



**IRATA International code of practice  
for industrial rope access**

**Part 3: Informative annexes**

**Annex B: Safety method statements**

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## **Annex B (informative)**

### **Safety method statements**

#### **Introduction**

Annex B gives advice and other information that could be relevant to users of rope access methods and is one of a number of informative annexes in Part 3 of this code of practice. This informative annex should be read in conjunction with other parts of this code of practice, should not be used in isolation and is not intended to be exhaustive. For further advice, readers should refer to relevant specialist publications.

#### **B.1 What is a safety method statement?**

A safety method statement, which is sometimes known by other names, is a document that provides the sequence of procedures necessary for the safe execution of a task. It is prepared in conjunction with the results of a hazard identification and risk assessment. The hazard identification and risk assessment highlight any significant hazards and the control measures required to prevent injury or ill health while carrying out the task. The safety method statement details the control measures that are being or have been introduced to ensure the safety of anyone who is affected by the task or process.

#### **B.2 Information to be provided in a safety method statement**

**B.2.1** There should be title and header information, which should include:

- a) document title, e.g. *Safety method statement*;
- b) company details, e.g. name; address; telephone numbers; email address;
- c) document author; health and safety contact person;
- d) document traceability details, e.g. number; issue date; revision date; revision number;
- e) site address;
- f) site contact details, including emergency telephone numbers;
- g) start date and completion date;
- h) a brief description of the works, task or process.

**B.2.2** Detailed relevant information should be provided, such as:

- a) background, e.g. comparison with previous similar work, and preparation, e.g. the need for and use of any specialist equipment;
- b) in operations involving more than one company, clarification and management approval at the planning stage of a single work procedure;
- c) how any relevant site specific/client procedures are to be conformed to;
- d) the sequence of events in carrying out the task, including hazard identification and risk control measures, in line with the company's safe working procedures;
- e) the appropriate personal protective equipment (PPE) to be used;

- f) personnel information, including: qualifications, levels of competency, training requirements and team structure, names of the people who are responsible for co-ordinating and controlling safety arrangements;
- g) permits to work;
- h) isolation of machinery and services;
- i) arrangement for any temporary services required, e.g. electricity;
- j) special equipment, plant and machinery requirements, including certification where applicable;
- k) arrangements for the control of site transport;
- l) worksite access and egress requirements;
- m) arrangements for safeguarding personnel, third parties, the general public and the exclusion of third parties from the work area;
- n) details of areas outside the site boundaries that may need control during critical aspects of work, e.g. road closures;
- o) the method by which clear communications between team members and any involved third-party personnel, e.g. safety boat, are established;
- p) the method by which third parties, e.g. site authorities; principal contractor, are made fully aware of the rope access team's activities;
- q) material handling rules;
- r) any environmental or quality procedures that have to be addressed during the task, e.g. control of substances hazardous to health; disposal of waste;
- s) limiting weather conditions, e.g. rain; wind; temperature;
- t) a rescue plan and other emergency considerations, e.g. evacuation; procedures in case of fire.
- u) welfare and first aid.
- v) the frequency of on-going briefing, e.g. toolbox talks (also known as tailgate talks);

### **B.3 Important advice**

**B.3.1** It is essential that the safety method statement is shown to, and fully understood by, all the members of the team, and that it is made freely available to them for the duration of the work.

**B.3.2** Should the scope change during the work operations from that covered in the safety method statement, the appropriate documents should be amended to highlight the changes. The amended documents should first receive any necessary management approval and then they should be shown to all members of the team, who should understand them before the new work is carried out.