried out on site prior to work commencing with each job. • When presented with a site hazard not previously identified, observe, and follow the Hierarchy of control when working at height. • Avoid working at height • Use an existing safe place of work Provide work equipment to prevent falls mitigate distance and consequence of a fall provide instruction, training, and/ or other means. • Ensure Operatives have all information they may need to carry out the work competently, including any safety considerations, and local authority regulations. 	5	1	5	Maintain and Monitor Controls	-	-
<p>Children or vulnerable persons on site during work tasks.</p>	<ul style="list-style-type: none"> • Strict adherence to Ben's Gutters Safeguarding Policies. • Work carried out during school time when kids are in school. 	4	1	4	Maintain and Monitor Controls	-	-



Mobile Tower Use

	<ul style="list-style-type: none"> • Co-ordination with Client that no unsupervised children will be close to work site during completion of works. • If Children are present on or near the worksite and can gain access, work must not continue until suitable and appropriate supervision is present or must be rescheduled. • Use of physical barriers to prevent unauthorised access to work area and equipment. 						
Environmental & weather Rain, wind, sun glare	<ul style="list-style-type: none"> • During adverse weather, the Operative will wear a thermal clothing provided by the company to ensure he remains warm and fit to work. • Company provides various type of clothing for all year seasons • During hot season and sun. the Operative will be applying sun cream where and when required to prevent skin burning • Sunglasses are to be worn when driving in glary weather • In wet conditions, all operatives are issued with waterproof jackets and trousers 	3	1	3	Maintain and Monitor Controls	-	-
Working Conditions	<ul style="list-style-type: none"> • Wind speed measured either using Anemometer or the weather app on a smart phone for current official measurement. • If wind speed exceeds 23mph work is aborted. • Any questions or doubts regards wind speed should be directed to the Ops manager in the office for clarification before work commences. • Work scheduling is co-ordinated with client to close area of work to moving vehicles during completion. • Physical barriers or works vehicles used to block access to moving vehicles. • If ground is unsuitable for ladder or available access routes, consider Gutter Vacuums, but Dynamic Risk Assessment to be done by operative before using vacuums – to consider noise, suitability, and practicability. 	4	1	4	Maintain and Monitor Controls	-	-



Mobile Tower Use

	<ul style="list-style-type: none"> • Locations of manholes and what is below them to be notified during the site induction, operatives must identify and find actual location on site. • Notify the delivery manager in the office if poor visibility increases the risk of completing the task to an unacceptable level and will hinder the completion of the job to the correct standard. • Reschedule the job for another day, or report to client job not possible due to access prohibitive conditions on site. 						
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Annual Review

Roll-Out	Manager's Signature: Julius Zenevicius	Date: March 2023
Refresher Year 1	Manager's Signature:	Date:
Refresher Year 2	Manager's Signature:	Date:

Risk Assessment Guidance – 5 x 5 Matrixes and How to Score Each Hazard

SEVERITY (CONSEQUENCE) CATEGORIES		
Major	5	Causing death to one or more people. Loss or damage is such that it could cause serious business disruption (e.g. major fire, explosion or structural damage).
High	4	Causing permanent disability (e.g. loss of limb, sight or hearing).
Medium	3	Causing temporary disability (e.g. fractures).
Low	2	Causing significant injuries (e.g. sprains, bruises, lacerations. Loss or damage to fixtures and fittings).
Minor	1	Causing minor injuries (e.g. cuts, scratches). No lost time likely other than for first aid treatment. Loss or damage in the form of superficial damage to interior decorations for example.

PROBABILITY (LIKELIHOOD) CATEGORIES		
Almost Certain	5	Absence of any management controls. If conditions remain unchanged there is almost a 100% certainty that an accident will happen (e.g. broken rung on a ladder, live exposed electrical conductor, and untrained personnel).
High	4	Serious failures in management controls. The effects of human behaviour or other factors could cause an accident but is unlikely without this additional factor (e.g. ladder not secured properly, oil spilled on floor, poorly trained personnel).
Medium	3	Insufficient or substandard controls in place. Loss is unlikely during normal operation; however, it may occur in emergencies or non-routine conditions (e.g. keys left in fork lift trucks; obstructed gangways; refresher training required).
Low	2	The situation is generally well managed – however occasional lapses could occur. This also applies to situations where people are required to behave safely in order to protect themselves but are well trained.
Improbable	1	Loss, accident or illness could only occur under freak conditions. The situation is well managed and all reasonable precautions have been taken. Ideally, this should be the normal state of the workplace.

Probability	Almost Certain	5	10	15	20	25	HIGH – UNACCEPTABLE <u>Stop the activity. Consult Manager.</u>
	High	4	8	12	16	20	
	Medium	3	6	9	12	15	MEDIUM – ADEQUATE Look to improve at next review.
	Low	2	4	6	8	10	
	Improbable	1	2	3	4	5	LOW – SATISFACTORY No further action. Maintain controls.
		Minor	Low	Medium	High	Major	
	Consequence						