



METHOD STATEMENT: MS028
Task description: Cleaning from ladder
Equipment
Warning signs
Ladder or Step Ladder
Ladder Stability Device
Buckets
Sponges & cloths
Scrim, squeegee and Blade (if window cleaning)
Appropriate cleaning agent
PPE
Hard hat
Gloves (with grip)
Appropriate work boots (with grip)
High visibility clothing
Safety Procedures
Assessment at locl level to be carried ut before use: local environment, additional hazards.
Make assessment of the cleaning task, and only use ladders where no other option working from ground can be achieved
Ensure all equipment including ladders (check ladder is tagged and checks up to date), are in good working order before work.
Do not leave any equipment or ladders unattended.
Where step ladders must be positioned side on, the ladder must be footed by another person. Ladders which exceed 2 metres in height must be footed.
Do not climb ladders in poor lighting
Only approved ladder users may use ladders. Signed ladder training must be complete and training records retained.
Procedure
Assemble cleaning equipment
Put out warning signs
Check the ground condition for good footing (i.e algae/ moss causing slippery flooring, uneven flooring)
Site ladder on a firm base. Locate stability device or ensure ladder is footed.
Wet sponge or cloth with water and detergent and leave bucket in a safe place
Climb ladder to access work area ensuring that the ladder is a suitable length to maintain a hand hold.
Proceed to clean work area making sure not to overstretch, and maintaining 3 points of contact to the ladder at all times
Egress from the ladder and reposition the ladder as required to complete the task.

Clean equipment and return to store or carry onto next job
Remove warning signs
Report any faults found