# Risk Factors - Operative Assessment

# Method Statement – Gutter Clearing with Space Vac System

## Notes

Please note included with each piece of equipment there are detailed instruction manuals for the safe care and use of the Vacuum, Generator and Camera system, these should also be fully read and understood prior to any use of the machines. The instructions below are to illustrate how each component works together as a full system, and how it should be maintained ongoing to ensure its effective usage, and are in addition to the instruction manuals provided.

Vacuum system, the vacuum itself has a self cleaning filter system, during usage you will hear the pitch of the motors change every 90 seconds as the filter system blows air through the filters to clear away dust and debris that has become attached through normal use. This is normal and will prolong the life of the filter and allow the operator to work consistently and more effectively without needing to check filter, this applies mainly to vacuuming dry particles.

The Generator is a Super Silenced Diesel generator, diesel is the only fuel that can be used to power this machine, red diesel can be used as a much cheaper alternative due to its industrial application, please consult your Site Manager for safe use, storage and carriage of diesel for refuelling. The generator has been pre delivery inspected prior to you receiving it onsite, it has had filled to required level with oil and run for 30 minutes to test for issues, to ensure its safe and efficient use please ensure manual provided is read and understood particularly with regard to refuelling and oil levels.

The wireless camera and monitor system is to be treat with care, it should be used for surveying work, checking levels of soiling prior to beginning work and it can also be used whilst work is in progress if required, please note battery life is 2.5 hours for both camera and monitor.

## Arrive on site

- Safety check of weather conditions.  Not to be used in rain.
- Safety check list of all equipment; including safety precautions
- Safety check list of employees
- Check welfare arrangements and emergency or first aid procedures
- Inform employees of any changes in standard working practice
- Safety check development for possible working hazards
- Assess site and inform employees of working method and procedure
- Monitor employees as they prepare for starting work
- Monitor setup of water-fed pole system

## Employees as they assess the situation

- Is your working area clear from possible hazards
- Have you got your safety precautions, hats, jackets, signs and cones
- Do you have all necessary equipment

## Employees begin the clean

- Put on your hard hat and high visibility jacket
- Cone off your working area from the general public

- Display the relevant signs for the general public to beware of the hazards

**Operating instructions**

Assembly of full system

- Attach vacuum power cord to generator
- Attach one end of flexible hose to vacuum inlet at front of vacuum drum
- Attach aluminium gutter head to one of the carbon poles using the clips provided
- Calculate how many poles are required to reach height needed and attach poles together using clips provided
- Attach other end of flexible hose to bottom pole and cover the lower hole with one of the spare pole clips
- Turn camera on and ensure it is set at setting number 1, attach to head of pole using clip provided
- Turn on monitor and ensure it is set at setting number 1 and is receiving a clear signal from camera, attach to bottom pole using clip provided
- Turn on generator
- Turn on vacuum
- Lift poles into position, check level of soiling, commence clean

**Maintenance of machine**

If the level of debris is heavy then the vacuum tub will need emptying at different times, ensure you have adequate means of storing the debris, to remove the tub there is a handle to the rear, lower this and the bottom half of the tub will slowly drop to ground level. The bottom of the tub is on wheels and can then be pulled away from the vacuum housing, the debris can then be deposited in storage bags or bins.

On completion of the clean make sure the vacuum has been emptied and suck up a couple of buckets of water through the system, this effectively clears the poles and hoses of debris that may have attached itself during the clean. Check each pole is clean and dry before placing back into pole storage bag, it is a good idea to check inside of poles before joining them to ensure there is no dirt or grit inside of the section that slides into the cuff, this area must be kept clean to ensure trouble free attachment and removal of poles from each other.

After all tasks are completed and vacuum is not going to be used until next day, remove head of vacuum from tub, remove filter, clean and replace. Filter can be manually scrubbed under tap or pressure washed, it is essential for the long life of the filter that this is done regularly, if left unclean for a length of time it will deteriorate and require replacement.

Please note the vacuum head is not waterproof and should not be used during rainy weather without a rain cover.

# Health & Safety Risk Assessment

## Risk Assessment - The Use of the Space Vac Gutter Clearing System

| Principal Hazards | Who Could Be Harmed? | How Could They Be Harmed? | Severity Of Risk High/Moderate/Low | Safe Working Method To Minimise Risks |
|---|---|---|---|---|
| Falling debris or fabric from the building | General public and the Operator | The equipment may dislodge debris or fabric from the building | Low | Operators are advised to wear protective clothing at all times; including safety hats, boots, safety glasses, hi-vis jackets and gloves.<br><br>The working area is coned off from the general public.<br><br>Training is provided externally and in-house to minimise risk.<br><br>Only experienced and competent staff are allowed to operate the system.<br><br>All gutter clearing is supervised and carried out by a team of no less than two employees.<br><br>First Aid Kit located in vehicle.<br><br>In case of emergency ring John Barlow |

| Principal Hazards | Who Could Be Harmed? | How Could They Be Harmed? | Severity Of Risk High/Moderate/Low | Safe Working Method To Minimise Risks |
|---|---|---|---|---|
| Trips, Slips or Falls from Trailing hoses, leads or equipment | General Public and the Operator | By tripping over the trailing hoses, leads or equipment | Low | Operators are advised to keep the hoses and leads behind them.<br><br>The working area is coned off from the general public.<br><br>Operators are advised to wear protective clothing at all times; including safety hats, boots, safety glasses, hi-vis jackets and gloves.<br><br>Training is provided externally and in-house to minimise risk.<br><br>Only experienced and competent staff are allowed to operate the system.<br><br>All gutter clearing is supervised and carried out by a team of no less than two employees.<br><br>First Aid Kit located in vehicle.<br><br>In case of emergency ring John Barlow |

| Principal Hazards | Who Could Be Harmed? | How Could They Be Harmed? | Severity Of Risk High/Moderate/Low | Safe Working Method To Minimise Risks |
|---|---|---|---|---|
| Manual handling<br>Lifting, Pushing, Pulling | Operator | Injury through incorrect manual handling of pole, vacuum or other equipment | Low | All employees are trained to use correct handling routines and procedures.<br><br>Operators are advised to wear protective clothing at all times; including safety hats, boots, safety glasses, hi-vis jackets and gloves.<br><br>Training is provided in house and externally to minimise risk.<br><br>Only experienced and competent staff are allowed to operate the system.<br><br>All gutter clearing is supervised and carried out by a team of no less than two employees.<br><br>First Aid Kit located in vehicle.<br><br>In case of emergency ring John Barlow |