




















Safe Systems of Work

TASK: Snow clearing and gritting	
OF POTENTIAL HARM: FM Technician	
EQUIPMENT NEEDED: PPE thermal gloves with good grip, clothing, non-slip safety boots, suitable tools, signage, cordon barriers and a mobile phone	
PLEASE NOTE: As each client location and their safety policy differs, it is important to thoroughly familiarize and become competent at each before working. This provides a guide. Not all steps in the process below may be applicable.	
STEP BY STEP PROCESS:	
1	Park vehicle in designated area
2	Report to reception / main security office / gatehouse
3	Attend any inductions as required by client prior to any work being undertaken
4	Assess area in which you will be working and the conditions around before commencing
5	Remember you are 'Lone Working' and take appropriate safety precautions
6	Ensure you are familiar with the type of snow clearing equipment and how to use before attempting to use.
7	Should you feel you need assistance, obtain it
8	Assemble equipment required as described above, including PPE
9	Remember and use your manual handling training
10	If required, cordon off your working area.
11	Display warning signs about the hazard of ice, slippery conditions and you working in the area.
12	Be vigilant for hazards, including people passing, risk of skidding vehicles, etc.
13	Ensure work area is safe when finished
14	Clean equipment and check for safety when finished
15	Return equipment to store and store correctly when finished
16	Wash hands
17	Record works in register
18	Sign out at reception / main security office / gatehouse

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POTENTIAL FORESEEN HAZARDS:

							
New To Site	Excessive Sun Exposure	Extreme Weather	Frost / Low Temperature	Adverse Ground Condition	Uneven Surface	Moving Vehicles	Beware of Fatigue
							
Vehicles Reversing	Risk of Careless Driving	Drinking Under Influence	People Passing	CAUTION Slip Hazard	CAUTION Trip Hazard	CAUTION Fall Hazard	Animals Not Under Control
							
Other Hazards?	Lone Working	Manual Handling					

CONTROL MEASURES REQUIRED:

							
Operative To Be Trained	Manual Handling Training	Sign In & Out at Reception	Induction Training Given	Avoid In Adverse Weather	Avoid In Busy Periods	Always Check Routes	Area To Be Well Lit
							
Display Warning Signs	CAUTION Icy Conditions Take Care	CAUTION Work in Progress	CAUTION Snow Clearing	Site Speed Limit	Barriers To Stop Access	Wear layers in Winter	Safety Vest / Boots
							
Wear Correct Gloves	Use Mechanical Aids	Have What You Need?	Ensure Breaks are Taken	Monitor Health	Be Aert To Other Hazards	Carry For Safety	

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IN THE EVENT OF AN EMERGENCY:

Comply with requirements as set out in induction. All injuries, including minor cuts will be reported to a client First Aider. Any accidents are to be recorded in the client Accident Report book and reported to the FM Health & Safety Manager.

Should anyone be transported to a medical facility in a company or private vehicle, another person is required to be present. Should the condition of the injured person deteriorate, the driver would be unable to assist.

FURTHER MEASURES:

When signing in, give expected duration of work

Be mindful of potential for other hazards and take time to consider other risks, such as poor visibility, vehicle stopping distances in snow / ice conditions and people in the area

Note any additional hazards and control measures on this form below

Should you feel your safety or the safety of others is at risk, you are obliged to stop the task and seek guidance

Inform FM desk as soon as possible of any concern, defects or remedial actions

NOTES:

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