



<b>Document Title:</b> Standard Safety Method Statements	<b>Original Document Author:</b> Stuart Guy	<b>Reviewer Title:</b> Risk Management Consultant
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## **No. 1 Access and egress to either an access platform or a roof with ACCEPTABLE edge protection (min. 950 mm high) by ladder.**

The following agreed method must be carried out, coupled with all other agreed method statements.

- A) Check wind speed is acceptable for operation being carried out, at ground and roof level (23 mph).
- B) Locate the designated/safest place to erect the ladder, avoiding any overhead power cables.
- C) Remove ladders from the vehicle bearing in mind safe manual handling procedures.
- D) Have your partner foot the ladder while you walk it up to the building or use the building to lever against. Cone, barrier and sign the area from general public as required.
- E) Set up the ladder stabilisers or have ladders footed (this lowers the risk of slipping, sideways movement and bounce). Use non-slip mat if needed.
- F) Standoff clips for the top of the ladder to be used as required.
- G) Position the ladders so that at least 1 meter goes past the roof line or the platform height.
- H) Re-check wind speed.
- I) You may now step from your ladder onto the roof or access platform.
- J) Reverse the procedure to egress from the access platform or roof.

## **No 2. Access and egress to the roof by banded ladder**

The following agreed method must be carried out, coupled with all other agreed method statements.

- A) Check wind speed is acceptable for operations being carried out, at ground and roof level (23 mph)
- B) Check banded ladder is safe to use. If you feel it is not, report this to the client and access the roof by other means.
- C) Climb the ladder taking rests as required.
- D) If accessing a banded ladder from an elevated level or walkway be aware that there may be an unguarded area (i.e., a hole) where the ladder runs through the walkway. You must clip your lanyard onto the ladder stile above you, then step onto the ladder from the walkway taking extra care. Some walkways have a non-load-bearing hatch or cover between the levels.  
DO NOT STEP ON THESE.
- E) If tools or equipment are required, arrange for them to be lifted to the roof level in a safe manner.



### **No 3. Access and egress to the roof using a van mounted MEWP**

The following agreed method must be carried out, coupled with all other agreed method statements.

- A) Check wind speed is acceptable for operations being carried out, at ground and roof level (23 mph max).
- B) Locate the designated/safest place to position the van mounted MEWP, avoiding any overhead power cables.
- C) Cone, barrier and sign off the area around the MEWP.
- D) Check and fit full personal safety harness with 2 metre double lanyard and a 1 metre fixed lanyard with steel snap hooks fitted.
- E) Lock up the vehicle.
- F) Check all necessary safety operations have been carried out associated with the MEWP including pre-use safety check. Climb into cage and clip to the dedicated anchor point with your 1mtr fixed lanyard.
- G) Lift the cage and position it as far in towards the roof as possible. And away from any other obstructions such as air con compressors or exhaust vents. Never leave the cage to access the roof unless edge protection is in place on the roof or you are stepping into a valley.
- H) With the basket in place, remain clipped to the basket while you step out, and once on the roof clip the lanyard to a fixed point then unclip the basket lanyard and continue to work area.
- I) Any rubbish from the gutters to be placed into buckets and loaded into the basket to be removed from the roof using the CP and lowered to ground level.
- J) Repeat the process in as many lifts and journeys as required. Adequate time to be planned in for rest breaks, and for additional persons to be lifted to the roof area. (Provided there is space for more than one person to work safely on the roof).

### **No 3. Access and egress to the roof using a van mounted MEWP Good Practice Notes**

#### **Hazards**

1. Operatives falling from height due to unsafe work practices.
2. Overturning the machine due to poor operating technique or unsatisfactory ground conditions.
3. Collisions with other vehicles (knuckle or elbow of boom moving into the path of other traffic).
4. Tools and materials, etc. falling from height.
5. Contact with high level, live electrical cables and other obstructions.
6. Exhaust fumes, if using in a confined area.
7. High wind speeds and other adverse weather conditions.



### **Precautions**

1. All operators of mobile elevating work platforms must be trained in their use.
2. Operators should only operate the types of mobile elevating platform for which they have a certificate.
3. Always check that the machine is stable before use.
4. Use outriggers or stabilisers, when fitted.
5. Except for scissor lifts, users should wear a safety harness clipped to machine.
6. Ensure that the ground conditions are suitable for the type of machine in use.
7. Do not load the machine beyond its safe working load.
8. If your work involves removing equipment or materials from a structure, don't forget to allow for extra weight.
9. When manoeuvring in a confined area or where members of the public are at risk, always use a *banksman*.
10. Be prepared to stop work and return to ground level if the wind speed or weather conditions deteriorate to unacceptable level.

### **Re-fuelling**

1. Always turn the engine off before re-fuelling.
2. **LPG\***-powered machines must be re-fuelled in open spaces where any spillage can easily and quickly disperse.
3. It is good practice to carry out refuelling of all machines in the open air.
4. Avoid skin contact if refuelling diesel oil and clean up any spillage to avoid a slipping hazard.



#### **No 4. Access and egress to an access platform or roof without edge protection by ladder.**

The following agreed method must be carried out, coupled with all other agreed method statements.

- A) If possible to do so, access the roof using a safe internal means first and attach a work positioning rope to a fixed point on the roof with the required length of rope. **(The maximum length of the rope should be no longer than the height of the building from ground level)**
- B) Check wind speed is acceptable for operation being carried out, at ground and roof level (23 mph).
- C) Locate the designated/safest place to erect the ladder, avoiding any overhead power cables.
- D) Remove ladders from the vehicle bearing in mind safe manual handling procedures.
- E) Have your partner foot the ladder while you walk it up to the building or use the building to lever against. Cone, barrier and sign the area from general public as required.
- F) Set up the ladder stabilisers or have ladders footed (this lowers the risk of slipping, sideways movement and bounce). Use non-slip mat if needed.
- G) Standoff clips for the top of the ladder to be used as required.
- H) Position the ladders so that at least 1 meter goes past the roof line or the platform height.
- I) Re-check wind speed. Before climbing the ladder to roof height.
- J) You may now step from your ladder onto the roof or access platform. And attach your harness to the positioning rope before commencing work. (If already in place)
- K) If work positioning rope not already in place, locate the nearest fixed point and attach it accordingly, with the correct length of slack. - Reverse the procedure to egress from the access platform or roof.



## No 5. Manual handling

The following agreed method must be carried out, coupled with all other agreed method statements.

- A) **Keep the load close to the waist.** Keep the load close to the body for as long as possible while lifting. Keep the heaviest side of the load next to the body. If a close approach to the load is not possible, try to slide it towards the body before attempting to lift it.
- B) **Adopt a stable position.** The feet should be apart with one left slightly forward to maintain balance (alongside the load, if it is on the ground) The worker should be prepared to move their feet during the lift to maintain their stability. Avoid tight clothing or unsuitable footwear, which may make this difficult.
- C) **Get a good hold.** Where possible the load should be hugged as close as possible to the body. This may be better than gripping it tightly with hands only.
- D) **Start in a good posture.** At the start of the lift, slight bending of the back, hips and knees is preferable to fully flexing the back (stooping) or fully flexing the hips and knees (squatting).
- E) **Don't flex the back any further while lifting.** This can happen if the legs begin to straighten before starting to raise the load.
- F) **Avoid twisting the back or leaning sideways,** especially while the back is bent. Shoulders should be kept level and facing in the same direction as the hips. Turning by moving the feet is better than twisting and lifting at the same time.
- G) **Keep the head up when handling.** Look ahead, not down at the load once it has been held securely.
- H) **Move smoothly.** The load should not be jerked or snatched as this can make it harder to keep control and can increase the risk of injury.
- I) **Don't lift or handle more than can be easily managed.** There is a difference between what people can lift and what they can safely lift. If in doubt, seek advice or get help.
- J) **Put down, and then adjust.** If precise positioning of the load is necessary, put it down first. Then slide it into the desired position.

FOR MORE SPECIFIC DIRECTIONS ON THE CARRYING OF HEAVY LADDERS PLEASE REFERENCE THE LADDER SAFETY GUIDE PAMPHLET.



## No 6. Noise Control

The following agreed method must be carried out, coupled with all other agreed method statements.

- A) Noise at work can cause hearing loss, which can be temporary or permanent. People often experience temporary deafness after leaving a noisy place. Although hearing recovers within a few hours, this should not be ignored. It is a sign that if you continue to be exposed to the noise, your hearing could be permanently damaged. As a rule of thumb, if people must raise their voice there is a problem that needs addressing, the trigger point for action being a noise level at 85dB\* and above.
- B) A review of work methods found that none of our normal operations generate enough noise to be a problem for the operators carrying out gutter cleaning activities. However, two activities that may possibly be undertaken at some time have been identified as problematic, these are high pressure water jetting and the use of angle grinders.
- C) Information from the suppliers of the water jetters and angle grinders give the following noise levels for this equipment:
- Angle Grinder – 102dB (A)\*
  - Water Jetter – 104dB (A)
- As can be seen, these levels exceed the 85dB action level, therefore it is necessary to take measures to reduce the noise exposure levels if work of this type is undertaken.
- D) This type of work is carried out in the open and usually involves at least a team of two people, possibly more. Consequently, the noise will affect all personnel in the immediate vicinity of the work, so any precautions taken are considered applicable to all workers in the area.
- E) To reduce noise exposure levels to an acceptable level for the workers, ear defenders or earplugs must have a Single Number Rating of **SNR\*** 25 minimum, thereby effectively reducing noise levels to 77dB (A) for angle grinders, and 79dB (A) for the water jetter. However, for prolonged use of this type of equipment, ear defenders and ear plugs are not the only measures to be taken. It may involve rest breaks of at least 30 mins to 1 hour and doing the work in relays.
- F) In addition to the above, some sites and buildings we may enter could have a mandatory requirement for hearing protection to be worn. In these circumstances, ear defenders and ear plugs must be worn – but care needs to be taken to use the correct level of noise cancellation, as you still need to be able to hear the fire alarm, or people shouting in an emergency.
- G) In addition to the above, some sites and buildings we may enter could have a mandatory requirement for hearing protection to be worn. In these circumstances, ear defenders or earplugs must be worn to comply with the site or factory regulations.



## **No 7. Working with pigeon and seagull excreta.**

The following agreed method must be carried out, coupled with all other agreed method statements.

Follow all other agreed method statements and notes but pay particular attention to the following if the conditions are severe:

- A) Be very careful of seagulls flying at you especially when they have young.
- B) Always wear strong rubber gloves.
- C) Always wear dust mask/respirator especially when gutter content is dry in order to prevent breathing in dust from bird feathers and excrement.
- D) When there is a risk of splashing i.e., when it's wet, eye and head protection must be worn.
- E) Always wear long trousers and long-sleeved shirts to keep dirt off skin.
- F) After working with excreta or dead birds, always wash hands and face thoroughly before continuing with anything else.
- G) Never eat, drink or smoke while working with dead birds or their excreta.
- H) Be very careful of the excessively slippery conditions that may be present.
- I) Double bag all spoil for disposal.
- J) All nests to be removed unless occupied by eggs or chicks.

## **No 8. Access and egress to the roof by Internal means with ACCEPTABLE EDGE PROTECTION (MIN. 950 MM HIGH) IN PLACE.**

The following agreed method must be carried out, coupled with all other agreed method statements.

- A) Locate the internal access and gain permission to use it (check any alarms are switched off).
- B) Check and fit full personal safety harness with 2 metre double lanyard and a 1 metre fixed lanyard with steel snap hooks fitted.
- C) Access the roof.
- D) Check wind speed is acceptable for operations being carried out, at roof level (23 mph max).
- E) You need to agree a safe zone down to the gutter or work area. If necessary, tape it off to make sure it is always used. If you pass within 2 metres of skylights they must be covered with roof light covers.
- F) This method is often used in conjunction with Method 2.





**No 9. Using ladders as a work platform up to 9 metres (foot level) for short duration works of up to 30 minutes.**

The following agreed method must be carried out, coupled with all other agreed method statements.

- A) Dynamic Risk Assessment of the task prior to work commencing. Identify if there is a safer method that is reasonably practicable to be used. If not possible the operative must follow the hierarchy of control and use the safest means of fall arrest available.
- B) Check wind speed is acceptable for operation being carried out, and roof level (23 mph).
- C) Locate the designated/safest place to erect the ladder, avoiding any overhead power cables.
- D) Remove the ladders from the vehicle bearing in mind safe manual handling procedures and check for visual damage/defects.
- E) In line with Ladder Association best practice – with a partner remove the ladder from the van and once on the ground transport it to the work area with two persons carrying the ladder.
- F) Erect ladder in either one of the below:
  - 1. Attach Standoff clips to the ladder and extend to approximate height required while ladder is on the ground, with your partner raise the ladder to the building resting against the wall if required until extended to required height.
  - 2. Erect the ladder with your partner by placing full weight on bottom rung, with your partner behind the ladder supporting the weight. Raise the ladder to the height required in sections, using the building for additional support as required.
- G) Work at height Signage, cones, and barriers to cordon off the area from the general public.
- H) Set up the ladder stabilisers (preferred as this lowers the risk of slipping, sideways movement and bounce). or have ladders footed by your partner if the stilts / ladder spurs create a footprint too large for the space provided. (Consider if ladders should be used or not in this instance and use alternative method of access if possible).
- I) Climb up to the desired level slowly to check for stability and balance.
- J) In as many journeys as it takes, ensure all materials are easily accessible. (Telescopic Poles / Bucket / Gloves etc.) This can be done by climbing the ladder maintaining 3 points of contact, for example when climbing with a Pole in hand, your hand can grip the pole and the ladder side rail at the same time.
- K) If man safety wire or ladder eye bolts or similar is fitted to the roof line above work position, and you will be in situ for longer than 30 mins, clip your short lanyard attached at the front of the full body harness. (Integrity of these safety devices to be checked and verified prior to job being booked in)
- L) Complete work task by stretching out arm and scooping out the contents of the gutter by hand without overreaching (maximum each side of ladder is 600 mm) and maintain three points of contact at-all-times.



M) Unclip (if step K above is true), then climb down ladder with bucket and empty contents into waste bag as required, climb back up ladder and repeat until section is complete.

N) Unclip (if step K above is true), descend the ladder and move ladder to new position. Repeat operation until work is complete.

O) Once Task is complete, collapse ladders according to your safe use of ladders training and fix back to roof-rack on vehicle in the standard procedure.

**No 9(a). Using ladders as a work platform up to 6 mtrs (foot level) for short duration works of up to 30 minutes.**

A) Dynamic Risk Assessment of the task prior to work commencing. Identify if there is a safer method that is reasonably practicable to be used. If not possible the operative must follow the hierarchy of control and use the safest means of fall arrest available.

B) Check wind speed is acceptable for operation being carried out, and roof level (23 mph).

C) Locate the designated/safest place to erect the ladder, avoiding any overhead power cables.

D) Remove the ladders from the vehicle bearing in mind safe manual handling procedures and check for visual damage/defects.

E) Erect ladder as below:

1. Attach Standoff clips to the ladder and lift from the top of the ladder, turn while holding the ladder and rest against the wall of the building. Erect the ladder by placing full weight on bottom rung supporting the weight.

F) Raise the ladder to the height required in sections, using the building for additional support as required.

G) Work at height Signage, cones, and barriers to cordon off the area from the general public.

H) Set up the ladder stabilisers (preferred as this lowers the risk of slipping, sideways movement and bounce). or have ladders footed by your partner if the stilts / ladder spurs create a footprint too large for the space provided. (Consider if ladders should be used or not in this instance and use alternative method of access if possible).

I) If ladder is placed on a public driveway or there are other vehicles present, place the Ben's gutters van in direct line with the work area and use the van as a physical barrier.

J) Climb up to the desired level slowly to check for stability and balance.



K) In as many journeys as it takes, ensure all materials are easily accessible. (Telescopic Poles / Bucket / Gloves etc.) This can be done by climbing the ladder maintaining 3 points of contact, for example when climbing with a Pole in hand, your hand can grip the pole and the ladder side rail at the same time.

L) If man safety wire or ladder eye bolts or similar is fitted to the roof line above work position, and you will be in situ for longer than 30 mins, clip your short lanyard attached at the front of the full body harness. (Integrity of these safety devices to be checked and verified prior to job being booked in)

M) Complete work task by stretching out arm and scooping out the contents of the gutter by hand without overreaching (maximum each side of ladder is 600 mm); maintain three points of contact at-all-times.

N) Unclip (if step L above is true), then climb down ladder with bucket and empty contents into waste bag as required, climb back up ladder and repeat until section is complete.

O) Unclip (if step L above is true), descend the ladder and move ladder to new position. Repeat operation until work is complete.

P) Once Task is complete, collapse ladders according to your safe use of ladders training and fix back to roof-rack on vehicle in the standard procedure.



## **No. 9 Using ladders as a work platform up to 9 mtrs (foot level) for short duration works of up to 30 minutes.**

### **Good Practice Notes:**

1. All operators are to be trained in the safe use of ladders.
2. All ladders used to be compliant with minimally *BSEN 131\**. (BS2037 Class1 or BS1129 Class 1 can also be used)
3. Daily visual checks of the ladders to be carried out prior to use.
4. Use of ladders to be restricted to short terms use (in one position of 30 minutes).
5. Three points of contact on the ladder must always be maintained.
6. No over-reaching or stretching allowed.
7. Only use on level or firm ground and avoid slippery surfaces.
8. All ladders to be footed or deploy the stabilizers/spurs.
9. Tie off ladders wherever possible.
10. Use Stand-Offs to avoid resting ladders on weak or slippery plastic gutters.
11. Ladders to be set at 75 degrees.
12. Position ladders where they will not be struck by vehicles. Cone off around the ladders and if necessary, deploy a watchman if high vehicular traffic is present.
13. Only position ladders where they will not get pushed or knocked by opening doors and windows or block emergency or fire doors.
14. Prevent pedestrians from walking under them by using cones and barrier tape.
15. Avoid overhead power lines and cables (keep 6m horizontal distance away).
16. Do not use in strong or gusting winds.
17. Wear appropriate footwear.
18. When in use do not exceed the maximum of 9 metres foot height.



**No. 10 Gutter cleaning and repairs to either a steel sheeted building or flat roof building with acceptable edge protection (min 950 mm high). Assume fragile roof lights on the roof.**

Before commencing work, proof must be obtained from the client via the admin office that the roof to be worked on is load bearing and safe to work from. Then the following agreed method statement must be carried out, coupled with all other agreed method statements.

- A) Check wind speed is acceptable for the operation being carried out, at ground and roof level (23 mph max).
- B) Access the roof by the agreed method.
- C) If roof lights are present within 2 metres of the work or access areas (including valley situations) they must be made safe by placing fall arrest covers over them.
- D) When the safe working parameters have been defined, commence the gutter clean and/or repair work using brushes, plastic shovels and plastic bags for removal of waste.
- E) Once the work within the defined parameters of working has been completed, it will be inspected and any remedial works will be done immediately.
- F) The next area of work is defined and above process will then be repeated.
- G) If the clean or repair is within the 2 meter safe zone up to the roof edge, either
  - Use a SafeSite Mobile Man Anchor as per manufactures' instructions.
  - Use the van mounted boom as a dead weight anchoring devise. (provided the stress placed on the boom will not cause the vehicle to topple or roll over – this must be risk assessed by the Team Leader on duty prior to commencing work)
- H) Move equipment to next designated area and repeat as many times as is necessary to complete the works.

Please Note: It may be necessary for more detailed method statements due to specific circumstances on site. Your Team manager will provide this as required.



**No. 11 Gutter cleaning and repairs to either a steel sheeted building or flat roof building *without* acceptable edge protection (min 950 mm high). Assume fragile roof lights on the roof.**

Before commencing work, proof must be obtained from the client via the Ben's Gutters admin office that the roof to be worked on is load bearing and safe to work from. Then the following agreed method statement must be carried out, coupled with all other agreed method statements.

- A) Assess the risk prior to commencing the work and build Portable Man Anchor system according to manufacturer instructions and training provided.
- B) Take each section up to the roof using the MEWP or other suitable lifting equipment that can support the weight of lifting the equipment and a person at the same time.
- C) Always remain attached to the basket with a lanyard while constructing the man anchor system.
- D) Check wind speed is acceptable for the operation being carried out, at ground and roof level (23 mph max).
- E) Access the roof by attaching a second lanyard to your harness. One must always remain attached either to the basket or the man Anchor system, exit the basket while attached to the basket, and attach yourself to the man anchor system. Release the lanyard from the basket and commence work.
- F) If roof lights are present within 2 metres of the work or access areas (including valley situations) they must be made safe by placing fall arrest covers over them.
- G) When the safe working parameters have been defined, commence the gutter clean and/or repair work using brushes, plastic shovels and plastic bags for removal of waste.
- H) Once the work within the defined parameters of working has been completed, it will be inspected and any remedial works will be done immediately.
- I) The next area of work is defined and above process will then be repeated.
- J) Deconstruct the man anchor system following manufacturer instructions and move equipment to next designated area and repeat as many times as is necessary to complete the works.

Please Note: It may be necessary for more detailed method statements due to specific circumstances on site. Your Team manager will provide this as required.



## **No. 12 Cleaning or repairs to gutters using hired in truck mounted MEWP, self-propelled boom or scissor lift.**

The following agreed method must be carried out, coupled with all other agreed method statements.

- A.** Co-ordinate the working area and times with the Client Site manager to ensure the relevant safety protocols have been put in place.
- B.** Ensure there is provision of a trailer, or suitable receptacle for the waste bags of gutter contents to be transported to the on-site skip facility. (Or if a waste carrier is being employed for the job ensure all rubbish is placed in the designated skip)
- C.** Check Wind Speed is acceptable in line with Ben's Gutters Wind Speed Policy. (23mph) or (10m/s)
- D.** Locate the designated / safest place to position the MEWP or self-propelled boom / scissor lift, avoiding any overhead power cables.
- E.** Ensure the MEWP Operator has carried out the routine pre-use safety checks and has recorded it in writing.
- F.** Ensure any operatives working in the basket of the Cherry picker have received accurate training, and refresh this as part of the pre-use safety briefing if a refresher is required.
- G.** Ensure the ground conditions are suitable. (Can the ground underneath the MEWP withstand the load pressure being exerted).
- H.** Use boards to distribute the weight, if necessary, especially on softer ground.
- I.** Create a safety exclusion zone using Cones, Barriers, and Signage alerting any persons encroaching on the area around the MEWP or self-propelled boom/ scissor lift if to be used in the static position.
- J.** If using as a self-propelled unit, traversing the lengths of gutters / building, this must be carried out with caution, and only if Site Manager has given permission. The deployment of a banksman / watchman will be required. Do Not Block Doors, Entrances or Emergency Exits.
- K.** If any Access or Egress points to the buildings are to be temporarily blocked an alternative pedestrian route must be provided and worked out in co-ordination with the Site Manager.
- L.** Operator to secure himself and the Gutter cleaner to secure himself using a short lanyard to the cherry picker basket in preparation for the ascent to the roof line gutters.
- M.** Raise the boom to the desired height.
- N.** Access the Gutters and complete work task by stretching out arm and scooping out the contents of the gutter by hand without overreaching (maximum each side of basket is 600 mm) and always maintain three points of contact.
- O.** Complete the specified work.



- P.** Once work is completed remove all safety equipment in the reverse order, inform the management that the work is complete.
- Q.** Park the MEWP in the safe position, as worked out with the site manager and if necessary, use fences to prevent unsupervised access if being left overnight.
- R.** Carry out post use safety checks and record this in writing.





### **No. 13 Working in an area where asbestos materials are indicated by survey or assumed to be present.**

The following agreed method must be carried out, coupled with all other agreed method statements.

- A) Check wind speed is acceptable for operation being carried out, at ground and roof level (23 mph).
- B) Locate the designated/safest place to erect the ladder, avoiding any overhead power cables, or proximity to any Asbestos containing materials such as AIB, or Asbestos cement.
- C) If using a MEWP – position the basket avoiding any overhead power cables, or proximity to any Asbestos containing materials such as AIB, or Asbestos cement.
- D) Remove the ladders from the vehicle bearing in mind safe manual handling procedures and check for visual damage/defects.
- E) In line with Ladder Association best practice – with a partner remove the ladder from the van and once on the ground transport it to the work area with two persons carrying the ladder.
- F) Erect ladder in either one of the below:
  - 1. Attach Standoff clips to the ladder and extend to approximate height required while ladder is on the ground, with your partner raise the ladder to the building resting against the wall if required until extended to required height.
  - 2. Erect the ladder with your partner by placing full weight on bottom rung, with your partner behind the ladder supporting the weight. Raise the ladder to the height required in sections, using the building for additional support as required.
- G) Work at height Signage, cones, and barriers to cordon off the area from the general public.
- H) Position the ladder so at least 1 metre goes past the roof line or the platform height.
- I) Set up the ladder stabilisers (preferred as this lowers the risk of slipping, sideways movement and bounce). or have ladders footed by your partner if the stilts / ladder spurs create a footprint too large for the space provided. (Consider if ladders should be used or not in this instance and use alternative method of access if possible).
- I) Climb up to the desired level slowly to check for stability and balance.
- J) In as many journeys as it takes, ensure all materials are easily accessible. (Telescopic Poles / Bucket / Gloves etc.) This can be done by climbing the ladder maintaining 3 points of contact, for example when climbing with a Pole in hand, your hand can grip the pole and the ladder side rail at the same time.
- K) If man safety wire or ladder eye bolts or similar is fitted to the roof line above work position, and you will be in situ for longer than 30 mins, clip your short lanyard attached at the front of the full body harness. (Integrity of these safety devices to be checked and verified prior to job being booked in)
- L) Position yourself safely, wherever possible avoid contact with any Asbestos related material.



M) Wear appropriate Personal Protective Equipment, refer to Asbestos Policy and Risk assessment for guidance. Minimum requirements are: Hard Hat, High Visibility Vest / Jacket, Safety Boots, Rubber Gloves, Safety Spectacles, FFP3 Face mask.

M) Work in a manner that will reduce the risk of disturbing any asbestos related material.

N) Complete work task by stretching out arm and scooping out the contents of the gutter by hand without overreaching (maximum each side of ladder is 600 mm) and maintain three points of contact at-all-times.

O) In case of Asbestos Exposure however minor, Cease Work immediately, and notify the Site Manager, Ben's Gutters Office, and your Team Leader.

P) Unclip (if step K above is true), then climb down ladder with bucket and empty contents into waste bag as required, climb back up ladder and repeat until section is complete.

Q) Unclip (if step K above is true), descend the ladder and move ladder to new position. Repeat operation until work is complete.

R) Once Task is complete, collapse ladders according to your safe use of ladders training and fix back to roof-rack on vehicle in the standard procedure.



## **No. 14 Cleaning or repairs to valley gutters on a roof using “Easi-Dec” Valley Walk System.**

The following agreed method must be carried out, coupled with all other agreed method statements.

- A) Check wind speed is acceptable for operation being carried out, at ground and roof level (23 mph max).
- B) Wherever possible build the valley walk system on the ground and then lift the complete system to the access point on the roof and position in place according to manufacturer’s instructions.
- C) Locate the designated/safest place to position the MEWP or self-propelled boom/scissor lift, avoiding any overhead power cables.
- C) Ensure the ground conditions are suitable. If working on grassed areas, it may be necessary to deploy ground guards.
- D) Cone, barrier and sign off the area around MEWP or self-propelled boom/scissor lift if to be used in the static position.
- E) If there is an alternative roof access point from within the structure, one operative should use that access point and safely position themselves where the Valley walk will be lifted to. If access to the roof is by MEWP basket only ensure the basket can land on the roof at the appropriate access point.
- F) Attach a short lanyard to the MEWP basket and attach the other end to your safety harness. Have the MEWP Operator lift you to the roof access point.
- G) Load the Valley walk System onto the MEWP Basket and Ensure the Maximum load of the MEWP is not compromised if lifting the Valley walk with more than one person in the basket.
- H) Lift the Valley Walk system to the roof access point and position in place for use or at a safe point where it can be assembled while on the roof according to manufacturer’s instructions.
- F) Access the gutter and carry out the clean or repair. Using the valley walk system according to manufacturer’s guidelines.
- G) If the clean or repair is within the 2-meter zone up to the roof edge, ensure either:
  - i. There is adequate edge protection.
  - ii. A work positioning device and fall arrest device that mitigates the distance of a fall.
- H) Complete the specified work.
- D) Once work is completed, remove all safety equipment in the reverse order, inform the management that the work is complete and remove the barriers to the cordoned off area.



## **No. 15 Applying Cromapol to gutters or under roof lining at gutter level on a building.**

The following agreed method must be carried out, coupled with all other agreed method statements.

- A) Check wind speed is acceptable for operation being carried out, at ground and roof level (23 mph max).
- B) Locate the designated/safest place to erect the ladder / raise the MEWP basket to work area. avoiding any overhead power cables, or close proximity to any Asbestos containing materials such as AIB, or Asbestos cement.
- C) Ensure full PPE is worn, and is in working order: Hard Hat, Safety Spectacles, FFP3 face mask, Hi Vis vest / Jacket, neoprene Gloves, and Safety Boots. Read the safety label on the cromapol tin and ensure all members of the team understand they are working with a hazardous substance.
- D) Ensure the ground conditions are suitable. If working on grassed areas, it may be necessary to deploy ground guards.
- E) Cone, barrier and sign off the area around MEWP or self-propelled boom/scissor lift if to be used in the static position. This also applies to ladders.
- F) Attach a short lanyard to the MEWP basket and attach the other end to your safety harness. Have the MEWP Operator lift you to the roof access point.
- G) Apply the Cromapol evenly and with a non-violent brushing motion, multiple thinly applied coats are better than one thick coat, as it reduces the dripping and spillage.
- H) Once work is complete, check the work area and surrounding space for any spillage and make good any areas that require it.
- I) Dispose of any waste appropriately – This must be classified as hazardous. Some companies will have a hazardous waste skip, other sites may require a licensed waste carrier to be contacted to remove the waste from the site.



**No. 16 Method Statement for Working close to a water hazard such as a Landscaped Pond.**

- A) Use HSE WAIT Tool to assess if there is a safer method that is reasonably practicable to be used. If not possible the operative must employ the safest means of fall arrest available and follow the Ben's Gutters Ltd Ladders Addendum in full. **(Full Standard issue PPE to be used at all times)**
- B) Ensure all possible electrical charge or sources of static electricity are disconnected or switched off.
- C) Always work in a team of at least 2 people and ensure that both of you have buoyancy aides which are suitable and sufficient for your build and height.
- D) Double check all safety equipment including hard hats and high vis are fit for purpose, if in doubt get the spare from the van.
- E) Ensure Team leader, Site manager and any other colleagues are aware of your work position and expected duration of the work.
- F) Agree with your team leader regular sit-rep checks, at regular intervals for your safety.
- G) Check wind speed is acceptable for operation being carried out, and roof level (23 mph).
- H) Inspect the ladder prior to use and ensure rubber feet are all there, intact and fit for use, (This step would have been completed prior to leaving the office for work in the morning)
- I) Check the communications device being used is working.
- J) Locate the designated/safest place to erect the ladder, avoiding any overhead power cables.
- K) Remove the ladders from the vehicle bearing in mind safe manual handling procedures and check for visual damage/defects.
- L) Have your partner foot the ladder while you walk it up to the building or use the building to lever against. Sign cone or tape off area from the general public (as required).
- M) Set up the ladder stabilisers or have ladders footed (this lowers the risk of slipping, sideways movement and bounce).
- N) Stand-off clips for the top of the ladder to be used as required.
- O) Raise the ladder to the work area. Then climb up to the desired level slowly to check for stability and balance.
- P) In as many journeys as it takes, ensure all materials are easily accessible. (Telescopic Poles / Bucket / Gloves etc.) This can be done by climbing the ladder maintaining 3 points of contact, for example when climbing with a Pole in hand, your hand can grip the pole and the ladder side rail at the same time.
- Q) If man safety wire is fitted to the roof line above work position, and you will be in situ for longer than 30 mins, clip your short lanyard attached at the front of the full body harness.



R) Complete work task by stretching out arm and scooping out the contents of the gutter by hand without overreaching (maximum each side of ladder is 600 mm) and maintain three points of contact at all times.

S) Unclip (if step Q above is true), then climb down ladder with bucket and empty contents into waste bag as required, climb back up ladder and repeat until section is complete.

T) Unclip karabiner (if step Q above is true), descend the ladder and move ladder to new position. Repeat operation until work is complete.

U) Once Task is complete, collapse ladders according to your safe use of ladders training and fix back to roof-rack on vehicle in the standard procedure.

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**No. 17 Method Statement for washing Soffits & Fascias on buildings (Such as School buildings, Care Homes, Office buildings)**

The following agreed method must be carried out, normally following a general gutter clearance, and would be coupled with all other agreed method statements.

- A) Dynamic Risk Assessment of the task and the method of access to be used if work at height is required. (The majority if not all of the work would be carried out using the wash system while working from the ground) If not possible the operative must employ the safest means of fall arrest available and follow the

Ben's Gutters Ltd Ladders Addendum in full. **(Full Standard issue PPE to be used at all times)**

- B) Locate a tap on the exterior of the building and attach the hose to the tap so it is finger tight, co-ordinate with building owner or site manager to plan the work and identify where the water supply is obtained from.
- C) If B is not possible, use the adapter and attach to a tap near to an external door or window so it is finger tight. (Arrange to for the client or a client's representative to escort you to the inside tap when working in care homes or schools)
- D) Trace the quickest route from tap to the work area and use wet floor signs as well as cones and tape to alert any persons to the presence of the hose as a trip hazard.
- E) While remaining with your feet on the ground, use the pole wash system to reach and scrub the soffits and fascias, apply only Ben's Gutters approved products to assist with more stubborn dirt. (Ecover washing up liquid or Method Dishsoap).
- F) If a ladder is required to reach areas that cannot otherwise be cleaned using the pole system, use your pre-selected safe ladder access point.
- G) Prior to erecting the ladder, ensure the ground is not wet and the ladders have anti-slip feet, and ladder stabilisers if required.
- H) Erect the ladder paying attention to manual handling risk assessment and method statement No.8.
- I) Place a bucket of water at the base of the ladder, ensure the work area is coned off. Use extremely visible signs stating "Work at Height in progress", also "Water Hazard" signs taken from the van and placed in close proximity to the work area.
- J) Take two Microfibre cloths, or small hand sponges from the van, make them wet using the water in the bucket, then climb the ladder with one cloth in each hand and maintain 3 points of contact with the ladder all the way to the height required.
- K) Use one cloth to wipe the dirt away, and the second to polish or finish the clean.
- L) Once the area worked on is complete, without over-reaching or stretching, descend the ladder to the ground and move to the next section.
- M) Repeat steps E to L until all soffits and fascias are complete.
- N) Dispose of the dirty water in line with the client requirements, usually into a storm drain if one is available.
- O) Pack away the access equipment and pole system, removing only the wet floor and water hazard signs when this is complete.
- P) Ensure the client has informed residents or building occupants of the wet floor and have their own signage available to highlight this.
- Q) Pack away all other safety equipment, and get client's signature upon completion.
- R) Complete any paperwork required by the client or the Ben's Gutters helpdesk team.
- S) Leave the site.



**No.18 Clearing Gutters on an industrial unit roof, with edge protection above 950mm, (Fragile Sky Lights in work area). Access using CAT Ladder and roof hatch.**

NOTE: Before commencing work, proof must be obtained from the client via the admin office that the roof to be worked on is load bearing and safe to work from. Then the following agreed method statement must be carried out, coupled with all other agreed method statements. It may be necessary for more detailed method statements due to specific circumstances on site.

Your Team

manager will provide this as required.

- A) Obtain permit to work from the site manager following an initial roof survey from a cherry picker or other access equipment.
- B) Check wind speed is acceptable for the operation being carried out, at ground and roof level (23 mph max)
- C) Access the roof via the cat ladder and roof hatch, paying particular attention to any gusts of wind as you access the roof. Attach yopur work positioning rope to the man safety system or fixed point on the roof.
- D) If roof lights are present within 2 mtrs of the work or access areas (including valley situations) they must be made safe by placing fall arrest covers over them, or as a minimum the Team leader must mark out a safe working zone and route prior to the rest of the team accessing the roof.
- E) When the safe working parameters have been defined, position the cherry picker so that the buckets and other equipment can be lifted to the roof. One person to be attached using short lanyard to the basket will place the items on the roof gulley at least one metre in from the edge.
- F) The operative already in the roof now takes these items in as many journeys as it takes to safely move them to the work area.
- G) Commence the gutter cleaning work using brushes, plastic shovels and plastic bags for removal of waste.
- H) Once the work within the defined parameters of working has been completed, it will be inspected and any remedial works will be done immediately.
- I) The next area of work is defined and above process will then be repeated.
- J) Once the bag is full to a weight that is manageable by each member of the team , these bags will be walked along the gulley, and passed along the line until the MEWP basket is reached. The basket will be positioned inside the edge protection parapet wall and at an angle or level that no excessive strain or lifting of the bag or bucket is required.
- K) If the clean or repair is within the 2 meter safe zone up to the roof edge, either
  - Use a SafeSite Mobile Man Anchor as per manufactures' instructions.
  - Use the van mounted boom as a dead weight anchoring devise.  
(provided the stress placed on the boom will not cause the vehicle to topple or roll over – this must be risk assessed by the Team Leader on duty prior to commencing work)
- L) Move equipment to next designated area and repeat as many times as is necessary to complete the works.
- M) Once complete egress from the roof is to be co-ordinated with the site manager, but particular attention should be paid to not bringing any mud, leaves or other dirt into the building and not spreading this throughout the carpeted areas.





**No. 19 Method Statement if using a ladder close to a public footpath or road.**

The following agreed method must be carried out, coupled with all other agreed method statement

- A) Dynamic Risk Assessment to determine if there is a safer method that is reasonably practicable to be used. If not possible the operative must employ the safest means of fall arrest available.
- B) Check wind speed is acceptable for operation being carried out, and roof level (23 mph).
- C) Locate the designated/safest place to erect the ladder, avoiding any overhead power cables.
- D) Remove the Cones, Tape, Signs and Plastic Barriers from the van and in manageable amounts carry them to the work area in a team of two. Both with full hi vis and safety footwear.
- E) Mark out the work area using cones and plastic barriers, then place a banksman inside the work area with full hi vis, and direct traffic past the work area.
- F) Use the Ben's Gutters vehicle as barriers to road users and moving vehicles within the plastic barriers but not within 2 metres of the ladder.
- G) Remove the ladders from the vehicle bearing in mind safe manual handling procedures and check for visual damage/defects.
- H) Place the ladder against the side of the building. Before extending place plastic barriers around the base of the ladder.
- I) Erect ladder in either one of the below:
  - 1. Attach Standoff clips to the ladder and extend to approximate height required while ladder is on the ground, with your partner raise the ladder to the building resting against the wall if required until extended to required height.
  - 2. Erect the ladder with your partner by placing full weight on bottom rung, with your partner behind the ladder supporting the weight. Raise the ladder to the height required in sections, using the building for additional support as required.
- J) Work at height Signage, cones, and barriers to cordon off the area from the general public.
- K) Set up the ladder stabilisers or have ladders footed (this lowers the risk of slipping, sideways movement and bounce).
- L) Climb up to the desired level slowly to check for stability and balance.
- M) In as many journeys as it takes, ensure all materials are easily accessible. (Telescopic Poles / Bucket / Gloves etc.) This can be done by climbing the ladder maintaining 3 points of contact, for example when climbing with a Pole in hand, your hand can grip the pole and the ladder side rail at the same time.
- N) If man safety wire or similar is fitted to the roof line above work position, and you will be in situ for longer than 30 mins, clip your short lanyard attached at the front of the full body harness.



- O) Complete work task by stretching out arm and scooping out the contents of the gutter by hand without overreaching (maximum each side of ladder is 600 mm) and always maintain three points of contact.
- P) Unclip (if step N above is true), then climb down ladder with bucket and empty contents into waste bag as required, climb back up ladder and repeat until section is complete.
- Q) Unclip (if step N above is true), descend the ladder and move ladder to new position. Repeat operation until work is complete.
- R) Once Task is complete, collapse ladders according to your safe use of ladders training and fix back to roof-rack on vehicle in the standard procedure.
- S) Remove the barriers and cones in reverse order and assist in getting traffic moving again if safe to do so.



## **No. 20 Method Statement for Working with Sky Vac Gutter Vacuum.**

The following agreed method must be carried out, coupled with all other agreed method statements.

- A. Carry out Dynamic Risk assessment of the area of work about to be commenced, record the findings in your paperwork, update and revise as needed during the work procedure.
- B. Unload the Safety Gear from the van and mark out the work area with cones and barriers, considering the arc a 12metre pole will make when being retracted from the roof.
- C. Ensure any vehicles or other structures are not within the working envelope, double check for any pedestrian routes which will encroach on the work area.
- D. Co-ordinate alternative pedestrian routes with the site manager prior to work commencing and have these clearly marked out before beginning the task.
- E. Place the Work at height floor standing sign in a clear and visible location, ensure vehicles and other work equipment does not obscure the signage.
- F. Remove the Sky Vac and Poles and generator from the van, following manual handling procedures and use a second person especially considering weight of generator (59Kg)
- G. Connect the generator and the vacuum, assemble all poles and equipment following manufacturers guidelines and training.
- H. Have the spill kit ready and easily reachable then remove the jerry can from the secure storage in the van or cherry picker.
- I. Fill the generator with enough Petrol for the job, 75% full lasts 3,5 hours of operation.
- J. Raise the pole to the working height and use the pole to dislodge and then pull the contents of the gutter out and lower large object carefully remaining within the working envelope marked out.
- K. Lightly vibrate the pole and jig the pole around in a controlled manner which will not cause any damage to the gutters while attempting to pull out the contents of the gutter.
- L. At any sign of fatigue notify your colleague and have them assist you bring the pole to the ground, and then take 30mins break before raising the pole again.
- M. Continue to alternate with your colleague the roles of support and cleaner until the work has been complete on the current section.
- N. Fully retract the poles and the vacuum machine. Disengage the generator, ensure fully switched off, and cooled down enough to be moved.
- O. Move the equipment to a safe holding position then move the barriers and signs to the next section for the working area to be relocated to. Move the equipment into the next work area and setup the equipment then continue the task.
- P. Have your colleague assist you in loading the waste bags into the van or taken to the onsite skip facility as co-ordinated with the site manager.
- Q. Once all sections have been complete fully retract all equipment pack away in the correct secure holding area of the van or cherry picker and notify client work is complete.



## **No. 21 Method Statement for using a wash-pole system to clean an industrial roof canopy.**

The following agreed method must be carried out, coupled with all other agreed method statements.

- A. Waterproof overalls, trousers, gloves and hi-vis vests or jackets to be worn throughout the job, change gloves at break times to maintain waterproof integrity and grip.
- B. Before job commences obtain inspection certificate produced within last 6 months for both the Man safety wire and the wash-pole system.
- C. If No man safety wire and no edge protection in place roof access cannot be used and Cherry Picker basket must be used instead. (Alternatively, job can be postponed until the inspection or installation has been completed)
- D. If no inspection of wash-pole system is available, consult with Ops manager and client site manager and arrange for one to be purchased or hired locally.
- E. Carry out Dynamic Risk assessment of the work area and hazards or circumstances about to be commenced, record the findings in your paperwork, update and revise as needed during the work procedure.
- F. If man safety wire and internal roof access are available – proceed to access the roof by internal staircase, evenly distributing the load of tools and materials throughout the team and carry these items to the designated work area.
- G. If obstructions and navigation through building carrying tools is a barrier, have the tools and materials lifted to the roof by MEWP access, observing steps in Method statement Number 3.
- H. Measure wind speed, if over 23mph, and remains so for extended period, job must be postponed and rescheduled for another day.
- I. Locate source of water for the wash-pole system:
  - I. If on roof close to exit hatch – attach the hose to the tap and then attach lanyard to man safety wire.
  - II. If on ground level, plan the most appropriate and safest route for the hose to reach the roof and create fixed barriers to prevent unauthorised access.
- J. Position a team member on the ground to monitor the cables and hoses and maintain close communication through either radio c/b or mobile phone.
- K. Once on the roof and tap connected to hose, with short lanyard attached to the man safety wire, use two men – one holding the wash-pole and the other taking the load of the cables and hoses.
- L. Navigate the roof surface slowly and deliberately keeping an eye out for potential slip or trip hazards.
- M. Any hazards identified during the job are noted by work stopping, planning the control measure, recording it and implementing the controls to minimise the risk for operatives involved.
- N. Pay attention to the water runoff, any flooding or non-draining water to be investigated before work resumes.
- O. Once the roof access areas are complete, trace steps back to the entrance point to the roof and detach the hose, safety lanyard, physical barriers or signage and exit the roof via internal access route, using overshoes to prevent spread of dirty water throughout building.
- P. Any additional areas to be cleaned that cannot be reached by roof access to be reached using MEWP basket as work platform with hoses and cables neatly secured to avoid being caught in moving parts of static boom or spider arms.
- Q. Plan of action in case of emergency to be recorded and safety briefing held by team leader prior to lift.
- R. Mark out the working envelope with chapter 8 barriers and signage with one man left to patrol the boundary to keep any persons clear of work area.
- S. Attach short lanyard to basket harness safety bar.
- T. Slowly lift basket towards area of roof to be cleaned.
- U. Wash-pole extension kept to minimum to prevent over-reaching and loss of balance – movements slow and deliberate with a motion from front to back.
- V. Any falling debris to be left on the ground until cleaning is finished and basket has returned to safe position
- W. Collect any excess debris, moss, silt, grass into rubbish bags and sweep ground with hard bristle broom to dislodge any mud or grit.
- X. Co-ordinate with Site management that ground around the cleaning area is safe to remove barriers, carry out final clean down.
- Y. Place all own tools and equipment in safe spaces on the BIGM vehicles and Cherry Pickers.
- Z. Remove wet overalls and bag up ready for either disposal or cleaning.
- AA. Leave site by safe access / egress routes only.



## **METHOD STATEMENT GLOSSARY**

EGRESS: To leave or go out from a place; exit

MEWP: Mobile Elevating Work Platform

EXCRETA: waste matter discharged from the body

BANDED LADDER: a ladder safely marked top and bottom or at the edges with a band of a different colour to the ladder itself for high visibility

BANKS MAN: a person who directs the operation of a crane or large vehicle from a point where the loads are attached and detached

LPG: Liquefied Petroleum Gas

DB: Decibels (a unit of relative loudness)

ANGLE GRINDER: a device with a rotating disc, used to grind, polish or cut metal and other materials

SNR: Single Number Rating (a system of rating noise levels that determines what type of protection you need to get for your ears)

(A): A method of designating loudness to the ear in a national standard of measurement. The units are written dB(A) for decibel level "A" (you can also have B, C, D and Z)

BSEN 131: A label designating the compliance with appropriate rules and regulations on portable access equipment. BSEN 131 specifically covers ladders and step ladders constructed from aluminium, steel, plastics or timber.

Ladder Spurs:



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SKYLIGHT FALL ARREST COVER:

TRAVERSE : To go across

VIGILANT: Paying Careful attention to a particular problem or situation



SAFE SITE MOBILE MAN ANCHOR:



EASI-DEC VALLEY WALK SYSTEM:

