

**PLEASE READ THIS WORKING METHOD STATEMENT CAREFULLY  
BEFORE WORKING AT HEIGHT  
IF YOU ARE UNSURE ABOUT ANYTHING - ASK AT THE SITE OFFICE**

*What does this method statement apply to?*

1. Working at height describes work undertaken "off the ground". Commonly, it involves the use of scaffolds, ladders, hoists, gantries or general roof work.

*What equipment do I need (where applicable)?*

1. Protective barriers
2. Rope
3. Netting

*What Hazards or Risks should I be aware of?*

1. Working on a roof is particularly dangerous.
2. There may be guests and children below who are at risk of falling debris.
3. Scaffolds can be dangerous if not erected properly. Scaffolding towers may also move unexpectedly.
4. Ladders are inherently dangerous and present unique risks, such as failure, movement, slippage, and reach.
5. Elevated towers or scissor lifts are safe only when not moving.
6. Working in a tree presents additional slip risk.

*What working methods should I adopt to reduce these risks?*

1. For unguarded roofs a safety barrier away from the edge should be used to identify the work areas and safe access routes. Walkways across the roof should have a barrier each side. Where plant or equipment is within 2 metres of an unprotected edge **a barrier must be erected to prevent falls**. Roofs constructed of fragile materials must be accessed only by use of roof ladders or crawling boards coupled with a fall arrest device. Skylight windows are NOT load-bearing, do NOT walk on them.
2. If working with 2m of the edge of any roof, a net or sheeting must be placed to catch any debris. If netting or sheeting cannot be used, fence off the area below to prevent any access by our guests or children. Do NOT throw items from height. If material must be lowered, use a fixed basket or a chute.
3. Tower and mobile scaffolds must be erected with regard to the base to height ratio to ensure stability. Wheels and outriggers must be **locked before use** and the scaffold must not be moved with persons on board. The safe working loads marked on the base must never be exceeded. Never throw any item from a tower.
4. Ladders are always a second-best option. If possible, use a tower or scaffold. **Never work alone on a ladder – you must be accompanied by a person at the base of the ladder**. Ladders must be checked before use - look for solid rungs and straight sides. Wooden ladders must never be painted. Boarding or cones must protect ladder feet. Any extensions must overlap by at least 3 rungs. Ladders must be secured by the use of eyebolts and hooks or by another person stabling/ footing the ladder if less than 5 metres in height. Always use the 1 in 4 rule i.e. 1 foot out for every 4 up and never work higher than one metre from the top rung. Be especially careful not to over-reach while on a ladder.
5. Elevating platforms must never be left unattended when in use. Work must be undertaken from within the platform only – do NOT over-reach. The platform must never be moved with people on board. Warning signage, cones or safety barriers must be placed around its base.
6. Trees can be very slippery, especially in the wet. Use ropes and stays **AT ALL TIMES**. If these are not available, you must use a scaffold tower.