

Risk Factors - Operative Assessment

Method Statement – Traditional Window Cleaning

Arrive on site

- Safety check list of all equipment
- 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 ladder ties where necessary
- Assess site and inform employees of working method and procedure
- Monitor employees as they prepare for starting work
- Monitor use of fairy liquid and rubber blade

Employees as they assess the situation

- Does the ladder need to be tied, have spikes or need someone to foot it at the bottom, to aid traction between the floor and the ladder?
- Is the ladder capable of reaching to the height without over extending?
- Do you have the equipment needed for the clean?
- Do you have suitable footwear to prevent you slipping off the runs of the ladder?
- Are you using fresh clean water and a mild household detergent, Fairy Liquid?

Employees begin the clean

- Climb the ladder slowly and carefully keeping both hands on the ladder.
- Reach a height were you are safe to clean the windows without over stretching.
- Keeping one hand on the ladder, use the applicator (pad) to place a layer of warm soapy water all over the window.
- Use the Squeegee to remove the soapy water off the window, without leaving any smears.
- Wipe any access water off the edges of the window, to prevent any drips occurring on the window after the clean.
- If the customer requires his or her windowsills to be cleaned, use the cloth provided - being careful not to smear the clean window.

Employees finishing the clean

- Place any equipment safety in waist holder, before attempting to climb down the ladder.
- Once both hands are free to hold on to the ladder safety, begin to climb slowly and carefully down the ladder.

Safety Guide Lines

1. Ladders should be in good condition and examined regularly for defects.
2. Ladders should be extended in line with the 1 metre out and 4 metres up recommendations.
3. Ladders should be secured so they do not slip, usually by tying them at the top.
4. Access ladders should extend about 1m above the working platform. This provides a handhold for people getting on and off.
5. Avoid overreaching. If you are working from a ladder, make sure it is long enough and positioned correctly to reach the work safely.
6. Do not climb or work off a ladder unless you can hold on to it.

Health & Safety Risk Assessment And Safe Working Method

Risk Assessment - The Use Of Ladders

Principal Hazards	Who Is Harmed?	How Could They Be Harmed?	Severity Of Risk High/Moderate/Low	Safe Working Method
Positioning Of Ladders	Operator Of Ladders	Slipping Of The Ladder	Low	Ladders are fitted with rubber covers, which grip on all surfaces encountered. Ladders are also tied where necessary.
Positioning Of Ladders	Operator Of Ladders	Slipping At The Foot Of The Ladder	Moderate	Ladders are correctly angled one out for every four up. Spikes are fitted at the foot of all ladders and are also footed where necessary.
Slipping Off Ladders	Operator Of Ladders	Employees Slipping Off The Ladders	Moderate	Employees are required to wear correct footwear with adequate grip.