



Working at Height Regulation 2005

(January 2019)

To live and learn in harmony,
Caring for each other;
Treating everybody as a sister and a brother;
Reflecting Christ's actions and His message too,
By striving for excellence in all that we do.

The Governors of the Ilford Ursuline Prep School are committed to the provision of a service that is fair, accessible and meets the needs of all individuals

1. Function

- The Work at Height Regulations 2005 are in place to protect staff and others against risks to their health while working at height.
- Work at height, is work in any place, including a place at, above or below ground level where a person could be injured if they fell from that place. This can also include means of access and egress to a place of work.
- This policy outlines the steps to be taken by the school to ensure that staff or others do not work at height where it can be avoided. Where this is not possible a written suitable and sufficient risk assessment must be undertaken and a safe system of work developed.
- Any work at height needs to be properly planned in advance of the work activity, appropriately supervised and carried out in a safe manner. Careful consideration should be given to the selection and use of work equipment.

2. Location

This policy is applicable to all staff and independent contractors working within the School. Persons responsible for developing Work at Height related guidance or procedures, such as the Premises Departments must ensure that it complies with the overarching Work at Height policy (this policy).

3. Responsibilities

Senior and line managers are responsible for:

- ensuring that every effort is made to avoid working at height;
- ensuring that, where working at height cannot be avoided, a suitable and sufficient assessment of the risks to health has been carried out;
- ensuring employees and their representatives are consulted when assessing the risks connected with working at heights;
- providing suitable work equipment or other measures to prevent falls where work at height cannot be avoided;
- ensuring all equipment used while work at height is being carried out is properly inspected and maintained;
- ensuring that prior to working at height, a written safe system of work, including

- emergency and rescue procedures, has been developed and where necessary, a permit to work issued;
- ensuring that all staff involved in working at heights are aware of this policy,
- understand its content and comply with local procedures and safe systems of work;
- ensuring all staff who work at height are fit to do so;
- ensuring that all staff who work at height and those who issue permits to work, have appropriate information, instruction, training and supervision;
- ensuring all contractors employed are competent to work at height and are appropriately managed when on site.

4. Line Managers and Supervisors who issue permits to work, are responsible for

- assessing all associated risks involved in working at height, see section 4.1 for risk factors associated with working at height;
- developing a safe system of work;
- ensuring all necessary precautions, including emergency procedures, are taken;
- checking safety at each stage of the work;
- acting upon any report of an activity or defect likely to endanger safety;
- checking the workplace before it is used;
- checking work equipment installed or assembled prior to use;
- the issue of the permit to work and its cancellation;
- managing contractors while they are on site.

5. Employees are responsible for:

- assisting with the assessment of risks;
- complying with any safe system of work developed through risk assessment and any requirements of a permit to work;
- using any safety equipment supplied;
- following training and instruction;
- informing their managers if they suspect that the system of work in place is ineffective or inadequate;
- reporting any activity or defect likely to endanger safety
- reporting all incidents (including near misses).and any defects in equipment using an
- The schools incident reporting form.

6. Operational System:

In the event that work at height cannot be avoided, a suitable and sufficient risk assessment must be carried out and a written safe system of work developed including the provision of emergency procedures.

A permit to work at height will be required where access is to be gained to any roof area. In addition where planned work involves the use of cradles or cherry pickers or other mechanical means of working at height such as during window cleaning, a permit to work at height will be necessary.

7. Assessing the risks:

When assessing the risks, use must be made of all the information available about the work to be carried out. All foreseeable hazards and risks must be considered in advance and the following issues may need consideration:

Work at height can include, but is not exclusively limited to:

- working at ground level adjacent to an excavation;
- working on roofs;
- working from a ladder;

Specific guidance on ladders and stepladders can be found in the Health and Safety Executive document “Safe use of ladders and stepladders” IND (G) 402

Associated areas for consideration may include:

- the work activity being carried out;
- frequency of access
- the duration of the work;
- the location in relation to the presence of hazards such as open excavations, overhead services etc;
- the working environment with regard to weather or lighting;
- safe means of access and egress;
- lone working
- condition and stability of work surfaces such as fragile materials, slippery surfaces etc ;
- physical capabilities of the workers such as pregnancy or vertigo sufferers;
- the equipment to be used and its inspection;
- falling objects;
- prevention of access by unauthorised persons;

The risk assessment must be recorded on the schools risk assessment form by a person who is competent to do so. This must be signed by the assessor and by the manager or head of department. Managers must keep a copy of the assessment form in their department.

In gathering information for an assessment, managers may need expert advice. Information on work at heights is available from the HSE website at <http://www.hse.gov.uk/falls> or from the Health and Safety Adviser.

8. Developing a Safe System of Work:

In the development a written safe system of work, the information gathered during the risk assessment will be used to construct a document which will give information and instruction to the employees who are to carry out the work. This will include all of the risk control measures and the reasons for their application. e.g. the need to use ladder fixing points.

It will also detail, where necessary the means for preventing unauthorised access to the area underneath the work being carried out.

- any supervision that may be necessary
- any weather conditions that workers may be exposed to e.g. icy roofs, slippery surfaces in the rain, wind. any emergency or rescue conditions e.g. it is not acceptable just to rely on the emergency services, this needs to be covered in the risk assessment and planned prior to the work being carried out.

NB Fall arrest equipment should be the last in the hierarchy of control. Collective protection measures, e.g. guard rails, should be deployed in the first instance rather than personal protection.

9. Training

Training will be required for all operatives required to work at height and managers or supervisors who issue permits to work. This will enable them to be competent and confident with procedures, legislation and equipment associated with work at height. Training may include the use of ladders, erection and use of scaffold or use of a cherry picker.

Information on training can be obtained from:

Footnote:

References and further reading:

HMSO The Work at Height Regulations 2005

Health and Safety

Executive

Health and Safety in Roof work HSG 33

Health and Safety Executive

Working on roofs INDG 284

Health and Safety Commission

Management of health and safety at work

(Management of Health and Safety at Work Regulations 1999) Approved code of practice and guidance. L21

Health and Safety Commission

Safe use of work equipment (Provision and

Use of Work Equipment Regulations 1998)

Approved Code of Practice and Guidance L22

Health and Safety Executive

Personal protective equipment at work

(Personal Protective Equipment at Work

Regulations 1992) Guidance on regulations L25

Health and Safety Executive

Safe use of ladders and stepladders IND G



Permit to work at height

Permit No:

Building / Area:..... **Exact location:**

.....
Job

Details:.....

.....
Tools/Special Equipment to be used:.....

...

This permit is only valid when all sections are complete. If you are in doubt or don't understand, then please ask.

Please ensure that you sign this permit to work. On receipt of this permit the responsible person will be issued with a key for access to the identified roof area. Return key and permit form to Estates Department for filing.

I have read, and understand the Policy for roof level working. I will not access any other Roof Area.

Hazards to be aware of and precautions to be taken ü Please Tick Yes No N/A

Are you qualified / trained to undertake this work?

Appropriate permits posted?

Is there a safe means of access and egress?

Area to be barricaded?

Is there a means of contact in emergency? Method

Crawl boards with handrails and roofing ladder to be used?

Scaffolding and/or harness required?

If yes? Is scaffolding in place and inspected?

Weather conditions acceptable?

Ducts or outlets on roof?

If yes? Any hazard from fumes, steam etc.?

Existing overhead services crossing and/or adjacent to proposed height working?

Edge protection, guard rails, toe boards required? (roof or scaffold)

Are there fragile surfaces?

Is personal protective equipment required?

2 nd Man if required? NAME

Other precautions required:

.....
Other safety equipment required:

.....
Preparation Complete. Acceptance and Authorisation

I verify the above location has been examined, the precautions on the checklist have been taken, and that permission is authorised for this work. I also accept responsibility for the work to be carried out.

Name of person and company accepting the

work:.....Signed.....

Authorised

By:.....Title.....

.....

Date and Time:..... Time of Expiry:.....

Hand Back and Cancellation Procedures

I confirm that the work has been completed/partially completed, checked by myself and the area left in a safe and tidy condition.

(please delete accordingly)

Name of person: Date and

Time:.....

I have inspected the finished work and hereby cancel this permit.

Name of person: Date and

Time:.....