METHOD STATEMENT & RISK ASSESSMENT - Cleaning Roof Solar Panels Using Fall Restraint System

Company	**New Clean Dealership Services ltd**
Company Address	Unit 5 Mead Estate, River Way, Harlow, Essex, CM20 2SE

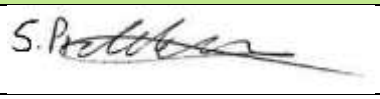
Project	
Project Address	
Project Ref:	

Assessment Date	**Review Date**	**Name of Assessor**	**Reference**
10/09/2025	10/09/2026	Shane Pritchard (Health & Safety Consultant)	**RAMS-G-NCDS-017**

REGISTERING, AUTHORISING & IDENTIFYING AMENDMENTS

Any change in working methods, conditions or additional risks identified whilst work is in progress will need to be brought to the attention of the signatories below who will need to discuss the implications. Where applicable, a request to amend this document must be made to those names listed below. Any revisions will then need to be approved and communicated back to all relevant parties.

Amendments should be clearly identified within the text by a mark in the page border and a brief description below.

	Name and Role	Signature
Author	Shane Pritchard (Health & Safety Consultant)	
Approved by		
Approved by (Client)		

1.0 INTRODUCTION

New Clean Dealership Specialists and its leadership team are committed to ensuring that works are carried out safely. At New Clean Dealership Specialists we not only pride ourselves on good customer service, but we also understand the meaning of working safely for you, your family, or your employees.

This method statement details the safe work procedure for a team tasked with cleaning solar panels on a roof top. The process involves safely accessing the roof via an internal access ladder, using a pulley system to lift equipment, and cleaning the solar panels from a safe distance of 3 meters from the roof edge, utilising a fall restraint system throughout the operation.

1.1 Location:

TBC

1.2 Commencement Date:

TBC

2.0 ROLES & RESPONSIBILTIES

The project will be delivered in accordance with the client's requirements, ensuring that all work adheres to statutory requirements, standards, and site rules. The designated Manager, is responsible for providing the safe system of work and ensuring that all risk assessment control measures are effectively communicated and implemented by all personnel on site.

Responsibilities of the Manager:

- The Manager is responsible for developing and providing the safe system of work, including this method statement and associated risk assessments, to ensure the safety of all operatives.
- They will ensure that all work is planned and conducted in accordance with relevant regulations, safety standards, and site rules.
- The Manager will ensure that all operatives receive thorough briefings on the method statement, risk assessments, and the proper use of safety equipment, particularly the fall restraint system.
- While not present on site, the Manager will be available for consultation and to provide guidance on any safety concerns or changes that may arise during the work.
- The Manager will establish clear procedures for reporting any accidents, incidents, near misses, or unsafe conditions to ensure they are addressed promptly.

Responsibilities of All Personnel:

- All personnel are required to follow this method statement and the associated risk assessments, working safely at all times to protect themselves and others.
- Team members must assist new, young, or inexperienced workers in identifying and managing hazards on site, particularly when using the fall restraint system and other safety equipment.
- All personnel must actively participate in safety briefings, toolbox talks, and any relevant training sessions to ensure a thorough understanding of the safety protocols in place.

- Everyone on site is responsible for promptly reporting accidents, incidents, near misses, and any unsafe acts or conditions according to the protocols established by the Manager.
- The team will perform the work as designed and agreed upon with the client, adhering strictly to the provided safe system of work. Any instructions that pose significant safety concerns or could lead to increased costs must be communicated to the Manager for review before proceeding.

By following these roles and responsibilities, we ensure that safety and compliance are maintained throughout the execution of the task.

3.0 METHOD OF WORK

3.1 Preparation:

- All personnel to receive a prestart briefing covering site specific hazards, emergency procedures, and the use of fall restraint systems, including the 3 meter edge distance requirement.
- Personnel will be briefed on this RAMS document, highlighting their responsibilities for safety, particularly regarding fall protection.
- All PPE including, helmets, gloves, high visibility clothing, and safety footwear are to be inspected for any damage.
- Conduct a pre-start inspection of fall restraint equipment, including harnesses, lanyards ensuring they have been inspected in line with LOLER (Lifting Operations and Lifting Equipment Regulations).
- The client must verify that the access ladder is suitable as an anchor point for the fall restraint system and can safely support the weight of the two operatives performing the task. If the ladder is deemed unsuitable, an alternative fixed anchor point should be identified. Please note that the fall restraint system must be set up so that the operatives are at least 3 meters from the roof edge at any time.
- Check weather conditions to ensure it is safe to work on the roof. If adverse weather (high winds, rain, ice) is present, postpone work until conditions improve.
- Ensure all tools and equipment required for the task are available and in good condition before accessing the roof

3.2 Accessing the Rooftop via Ladder (See Photos Below)

- Clear the area around the base of the ladder from obstructions.
- Set up an exclusion zone around the ladder with cones to keep the area clear and safe during use.
- Conduct a ladder check, ensuring it is on stable ground and that the building facility/client's H&S team has inspected it as part of the building checks.
- The first person climbs the ladder using three points of contact at all times (two hands and one foot, or two feet and one hand).
- Ensure secure footing and keep your hands free or lightly loaded with manageable equipment.
- Once at the roof, carefully step onto the rooftop while maintaining a firm grip on the ladder.
- Before proceeding further onto the roof, the first operative should establish a safe zone around the top of the ladder of at least 2 meters and remain within this area until the fall restraint system is fully deployed.

3.3 Lifting Equipment on to the Roof

- The top person establishes a 2 meter safety zone around the ladder, which they must not leave until all equipment and the second person are safely on the roof and the fall restraint system is in place.
- Assess the weight and size of the equipment to be carried to the roof.
- Use a pulley system to lift heavy and bulky equipment to the roof – a secure line is to be fed down to the second person who attaches the equipment using an agreed-upon knot to the line to lift.
- Lightweight equipment can be carried in a backpack or tool belt; ensure it is securely fastened and does not hinder your movement.
- To fill the 40-liter machine, the first operative will lift empty 25-liter drums onto the roof. Once on the roof, the drums will be filled with pure water, with assistance from the second operative.
- Once the equipment is secure on the roof, the second operative climbs the ladder following the same process as detailed above.
- After both operatives are on the roof, they must immediately attach themselves to the anchor point before proceeding with any tasks.

3.4 Setting Up the Fall Restraint System

- Identify and confirm the anchor point, whether it be the ladder or another fixed point as specified by the pre site survey with the client. Ensure that it is positioned so that the operative cannot physically reach within 3 meters of the roof edge once connected.
- Secure the lanyard to the anchor point using a suitable connector, such as a carabiner or shackle, ensuring it is properly locked and secured.
- Check that the operative’s maximum travel distance is restricted to 3 meters from the roof edge.
- The second operative should conduct a visual and physical check of the first operative’s harness, lanyard, and connection to anchor point before the first operative begins work. The first operative should then reciprocate this check for the second operative.
- Operatives should ensure they remain connected to the fall restraint at all times and should test their restricted movement to confirm they cannot approach the roof edge closer than 3 meters.
- Throughout the task, ensure that the anchor point remains secure and that the fall restraint system is functioning correctly. Any adjustments should be made only when safely within the restricted area and with both operatives in agreement.

3.5 Cleaning Process

- Position the 40-liter cleaning machine centrally, ensuring it is stable and accessible.
- Set up the pole reach system, extending it to the required length for cleaning the solar panels.
- Secure the water supply line from the machine to the pole reach system.
- Both operatives will transfer the water from the drums into the machine, ensuring that the machine is not overfilled and that the drums are securely handled.
- Begin cleaning the solar panels by operating the pole reach system, using smooth and controlled movements to avoid splashing or overexertion.
- Both operatives should remain aware of their positioning, ensuring they do not move outside the designated safe zone.

- Communicate regularly to ensure that both operatives are synchronised in their movements, particularly when handling equipment or refilling the machine.
- Any tools or equipment not in use should be securely stored to prevent trip hazards
- Once the cleaning is complete, ensure that all equipment is securely stored, and conduct a final safety check before beginning the process of descending from the roof.

3.6 Descending the ladder:

- Before descending, ensure all tools and equipment are securely packed away and safely stored.
- Verify that the fall restraint system is still properly connected and that both operatives remain 3 meters from the edge of the roof.
- The first operative will carefully disconnect their harness from the lanyard, ensuring they stay within the safe zone and maintain secure footing before descending the ladder.
- Equipment will be lowered using the reverse process of how it was lifted.
- Once all equipment has been safely lowered, the second operative will descend the ladder.
- Upon reaching the ground, both operatives will conduct a final check to ensure all equipment has been safely removed from the roof.
- Dismantle the exclusion zone around the ladder and clear the area of any remaining obstructions.

4.0 OTHER WORK CONTROLS

4.1 Parking on Site

Parking areas to be confirmed on arrival by the Client. Staff vehicles shall be parked to reduce any disruption to a minimum.

. 4.2 Competence

The Company will ensure that all operatives assigned to these tasks are competent in working at height, using the required equipment, operating the fall restraint system, and manual handling.

Prior to the commencement of the works, the names of all workers will be provided to the client. Any new workers who join the team during the project will be communicated to the client in advance of their engagement.

A First Aid-trained operative will be present on site at all times, as designated by the client

4.3 PPE & Safety Equipment:

				
EN397	EN345	EN471	EN 388	EN 361(H) EN 354 (L)

Example of Fall restraint System

4.4 Hazardous Substances (COSHH):

								
Very Toxic **No**	Irritant **No**	Corrosive **No**	Dangerous for Environment **No**	Oxidising **No**	Highly Flammable **No**	Explosives **No**	Serious Irritant **No**	Pressurised Gas **No**

New Clean Dealership Specialists will provide COSHH Assessments for all hazardous material(s) that may be used.

Waste disposal of containers will be in accordance with the specific details on the MSDS, CoSHH Assessment.

4.5 Permits to Work

When performing work at height, a Working at Height Permit will be required. This permit ensures that all necessary safety measures are in place before the work begins. The permit checklist will include verification of suitable fall protection controls and restricted access to the work area by unauthorised personnel.

The Company will complete and submit all necessary Working at Height Permit forms to the Client for any activities the Client deems subject to a permit to work system.

4.6 Monitoring (Checks & Inspections)

The operatives will carry out ongoing checks throughout the works daily.

Further monitoring of compliance to health and safety legislation, reviews of safe systems of work and, safety inspections will be carried out on behalf of the Company by: Company Director / Manager

5.0 RESOURCES

5.1 Labour / Manpower

- 2x Cleaning Operatives

5.2 Equipment

All equipment and tools will be inspected daily / weekly with a weekly pack returned to Management weekly.

- Hand tools and electrically powered cleaning equipment will be used for this task.
- All equipment and tools will undergo daily or weekly inspections.
- Use of Electrically Powered Equipment / Tools
    - All electric power tools must comply with BS2769 or equivalent standards.
    - Appropriate protective clothing must be worn.
    - Only qualified personnel are authorised to maintain and repair electrical tools.
    - Electrical cables must be secured to prevent trip hazards and placed overhead where possible.
    - All portable electrical equipment must be tagged, registered, and tested regularly, with frequency based on usage.
    - All electrical tools must undergo PAT testing every three months.

- All equipment must be accompanied by a certificate of inspection and test under the PUWER or LOLER regulations as applicable. The user must ensure that a weekly inspection is carried out and that a record of that inspection is maintained.

5.3 Materials

No materials are required for the task of cleaning the solar panels.

6.0 ASSOCIATED REGULATIONS

- Health and Safety at Work Act 1974 (HSWA)
- Personal Protective Equipment (PPE) Regulations 2003
- Work at Height Regulations 2005
- Control of Substances Hazardous to Health (COSHH) Regulations 2002
- Manual Handling Operations Regulations 1992
- Wildlife and Countryside Act 1981
- The Conservation of Habitats and Species Regulations 2017
- Environmental Protection Act 1990
- Water Resources Act 1991

Note: The specific regulations applicable will depend on the location of the work and the potential environmental impacts. It's essential to conduct a thorough environmental assessment before commencing any work.

7.0 EMERGENCY ARRANGEMENTS

During the pre-task briefing, emergency procedures must be communicated to all operatives to ensure a swift and safe response in case of an emergency.

In the event of an emergency, the following protocol will be followed:

- **Immediate Actions:**
  - All work will be stopped immediately.
  - All equipment will be shut off immediately.

- **Medical Emergency:**
  - If an operative sustains an injury, heart attack, or fall:
    - Assess the situation to determine the severity of the injury.
    - If necessary, administer first aid according to training.
    - Call emergency services immediately (999).
    - Provide clear and concise information to the emergency services, including the location, nature of the injury, and the number of casualties.
- **Evacuation:**
  - If the situation requires evacuation, all personnel will leave the roof and move to the designated muster point as instructed in the induction.
- **General Emergency:**

- For other emergencies (e.g., fire, severe weather), follow the general emergency procedures outlined in the site induction.

Additional Considerations:

- Communication: Ensure clear communication channels are established, such as mobile phones with emergency contacts.
- Evacuation Route: Identify a clear and safe evacuation route from the roof.
- Emergency Equipment: Verify the availability of first aid kits and fire extinguishers.

7.1 Accident Reporting

All accidents will be reported to New Clean Dealership Specialists Management, who will, after ensuring the injured person has received the required health care will enter all the details into the Company Accident book and immediately advise the Client.

All accidents will be investigated, and a report made and were appropriate, reported to the HSE in accordance with RIDDOR.

8.0 RISK ASSESSMENT

To assist in the assessment of the severity of the risks of the hazards, the following chart has been used to:

RISK RATING CALCULATION CHART

RISK LEVEL INDICATOR	LEVEL OF INJURY 'SEVERITY'			
	Insignificant	Slightly Harmful	Harmful	Extremely Harmful
	1	2	3	4
Highly Unlikely	Low Risk	Low Risk	Low Risk	Low Risk
1	1	2	3	4
Likely	Low Risk	Low Risk	Medium Risk	High Risk
2	2	4	6	8
Highly Likely	Low Risk	Medium Risk	High Risk	High Risk
3	3	6	9	12
INSTRUCTIONS TO WORKERS	LITTLE / NO RISK = WORK CAN GO AHEAD	LOW RISK = WORK WITH CONTROLS	MEDIUM RISK = WORK WITH CARE WITH CONTROLS	HIGH RISK = NO WORK IS TO BE CARRIED OUT

EXAMPLE

Severity x Likelihood = Risk Rating – Note: = RED SHADED BACKGROUND

i.e. Highly Likely (3) x Harmful (3) = (9) High Risk Rating

RISK ASSESSMENT CHART

ACTIVITY/ HAZARD	RISK POTENTIAL	RISK RATING WITHOUT CONTROLS		CONTROL MEASURES REQUIED	RISK RATING WITH CONTROLS	
Access via internal ladder	Falls from height while climbing, ladder instability, incorrect use of ladder	9	HIGH	Conduct a ladder check, ensuring stable ground and inspection by the client's H&S team. Set up an exclusion zone around the ladder. Use three points of contact while climbing. Ensure secure footing and safe step onto the rooftop. Use non slip safety footwear. Provide ladder safety awareness for all operatives. Only one operative to climb the ladder at once.	3	LOW
Lifting equipment onto the roof	Equipment dropping, improper lifting techniques, overexertion, slips and trips	9	HIGH	Use a pulley system to lift heavy/bulky items. Securely fasten lightweight equipment. Ensure the load is manageable. Maintain a 2 meter safety zone around the ladder until all equipment and personnel are safely on the roof. Conduct safety checks on lifting techniques and ensure equipment is securely stored to prevent trip hazards. Conduct pre task manual handling training. Avoid overloading bags or tool belts, keeping them lightweight and balanced.	3	LOW
Using fall restraint system	Incorrect setup, inadequate anchor point, failure of fall restraint equipment	9	HIGH	Verify anchor point suitability and stability (anchor point on ladder or alternative). Ensure connection to anchor point using certified and tested connectors (e.g., carabiners). Restrict movement to 3 meters from the roof edge. Conduct visual and physical checks on harnesses and connections. Test movement to ensure restrictions are effective. Provide additional awareness training on fall restraint systems.	3	LOW
Descending the ladder	Falls from height, incorrect ladder descent	9	HIGH	Safely disconnect from the fall restraint within the safe zone. Lower equipment using the reverse of the lifting process. Maintain three points of contact while descending the ladder. Ensure all equipment is safely removed from the roof before the last operative descends. Conduct a post-operation check to ensure all protocols were followed. Ensure ladder inspections are up to date.	3	LOW

Cleaning process	Slips, trips, overexertion, improper use of cleaning equipment, manual handling injuries	6	MEDIUM	Position cleaning machine centrally and securely. Set up and secure the pole reach system. Regularly communicate to synchronize movements and prevent overexertion. Store tools not in use securely to avoid trip hazards. Ensure that no one moves outside the designated safe zone. Rotate tasks to prevent muscle strain. Ensure that all hoses and cables are kept tidy and do not pose a trip hazard. Use appropriate lifting techniques when handling water drums or heavy tools. Suspend work during severe weather conditions (rain, ice, high winds).	3	LOW
Use of cleaning chemicals (Hazardous Substances)	Chemical burns, respiratory irritation, exposure to toxic fumes, spills	6	MEDIUM	Conduct a COSHH assessment for all cleaning chemicals used. Ensure all chemicals are labeled and stored in accordance with COSHH guidelines. Provide appropriate PPE (e.g., gloves, goggles, masks) for handling chemicals. Train personnel on the safe handling, usage, and disposal of chemicals. Use spill containment kits in case of accidental spills. Use less hazardous or eco-friendly cleaning products where possible.	3	LOW
Use of electrically powered tools and equipment	Electric shock, equipment malfunction, trip hazards due to electrical cables	6	MEDIUM	Ensure all power tools comply with BS2769 or equivalent. Conduct daily/weekly inspections of tools and equipment. Use proper protective clothing. Secure electrical cables to prevent trip hazards. Ensure PAT testing is performed every three months. Verify all equipment has up-to-date inspection and test certificates under PUWER or LOLER regulations. Use RCDs (Residual Current Devices) on all power tools.	3	LOW

Weather conditions affecting work	Slippery surfaces, reduced visibility, wind affecting stability	6	MEDIUM	Check weather conditions before work begins. Postpone work during adverse weather conditions (e.g., high winds, rain, ice). Continuously monitor weather and stop work if conditions become unsafe. Ensure proper use of fall restraint system during unpredictable weather. Provide appropriate weather-related PPE (e.g., non-slip boots, waterproof clothing).	3	LOW
Manual Handling	Musculoskeletal injuries, strains, overexertion, incorrect lifting techniques	6	MEDIUM	Provide manual handling training, including proper lifting techniques. Use mechanical aids or team lifting for heavy items. Break down loads into smaller, manageable sizes. Encourage frequent breaks to reduce fatigue. Rotate tasks to prevent repetitive strain. Ensure proper ergonomic positioning when lifting and carrying. Assess and plan all manual handling tasks before execution to minimise risks. Use anti-slip gloves to enhance grip and reduce strain.	3	LOW
Slips and Trips	Falls due to uneven surfaces, wet or slippery conditions, misplaced equipment	6	MEDIUM	Maintain clear and tidy work areas, ensuring no tools or equipment obstruct pathways. Regularly inspect and maintain all walking surfaces to ensure they are even and free of hazards. Clean up spills immediately and use absorbent materials if necessary. Mark any areas with potential trip hazards clearly. Ensure all hoses, cables, and wires are organised and do not cross walkways.	3	LOW
Noise & Vibration	Loss of Operative's hearing, likewise to other people nearby and general nuisance factor; vibration 'white finger' from handling such equipment for prolonged and frequent periods	6	MEDIUM	Variable depending on: - nature of tool used; surfaces/materials worked on. - duration of time of exposure. - numbers of operatives involved with job rotation. - To reduce the effects of noise, appropriate use of physical barriers and screens must be considered. All equipment must be maintained in good working order, serviced, lubricated, and used with mufflers and/or silencers where possible. Vibration may be minimised by the ensuring that operatives only use tools for short durations. PPE in the form of appropriate hearing protection and anti-vibration gloves.	3	LOW

				A register of Vibrating equipment and tools will be held by the Works Supervisor detailing the maximum usage time for each tool at any one time by any one user.		