




AT A GLANCE – WORK AT HEIGHT POLICY

ICON	NUM	INFORMATION
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RISK ASSESSMENT & PLANNING

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|  | 5.1.1 | Where possible, work at height will be avoided and activities carried out from ground level or a safe area on the same level (e.g. working on the first floor of a building). |
|  | 5.2.1 | Where work at height cannot be avoided, a suitable and sufficient assessment of the risks and associated equipment is to be undertaken by a competent person in accordance with the SHE Policy. |
|  | 5.2.2 | <p>The risk assessment should consider the following hierarchy:</p> <ul style="list-style-type: none"> a) avoid working at height (e.g. use extendable tools) b) take measures required to prevent falls (e.g. trestle with guardrail system) c) measures to minimise the distance and consequence of a fall (e.g. safety nets or soft landing systems) |


EMERGENCY & RESCUE

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| | 5.3 | Planning of Work at Height activities must consider how a person (volunteer, employee or contractor) can be recovered from the work at height location in the event of an incident or accident. Rescue plans must not place the casualty or rescuers at risk and should not solely rely on the public emergency services. |
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PERMIT TO WORK

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| | 5.4.2 | A work at height permit will be necessary for activities that are high risk and require extensive control (e.g. specifically designed scaffold, roof maintenance, non-routine use of MEWPs and personal fall protection). |
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EQUIPMENT SELECTION & USE

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| | 5.5.1 | Access equipment must be suitable and appropriate to the nature of the work being undertaken |
| | 5.5.2 | <p>Ladders and stepladders can be used for work at height when the use of other work equipment is not justified because of the low risk, light duty and short duration (max 30 minutes) of the activity. Ladders and stepladders must be suitable for the intended use and meet British Standards (BS) Class 1 'Industrial' or BS EN 131 ladders for use at work. Where ladders are to be used to work from, it should be ensured that:</p> <ul style="list-style-type: none"> a) three points of contact maintained at all times b) the work can be completed without stretching/over-reaching c) the ladder can be secured to prevent slipping (by tying off, using a stability device or footing by another person) |
|  | 5.5.4 | Work at height equipment (e.g. ladders & personal fall protection) must only be issued to competent persons. Under no circumstances are volunteers and employees permitted to use privately owned equipment for work at height activities. |

INFORMATION, INSTRUCTION, TRAINING & SUPERVISION

- 5.6.1 Information, instruction and training including refreshers, will be provided to volunteers and employees in a manner that is appropriate to the type of work at height and associated risks.
- 5.6.2 Where appropriate, specialist training will be provided to volunteers and employees for the use of work equipment (e.g. ladder safety, personal fall protection, Mobile Elevated Work Platforms). Specialist training refreshers will be provided at least every 5 years.

INSPECTION & MAINTENANCE

- 5.7.1 Work at height equipment must be inspected and maintained to ensure it remains safe for use.
- 5.7.2 All work equipment should be inspected as follows:
- before and after use
 - after events liable to affect stability and safety
 - at suitable intervals to ensure any deterioration can be detected and remedied in good time



- 5.7.4 Work at height equipment must not be used beyond the due date of its inspection or thorough examination.

- 5.7.5 An equipment register must be kept containing unique identification of each item and records of inspection.

QUARANTINE & DISPOSAL OF EQUIPMENT

- 5.8.1 Any equipment considered defective, used to arrest a fall, at manufacturer's shelf-life or without evidence of a valid inspection should be withdrawn from use immediately, quarantined and clearly marked **DO NOT USE**.

FRAGILE SURFACES

- 5.9.1 Work on fragile surfaces should be avoided where possible. Where work cannot be avoided, the fragile surface must be assessed and Safe System of Work established by a competent person.

FALLING OBJECTS

- 5.10.1 Materials and equipment used during work at height activities must be handled and stored so as not to present a risk of falling objects. The throwing or tipping of material or objects from height is not permitted.
- 5.10.2 Where falling objects cannot be prevented, an exclusion zone must be established to prevent persons working or passing underneath the work at height activity.

WORKING NEAR OR OVER WATER

- 5.11.1 Suitable rescue equipment (e.g. a boat, boathook, lifebelt or lifeline) is to be in position and checked as serviceable before works are permitted to commence.