

Document Title: Safe System of Work and Risk Assessment	
Document Reference: RA02	Version No: 02
Task: Gutter Cleaning Using MEWPS platform	

Site/Location:	All Projects		
Assessed By:	Julius Zenevicius (QSHE Manager)		
Manager	All Company Management Site Operatives Contractors (CIS)	Date	September 2023

Safe System of Work

1	Task: Gutter cleaning using MEWPS platform
2	List of any Hazards as identified by risk assessment: <ul style="list-style-type: none"> • Faulty Equipment • Manual Handling • Striking a fix or stationery object • Fall from heights • Adverse weather • Striking a person
3	List of Special Equipment, Procedures or Competence Required to Perform the Task: 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 work. To this end ,employees should correctly use all work items and procedures provided, in accordance with their training and the instructions they receive. Competence <ul style="list-style-type: none"> • Induction • Ladders Safety • WAH • Asbestos awareness • IPAF training Equipment Required <ul style="list-style-type: none"> • Safe access to roof (client provided) • Ladders • Cleaning brush and bucket • MEWP platform • Safety harness <p>Always adhere to the Client Rules and Risk Assessments Never put yourself in danger</p>

4	Protective Equipment required (tick as appropriate):		
	 Gloves (EN374/388) <input checked="" type="checkbox"/>	 Safety Harness <input checked="" type="checkbox"/>	 Hard Hats <input checked="" type="checkbox"/>
	 Safety Footwear (EN355) <input checked="" type="checkbox"/>	 <small>Ear protection must be worn</small> Ear Protection (SNR30) <input type="checkbox"/>	 Hi-Visibility Clothing (EN471) <input checked="" type="checkbox"/>

5	<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>
6	<p>General</p> <p>MONITORING AND REVIEW</p> <p>The QSHE Department will carry out regular safety audits and inspections of site and supervision of documentation, methods and procedures. Specific attention is given by all management to compliance with legal requirements. The site management responsibilities are:</p> <ul style="list-style-type: none"> • Compliance to site rules. • The implementation of the Health & Safety plan. • All risk assessment requirements. • Initial site briefing procedures for all operatives, contractors and subcontractors prior to any involved in site operations. <p>The QSHE Department is responsible for all accident/incident investigation reporting procedures based on detailed information provided by site management, operatives, material evidence and any external source involved. Performance appraisal and feedback may require change. Immediate emergency action is the responsibility of Site Foremen. Non-urgent procedure/operating sequence matters are to be discussed with appropriate management. Health & Safety changes are to be reviewed at meetings attended by the Planning Supervisor, Site Manager and Health & Safety Officer (plus Sub-Contractor representation if appropriate). Findings and changes must be directed / notified in writing and available for all as a notice.</p> <p><u>Preparation and Setting Up</u></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 MEWP platform equipment will be used and brought up to the required point and area will be barricaded, if possible, to prevent from any third parties' interaction. • Visual pre use checks will be carried out for MEWP equipment. If any defect found, a line manager will be notified and further action agreed before commencement of any site works. <p><u>Gutter Cleaning using MEWP platform</u></p> <ul style="list-style-type: none"> • Co-ordinate the working area and times with the Client Site manager to ensure the relevant safety protocols have been put in place. • 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) • Check Wind Speed is acceptable in line with Ben's Gutters Wind Speed Policy. (23mph) or (10m/s) • Locate the designated / safest place to position the MEWP or self-propelled boom / scissor lift, avoiding any overhead power cables. • Ensure the MEWP Operator has carried out the routine pre-use safety checks and has recorded it in writing. All MEWPs must be inspected by the operator before and after use, this is to ensure that it is safe and that there are no obvious defects. The inspection must always be carried out in accordance with the manufacturer's instruction manual. Records of inspections to be kept. • 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. • Ensure the ground conditions are suitable. (Can the ground underneath the MEWP withstand the load pressure being exerted). • Use boards to distribute the weight, if necessary, especially on softer ground.

- 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.
- Do Not Block Doors, Entrances or Emergency Exits.
- 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.
- 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.
- Raise the boom to the desired height.
- 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 maintain three points of contact at all times.
- Complete the specified work.
- Once work is completed remove all safety equipment in the reverse order, inform the management that the work is complete.
- 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.
- Carry out post use safety checks and record this in writing.

Cherry Picker Emergency Rescue Plan

Ensure that all normal emergency lowering procedures have been activated.

Contact the site manager to report failure of back-up emergency lowering systems and request engineering back-up. If, after inspection by the engineer, it is not possible to effect a repair to allow the machine to be brought to the ground, the site manager must be contacted for permission to carry out basket to basket rescue.

Mid Air Rescue

The details of the risk assessment carried out shall be recorded onto the site-specific risk assessment form.

The ground operative will have a full access to the manual override controller.

With the conversations with team in basket the operative will use safety and evacuation methods and lower the basket to the ground level

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.

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

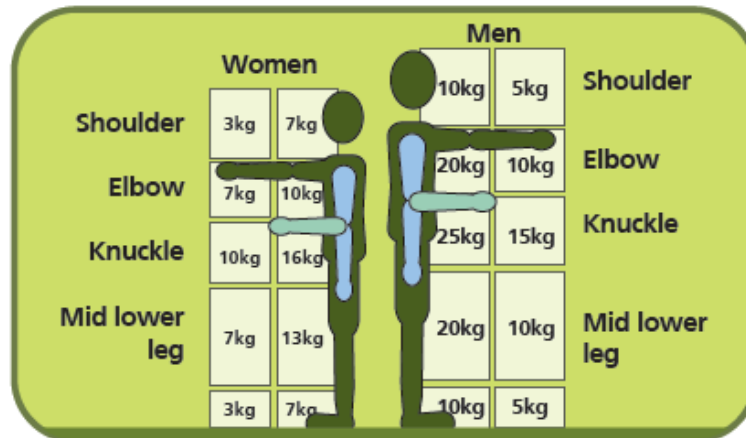


Step 3: Start with a good posture



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



SSOW02 Work at Height Using MEWP

DO NOT use this equipment unless you have been trained in its safe use and operations

PERSONAL PROTECTIVE EQUIPMENT



Safety Harness must be worn while operating this equipment



Hard Hats must be worn at all times while operating



Safety footwear must be worn at all times in work areas.

Pre-Operational Checks

- ✓ Make sure you have obtained required training to operate Mobile Elevating Platform
- ✓ Use PPE provided for the task
- ✓ Check the equipment before use and make sure you fill PRE-OPERATIONAL checks before use.
- ✓ Report any Defects to the book provided and inform your manager if discovered any substantial damage or fault.
- ✓ DO NOT operate faulty or damaged equipment

Safe Operations

- ✓ **Ground conditions:** The platform should be used on firm and level ground. Any temporary covers should be strong enough to withstand the applied pressure. Localised ground features, eg trenches, manholes and uncompacted backfill, can all lead to overturning.
- ✓ **Outriggers:** Outriggers must be extended and chocked before raising the platform. Spreader plates may be necessary – check the equipment manual.
- ✓ **Guardrails:** Make sure the work platform is fitted with effective guard rails and toe boards.
- ✓ **Arresting falls:** if there is still a risk of people falling from the platform a harness with a short work restraint lanyard must be secured to a suitable manufacturer provided anchorage point within the basket to stop the wearer from getting into a position where they could fall from the carrier.
- ✓ **Weather:** high winds can tilt platforms and make them unstable. Set a maximum safe wind speed for operation. Storms and snowfalls can also damage platforms. Inspect the platform before use after severe weather



- ✓ **Handling materials:** if used to install materials check the weight and dimensions of materials and consider any manual handling and load distribution issues. You may need additional lifting equipment to transport materials to the work position.
- ✓ **Nearby hazards:** do not operate a MEWP close to overhead cables or other dangerous machinery, or allow any part of the arm to protrude into a traffic route.

MEWP HAZARDS

- ⓘ **Entrapment:** operator trapped between part of the basket and a fixed structure, eg when manoeuvring in confined overhead areas of steelwork. Operators may become trapped against the platform controls, and if this happens they may not be able to stop the machine running.
- ⓘ **Overturning:** the machine may overturn throwing the operator from the basket;
- ⓘ **Falling:** an operator may fall from the basket during work activities;
- ⓘ **Collision:** the vehicle may collide with pedestrians, overhead cables or nearby vehicles.

This SSOP does not necessarily cover all possible hazards associated with operation and should be used in conjunction with other references. It is designed as a guide to perform the operations



Gutter Cleaning Using MEWPS platform



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)
Unsafe anchorage, unsafe or inappropriate fall protection systems.	<ul style="list-style-type: none"> Fall protection systems are designed, specified and installed by registered professionals and regularly inspected according to schedule. When any device be it a single point anchor, horizontal safety line system or fall arrest apparatus which has arrested a fall it must be taken out of service. The advice of the manufacturer of the device / system must be sought and remedial measures as specified undertaken before re-commissioning of the system. 	5	1	5	Maintain and Monitor Controls	-	-
Lack of awareness of fall hazards in workplace.	<ul style="list-style-type: none"> Users are properly trained and assessed for their competency. Competent persons train workers at risk of falls with regard to types of fall hazards, risk reduction, limitations of fall arrest/fall restraint equipment, dangers of hanging in a harness and emergency rescue planning. 	5	1	5	Maintain and Monitor Controls	-	-
Noise (MEWP platform)	<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	1	2	Maintain and Monitor Controls	-	-



Gutter Cleaning Using MEWPS platform

Overhead cables	<ul style="list-style-type: none"> Area will be inspected prior to works commence Safe area will be designated for the use of platform away from overhead cables Manager will be informed if area is not suitable for the use of equipment 	3	1	3	Maintain and Monitor Controls	-	-
Manual Handling	<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	-	-
Pre-existing medical conditions	<ul style="list-style-type: none"> Workers to self-declare any health issues or concerns before working at height. 	5	1	5	Maintain and Monitor Controls	-	-
Fall From Height whilst working in the basket	<ul style="list-style-type: none"> Only trained and competent employees to use this equipment Equipment to be used only in the safe conditions where ground level is appropriate and safe for platform to be used Fall arrest provided which has been inspected by competent contractor on regular basis The work platform is fitted with effective guard rails and 	5	1	5	Maintain and Monitor Controls		
Unsafe Ground Conditions	<ul style="list-style-type: none"> Pre use checks carried out by operator before starting the works Any defects or unsafe conditions is reported to the manger 	3	1	3	Maintain and Monitor Controls	-	-



Gutter Cleaning Using MEWPS platform

<p>Poor Housekeeping Debris Vegetation</p>	<ul style="list-style-type: none"> Operators are aware that maintain tidy environment and working area when working on the public and any roads Then operators 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 Operators are aware – clean after yourself policy. 	3	1	3	Maintain and Monitor Controls	-	-
<p>Crush /Entanglement - Entrapment MEWP platform</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 	5	1	5	Maintain and Monitor Controls	-	-
<p>Access to roof</p>	<ul style="list-style-type: none"> Roof access is controlled by the client No access to other trades if not required Permit to work on roof areas will be issued by the contractor Roof area will be inspected prior any works to ensure its safe 	3	1	3	Maintain and Monitor Controls	-	-
<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 	3	1	3	Maintain and Monitor Controls	-	-



Gutter Cleaning Using MEWPS platform

	<ul style="list-style-type: none"> PPE to be worn included in the box of provisions allocated to each van / person. Lost or damaged items must be reported to Control / Delivery Managers immediately. 						
Slips, Trips & Falls Fractures Bruising/abrasions Tendon/ligament damage	<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. 	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		
Adverse weather	<ul style="list-style-type: none"> Operators will be issued with warm clothing to prevent from any outdoor and cold weather Regular breaks is available Welfare facilities to be agreed with the client if available . Wind checks will be completed before operating to make sure safe operations can be carried out 	3	1	3	Maintain and Monitor Controls	-	-
Falling objects	<ul style="list-style-type: none"> Client to make arrangements for safe area and restrictions of employees or residents of the building Operator is instructed to ensure that are no loose and light weight debris or materials lying around 	5	1	5	Maintain and Monitor Controls	-	-



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	<ul style="list-style-type: none"> All tools and equipment's re kept ant minimum to prevent from blow off from roof areas by the wind 						
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Annual Review

Roll-Out	Manager's Signature: Julius Zenevicius	Date: September 2022
Refresher Year 1	Manager's Signature: Dovile Balionyte	Date: September 2023
Refresher Year 2	Manager's Signature:	Date:



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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						



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