

# RAMS Method Statement

RAMMAI\_General\_Working at Height\_v2.0624



**MyAbsolute**.co.uk

Date of issue: **June 2024**  
Prepared By: Andrew Prest  
Version / Revision: Version 2.0

TRACKING			
	NAME	Signature	Date
Prepared By:	Andrew Prest		22 June 2022
Reviewed BY:	Stephanie Webster		22 June 2022
Version	Date Updated	Reason for Update	
v.01	22 June 2022	First Copy	
v2.0	05 June 2024	Review & Updated Branding	

## Contents

**Location of the Work, Access & Control**.....2

**Method**:.....**Error! Bookmark not defined.**

**Safe Controls** .....**Error! Bookmark not defined.**

**Hazard Awareness** .....**Error! Bookmark not defined.**

**Personal Protective Equipment**.....**Error! Bookmark not defined.**

**Environment & Waste Management** .....**Error! Bookmark not defined.**

**Supervision Arrangements**.....**Error! Bookmark not defined.**

**Welfare, Health & Safety** .....**Error! Bookmark not defined.**

**Team Briefing Record** .....**Error! Bookmark not defined.**

## Location of the Work, Access & Control

Principal Contractor: **Absolute Plumbing & Maintenance Ltd – Gas Safe Reg: 665753**

Principal Contractor Contact: Andrew Prest (MD) [Andrew.Prest@MyAbsolute.co.uk](mailto:Andrew.Prest@MyAbsolute.co.uk), Contact: 07763 651 055

Instructing Contact: **contact name**

Instructing Contact Telephone/Email: **Telephone / Email**

Planned Timeframe/Duration: **Date / Duration**

Contractor Staff: As required, all staff trained in First Aid, Health & Safety and subject to task specific qualifications as suitable to the reactive job (Plumbing level 2, Gas Safe Registered Gas Engineer, Qualified Electrician etc.)

The works to be completed will be fully scoped and agreed against the original instruction prior to attendance at site, any deviation from the planned works which reflect a change in visual appearance, time on site or reflect additional cost will be pre-agreed and subject to change control prior to any deviations being undertaken.

The works to be confined to pre-authorised work zone only, within the confines of the leased area. Access to be coordinated with station management to minimise disturbance to operations, risk to public and hazards to Absolute employees.

**[ONLY Class 1 Non-Conductive ladders permitted for use on Railway / Electrically Sensitive sites]**

### General Method:

- Pre-plan access (vehicle drop-off/unloading location, parking arrangements and re-loading location)
- Vehicle safety hazard lights and amber beacons to be used whenever parked temporarily or loading/unloading within a hazardous area and not parked within a designated bay
- Ladders and Step Ladders / Ladder inspection tags should be inspected before use and before arrival at site to ensure the provision of adequate and effective equipment for the task in hand
- Roof-mounted/Hydraulically assisted ladders should ONLY be removed when the vehicle is parked IN EXCESS of 15m of any overhead power lines – extra care should be taken when dismantling ladders for height, light or pedestrian hazards
- Ladders / step ladders should be stored and monitored securely within the work site and cordoned / fenced off where possible and used subject to EITHER a second man or application of a LadderM8 device
- **ONLY qualified and competent team members will conduct and/or supervise the use of extendable booms and mechanical machinery, all machinery MUST be assessed as safe, maintained and in compliant condition**
- When manual handling – follow manual handling procedures, ladders should be carried at waist height and where necessary, with one person at either end, follow stop work procedures – if you think you need assistance, stop, and ask
- Routes should be pre-planned – checking for hazards such as trip, uneven floors, low headroom and weather-related hazards
- All users will be aware of PTS rules and regulations and ensure these are always followed
- Ensure correct PPE is worn i.e., High-vis clothing, safety gloves, safety boots etc.
- Upon completion of works, all tools, equipment and waste are to be removed from site and the work site should be left in safe, clean and tidy condition
- Where possible, a site representative should be consulted on the works undertaken and sign off completion of the works and site condition BEFORE you leave site

## Specific: Extendable Ladders

Inspect before use and report all defects, ladders should be of sound construction and properly maintained  
The base can be staked to prevent slipping (only up to 6m high) or a ladderM8 non-slip device can be used  
As a minimum safety precaution someone should always “Foot the Ladder”  
Ensure rungs are well fitted and free from mud, concrete or other slip hazards.  
Always wear substantial clean footwear when working on a ladder  
When using extension ladders ensure that the support hooks are properly engaged and there is a sufficient overlap between stages  
Always use Non-Conductive fibreglass ladders & remember the (9ft rule) where there are OHLs  
Set the ladder at 75 degrees (4 up: 1 out).  
Evenly support the stiles at the upper resting point.  
Ensure the ladder extends at least 3’6” (5 rungs) above the landing place.  
Get help with carrying/extending/positioning long ladders over 2mtrs in length  
Use the correct ladder for the job  
Secure the ladder at its uppermost point unless it is impossible, otherwise, secure to the wall  
Use a bag or rope to carry equipment up the ladder so that both hands are free to climb the ladder.  
Climb the ladder using the rungs as hand holds, one hand should always grip a rung – “3 points of contact”  
Where applicable / appropriate a fall arrest kit (as provided) should be used in accordance with training  
Use one hand to hold on when working or pass one arm between the rungs and around the stile  
Do not over-reach

## Specific: A-Frame or Step Ladders

Same checks as above need to be undertaken  
With the Apex ladder you MUST be facing the direction of the work you are completing  
Step Ladders should NEVER be used folded up and leaning against a surface:  
Do a daily pre – use check  
Fully open stepladders and lock spreaders in place & ensure they are secure  
Climbing or standing on the rear part of the ladder can cause it to collapse or tip over.  
The top two steps and bucket shelf are not safe for sitting or standing on.  
If possible, brace yourself with your free hand or use a fall-arrest kit as supplied.

## Safe Controls

The immediate and wider area of work must be considered, monitored and referred to when planning the site-specific controls you employ. The site supervisor will assume overall accountability for site safe controls employed and all team members remain responsible for their each and collective maintenance of safe controls. The site supervisor will maintain authority to instruct any non-compliant team members to stop work and leave site immediately.

## Hazard Awareness

- You must maintain safe controls of the work area – barrier off areas with public access, keep works, personnel and equipment within the confines of the agreed workspace, where possible, undertake works during non-operational hours
- Maintain monitoring of the work area – a site supervisor should be present to monitor and supervise the work site ensuring public access is minimised / restricted and where possible, not permitted during works
- Maintain security and access controls for the work area / equipment and materials – this includes managing access to the access and egress of the work site
- Electrical Hazards – Non-conductive fibreglass step ladders **MUST** be used, steel – aluminium ladders are **NEVER** permitted to be used within any railway station site
- Ladders and large / long materials must be transported at waist height or ground level with the assistance of mechanical methods where possible – Maintain active awareness of overhead power lines at all times

## Personal Protective Equipment

- Hi-visibility clothing (over-vest, waterproof jacket), (railway compliant ‘orange’ high-vis when working on rail sites) and branded with the Absolute logo
- Absolute-branded uniform including work trousers/shorts, t-shirt/jerseys, jackets, hats/helmets and gilets should be always worn – no personal clothing to be worn whilst working, waiting or attending site
- Protective safety boots to be always worn along with company issued safety gloves where necessary
- Company-issued identification cards **MUST** always be worn, visible and offered to site management / staff on arrival and as and when requested
- **Any team members working above 7m MUST use fall-arrest equipment provided, to a minimum of harness, lock off kit and second man on the ground to supervise the proximity. Fall-arrest equipment MUST be ALWAYS worn when using extendable booms and mechanical reach equipment.**

## Environment & Waste Management

- Any blockages, leaks, safety issues or hazards **MUST** be reported to the site supervisor AND site management immediately – any conversations must be noted along with the date / time and names of those involved
- COSHH procedures **MUST** be always adhered to, chemicals must only be used where they are brought to site in their original labelled packaging, stored securely within vehicles and only used on site by authorised personnel – upon completion of the task any chemicals should be returned to the security of vehicles or left under the supervision of the site supervisor
- All waste generated by works on site (including materials removed, packaging and surplus equipment) must be removed from site for safe disposal subject to commercial waste regulations, nothing to be left on-site on completion of the agreed works other than documentation / appliance manuals or other materials with prior agreement – no materials left on site should be left in any location accessible to the public or anybody other than a nominated responsible site manager
- Any works with potential to create excess noise, smoke or disruption **MUST** be pre-agreed and site management present pre-notified on the day – all excess noise, smoke or disruption to be avoided where possible.
- No hot works to be permitted on site without separate and specific agreement

## Supervision Arrangements

The nominated site supervisor will be responsible for reviewing, updating and co-approving all works, method statements and pre-agreed controls PRIOR to arriving at site, must retain hard copies of all paperwork including method statements on site at all times, will ensure all staff present on site have reviewed and signed the work order and method statements AND will maintain authority to stop work and request any non-compliant member of the team leaves site immediately.

- All team members present on-site MUST be assessed as competent for the work task by a manager
- All team members MUST adhere to all PPE and control measures whilst on-site
- All team members WILL assume individual and collective responsibility for managing health & safety whilst on site
- All team members WILL review and sign the site-specific risk assessment(s) prior to arriving on site
- All team members MUST assume individual and collective responsibility for security or materials, equipment, and personnel always
- All team members MUST familiarise themselves with the site-specific fire test regime, procedures, and muster points

## Welfare, Health & Safety

The site supervisor will make all team members aware of the site-specific arrangements for access to welfare facilities which may include use of the station facilities where available.

- All vehicles are supplied with first aid, eye wash and clean up equipment suitable for the work tasks to be undertaken
- All vehicles are fitted with amber hazard warning beacons in addition to the standard vehicle hazard lights
- Any incidents MUST be reported immediately to site management team and appropriate medical assistance, with personnel affected taken straight to the nearest E&E department located at:

[A&E Department]

**Hospital Name,**

**A&E Department Address inc. What3Words where possible**

## Team Briefing Record

Works Title	Working at Height
Briefed By	
Date	

I / We the undersigned have been briefed in the contents of the above-mentioned method statement and understand the work and responsibilities placed upon myself. If for any reason stipulations within the method statement doesn't work or I'm unable to comply with the procedures set out I will immediately stop work, make the situation safe and inform the site supervisor and/or station management present. If any procedure or control measure requires changing, I will obtain authorisation from the site supervisor prior to implementing any deviated practice from those contained within this method statement.

Name:	Signature:
Name:	Signature:
Name:	Signature:
Name:	Signature:
Name:	Signature:
Name:	Signature:
Name:	Signature:

**Site Supervisor:** A copy of this signed method statement MUST be held on-site whilst works are undertaken

End.