

## METHOD STATEMENT

<b>Company Name:</b>  <b>Site Address:</b>	
<b>Contact Name:</b>  <b>Job Title:</b>  <b>Contact Number:</b>  <b>Email Address:</b>	

Authority	Name	Dated
Author		
Reviewer		

## BACKGROUND INFORMATION

Gutter Force company details:	Gutter Force Ltd 2 Spur Lane Framingham Earl Norwich NR14 7SA	
	T: 01508 490999	
	E: info@gutter-force.co.uk	
	W: www.gutter-force.co.uk	
Site address:		
Main contact on site	Name	
	Job Title	
	Telephone	
	Email	
Activity	To vacuum clean and inspect gutters to all buildings at the above address.	
Gutter Force staff who may be on site	Jason Duffield - Director and Senior Technician Ben Alvarez – Gutter Maintenance Technician (senior member of staff when Jason Duffield is not on site) Joe Claydon – Gutter Maintenance Technician	
Training and certification	<p>IPAF MEWP - Mobile Elevated Work Platform. Mobile Vertical 3a and Mobile Boom 3b. Jason Duffield Certificate Number - OP/1017810 Ben Alvarez Certificate Number - OP/1017809</p> <p>Safe Use and Recorded Inspection of harnesses including latchway systems. Jason Duffield Certificate Number - HW/24199 Ben Alvarez Certificate Number - HW/24200 Joe Claydon Certificate Number - HW/24201</p> <p>Emergency first aid at work Ben Alvarez QA level 2 - Certificate Number 757383 Qualification Number 600/7620/3</p>	

<b>IMPLEMENTATION</b>	
To vacuum clean gutters	Gutters will be cleaned using an industrial vacuum cleaner and lightweight carbon fibre poles. Work will be carried out by a single cleaning engineer or where appropriate, or required, by a team of two cleaning engineers.
Inspection of gutters	Inspection of gutters will be carried out using a high reach telescopic pole and wireless camera system. Images can be recorded to hard drive, transferred to disc and supplied to the customer as necessary or required.
Cleaning using ladders	Work on ladders will be carried out in accordance with safety procedures and with strict reference to the appropriate risk assessment.
Cleaning using Mobile Elevated Work Platforms	Cleaning using Mobile Elevated Work Platforms will be carried out by operatives with the relevant training and certification. Work will be carried out in accordance with safety procedures and with strict reference to the appropriate risk assessment.
Provision of power and water for cleaning	Gutter Force vans have on-board generators. These can be used if there is no convenient access to a power supply.  Gutter Force has a van with an on-board water tank. This can be used for external cleaning if there is no external water supply.

<b>SITE CONTROL</b>	
Demarcation	Working areas will be cordoned off. Gutter Force staff will liaise directly with Site Safety Officer / Facilities Manager to co-ordinate site demarcation.
Risk Assessment	Risk assessments will be supplied. Additional risks are assessed and recorded on arrival on site. Specific risk assessments are supplied for working at height.  Gutter Force staff will liaise with onsite Safety Officer / Facilities Manager with regard to site specific risks.
Inspection of equipment	A full inspection of equipment such as ladders, poles and vacuum units is carried out before commencement of work.
Customer awareness	The customer will be made aware of any potential dangers throughout the contract and until completion of work. Communication will be directly with the site Safety Officer / Facilities Manager or designated contact on site.

ADDITIONAL INFORMATION				
Tools and equipment to be used onsite	Vacuum unit and poles	x	Screwdriver	x
	Drill	x	Rivet gun	x
Person Protection Equipment	Safety footwear	x	Safety helmet	x
	High visibility wear	X	Ear defenders (when required)	x
	Eye protection (when required)	x	Gloves (when required)	x
Access equipment	<p>Where Access Equipment is used a specific Risk Assessment will be provided. All Gutter Force staff using this equipment are trained and certificated and follow strict safety procedures. Details of certification is listed below.</p> <p>Equipment is inspected and insured by the third party hire company. A daily inspection is also carried out by Gutter Force staff before use.</p>			
Waste management	<p>Waste will be bagged by Gutter Force and placed in a bin or skip to be provided by the client. Where there are compost facilities available and by prior arrangement waste can be composted.</p>			
Environmental policy	<p>A copy of our Environmental Policy is supplied in our Business Pack and is also available as a separate document on request.</p>			
First aid	<p>All vehicles contain a basic first aid kit and an eye wash kit. Ben Alvarez holds a certificate in Emergency First Aid at Work.</p>			
Fire emergency plan	<p>We request that the company Safety Officer / Facilities Manager / designated contact person inform Gutter Force staff of fire procedures and whether there is a fire alarm test scheduled during the duration of the gutter cleaning contract.</p>			
Welfare	<p>We request that the company Safety Officer / Facilities Manager / designated contact person inform Gutter Force staff of where the toilets are situated and whether there are any other facilities available for their use.</p>			