



Risk Assessment & Method Statement

CONVENTIONAL WINDOW CLEANING METHOD STATEMENT

These procedures govern the methods of working for operatives using conventional window cleaning methods. The aim of describing these techniques is to ensure the safety of the operative and members of the public. With safety being the prime consideration, no risk is acceptable. At all times, the operative must have safety as the main priority, both to himself and to any third party.

PROCEDURES

These procedures shall apply when operatives are using ladders or steps in order to gain access to windows. The procedures used during work are deemed to be safe and the individual operative has the responsibility to ensure that there is no risk to any third party. The decision to work in public areas or in strong winds is down to the individual operative, in accordance with Health and Safety Plan, no risk being taken.

RISK ASSESSMENT

Risks Identified

- 1.1 Third party tripping over bucket or ladder.
- 1.2 Slipping on wet surfaces.
- 1.3 Ladder falling onto third party.
- 1.4 Squeegee or applicator falling onto third party.
- 1.5 Falling from low window sills.
- 1.6 Vehicle Parking.
- 1.7 Storage of access equipment when not in use.
- 1.8 Third party access whilst work in progress.

HAZARD REPORT

Activity Assessed

Conventional window cleaning.

Assessed by S.Grace

Date: 1st July 2016

Review Date: 1st July 2017

Hazard Description

Risk of trips, falls, slips and being hit by falling equipment.

Persons at risk

Members of the public, staff, residents and visitors.

Controls

Warning signs displayed.

Workers to be vigilant to provide additional verbal warnings.

MEASURES TO CONTROL RISKS IDENTIFIED

2.1 Display a warning sign in clear view and before obstruction.

2.2 Display appropriate warning sign indicating slip hazard e.g. water on walkway.

2.3 Operatives trained in safe ladder pitching.

2.4 Equipment to be stored in equipment belt when not in use and between individual panes. Danger area to be signed.

2.5 Windows to be cleaned with Reach and Wash system. (see separate Risk Assessment).

2.6 Vehicles to be parked in designated bays where available. When street parking used, no access equipment to be left overhanging the vehicle at any time.

2.7 Priority given to third party access. When indoors, operative will ensure corridors, doorways, landings etc are kept clear of equipment at all times. If access way measures less than 75cm wide, operative will immediately make way for third party. When access is required by an elderly, infirm, or otherwise incapacitated party, the operative will immediately make way. When outdoors entrances, footpaths etc will be kept clear of equipment at all periods when not directly affected by work. When working above a doorway, the door will be closed and a sign placed to warn of overhead works. A sign will be used when working on footpaths.

WATERFED POLE METHOD STATEMENT

These procedures govern the methods of working when using “Reach and Wash” waterfed poles. The techniques described are to enable operators to ensure the safety of themselves and others. With safety being the prime consideration, the basic philosophy is “No risk is acceptable”. At all times the operator has the safety of the public and other third parties in mind.

PROCEDURES

These procedures shall apply when “Reach and Wash” operators are using the poles to clean windows where the public has a right of way or where customers, employees or visitors are using the area to access the building. The procedures are used while operating the pole are deemed safe and the individual operator has the responsibility of making sure that, while they are using the pole, there is no risk to any third party. The decision to use the pole in public areas or in strong winds is down to the individual operator and all procedures should be followed to ensure that no risk is being taken.

Terms and Definitions

“Reach and Wash Pole” A waterfed pole which allows the operator to clean windows at height, without the use of ladders or access equipment whilst operating at ground level.

“Hazard Signs” These are British standard signs that warn of wet floors and trip hazards running across a public walkway.

Trip Hazard This is when the pole or hosepipe used to feed water to the pole crosses or runs along a public walkway.

Slip Hazard This is when water from the “Reach and Wash” pole runs onto the floor at the base of the building being cleaned, causing the floor to become potentially slippery.

RISK ASSESSMENT

Risks Identified

1.1 Third party tripping over the hose.

1.2 Third party slipping on wet surfaces.

1.3 Operative dropping the pole onto a third party.

1.4 Operative getting the pole caught on an overhead obstruction, which could fall down onto a third party, or cause the pole to slip from the operators grasp and then fall onto a third party.

1.5 Risk of electrocution from overhead power lines.

1.6 Operative tripping whilst using pole.

HAZARD REPORT

Activity Assessed

Reach and Wash Window Cleaning

Assessed by S.Grace

Date : 1st July 2016

Review Date : 1st July 2017

<u>Hazard description</u> Risk of person tripping over hose	<u>Hazard description</u> Risk of waterfed pole being dropped by operator.
<u>Hazard category</u> Human error.	<u>Hazard category</u> Human error.
<u>Persons at Risk</u> Members of the public, staff, residents, visitors, operator.	<u>Persons at Risk</u> Members of the public, staff, outdoor workers, residents, visitors, the operator.
<u>Controls</u> Warning signs Verbal warnings	<u>Controls</u> Operators trained in the use of waterfed poles. Waterfed poles will not be used in high winds or gusty conditions

MEASURES TO CONTROL RISKS IDENTIFIED

- 2.1 Display a warning sign clearly and before obstruction.
- 2.2 Display warning sign in clear view indicating slip hazard, (water on walkway).
- 2.3 Operative to be trained in pole safety.
- 2.4 Operatives to be vigilant checking for overhead obstructions.
- 2.5 Instruct operatives as to the danger of electrocution and stress vigilance.
- 2.6 Instruct operatives to be vigilant whilst operating poles and to be aware of terrain.