

Method Statement

This form is to be completed alongside a risk assessment. Staff and students should have all applicable method statements available to them for sign off.

Department:	Digital Film (Faculty Art and Design)
Accompanying Risk Assessment(s)	Working at height
MS written by:	Kylie Boon
Approved by:	
Date	22/05/17
Brief Nature of Activity:	Safe use of ladders/step ladders.
Who will be undertaking this activity (circle all that are appropriate):	Staff / Students
Will there be appropriate supervision?	N/A
Outline the controls and safe working practices that should be followed: Continue on a separate sheet if necessary	Carry out a risk assessment where there is a significant risk of harm occurring to staff, students or others from working at height. Disseminate the information on a risk assessment to those persons that could be affected by it, e.g. staff, students etc. Refer to university guidelines and complete a risk assessment for individual tasks/activities if needed (working at height guidelines can be found on the University website). 1. Person - Competent person permitted to use only, or use under the supervision of a competent person. - Person of adequate physical capability to use only (individuals with health issues or taking medication that would make the activity difficult should not use). 2. Equipment - Regular inspection of equipment to ensure there is no damage, loose parts, and worn runs/feet. - Visual inspections before use ensure there is no visible damage, worn runs/feet, or any substances present on steps that could cause one to slip. - Equipment stored flat, in a dedicated area. 3. Activity - Restrict to short durations of work (30mins or less). - Restrict to light-duty work only.



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	• Ensure feet are on level firm footing before use. • Do not rush activity or rush going up and down the ladder. • Use both hands to grip the ladder whenever possible, try and maintain three points of contact with it at all times (e.g. both feet and one hand or both hands and one foot). • Don't carry heavy or awkward shaped objects on ladder. • Do not overreach. • Do not throw things from ladder or while at height. 4. Location/environment • Ensure the location/environment has adequate lighting to carry out activity. • Condition and stability of work surface is adequate a level surface is needed. • Make sure the surface is not slippery. 5. General • Appropriate footwear is required, with sufficient grip do not wear open toe shoes. • Department ladders are for indoor use only.
Is a safety induction required?	Yes
Has a safety induction been carried out?	N/A
Date of Induction	Prior to equipment use and on-going for new students and staff.
Is the register of names for this MS attached?	N/A
Any questions please contact the H&S Department.	

Signed by (person completing this form):

Job title:

Approved by:

Job title:



Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

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Those participating in the activity read the attached method statement. Could you please confirm your understanding of what is expected of you, to carry out the activity safely, below:

Any queries / questions please ask, only sign this register if you are confident about the attached safety procedures on the Method Statement.

First Name	Surname	Signature	Role / Student	I understood the content of the method statement?