



HEALTH AND SAFETY
Working at Height
Policy & Procedures.

The company is committed to keeping its employees healthy and providing a workplace that is so far as is reasonably practicable safe to work in. This working at height policy supports and extends the companies overarching Health and Safety policy and provides guidance for those operations which involves working above or below the ground where falls or falling objects are likely to cause injury.

Responsibilities

The directors are responsible for the health and safety of employees and others who may be affected by the work carried out within their respective roles.

The health and safety consultant is responsible for ensuring that this policy and guidance is implemented.

Line managers have the responsibility to direct, guide and support the implementation of this policy.

All employees have a responsibility to use procedures and equipment provided for their health and safety.

The risks

Risks from working at height are well known and documented. As a company our 'working at height is very limited, however, it is important that everyone is aware of the dangers.

Accidents can range from a 'near-miss' to serious injury or even death so it is important that we safe guard our employees and third parties.

Falls or falling objects even from heights at relatively low levels present an unacceptable risk to people which the overriding principle for employers is that they must do "all that is reasonably practicable to prevent anyone falling". Consequently the procedures and guidance below must be undertaken prior to undertaking any work at height.

The Work at height regulations are based on a hierarchy which requires that all work at height must be avoided whenever possible.

Where work at height cannot be avoided you must provide:-

- Suitable and appropriate work equipment (e.g. scaffolding, cherry pickers, stepladders etc).
- Give collective protection measures priority over other measures (e.g. guardrails rather than safety harness).

Our employees will only use the company issued step ladder, these are four run ladders, staff are only permitted to go up a maximum of 3 runs and must be accompanied at all times.

We do not use and employees are not authorised to use any other type of equipment such as cherry pickers or tall ladders and also are not authorised to work below ground level.

Assess the risks of working at height

There are five steps to risk assessment which have to be completed, these are

1. Look for the hazards - things that can cause harm, falling off something or something falling on you.
2. Decide who might be harmed and how - whether by falling or something falling on someone nearby.
3. Evaluate the risks and decide whether the existing precautions are adequate or whether more should be done - do you need to provide extra edge protection, other equipment or training to reduce the risk.
4. Record your findings - make records and keep them up to date.
5. Review your assessment and revise it if necessary - if there are any changes, if the weather has worsened or there has been an accident.

You must consider the specific risks posed by working at height as part of your overall health and safety risk assessment. Consider why the work is being carried out, you may be able to avoid having to carry it out at all, or possibly complete it using alternative working methods. You will need to look at the risk of all falls, but you must take specific precautions to reduce the risks where it's possible for anyone to fall a distance liable to cause personal injury. Your risk assessment must ensure:

- All work at height is properly planned and appropriately supervised
- Those working at height are competent
- The place where work at height is done is safe
- The risks from fragile surfaces are properly controlled
- Equipment for work at height is suitable and properly inspected and maintained
- The weather conditions are taken into account and all work is stopped if weather conditions endanger health or safety.
- Procedures in case of emergency are planned for

Existing structures must be stable, they must support the weight of workers and the equipment or materials they may need. Platforms must be footed on firm ground or on a stable structure to prevent them from moving.

We only authorise the below equipment:

- 4 run step ladders – fibre glass construction.

You will need to ensure that all equipment is well maintained and checked regularly. Employees are not authorised to use any corded power tools whilst using a step ladder.

Reduce the risks of objects falling from height

When people are working at height it is essential to consider the risk of objects falling onto somebody or something below.

Any hand-held equipment such as drills can be dropped and knocked over the edge of a platform or walkway.

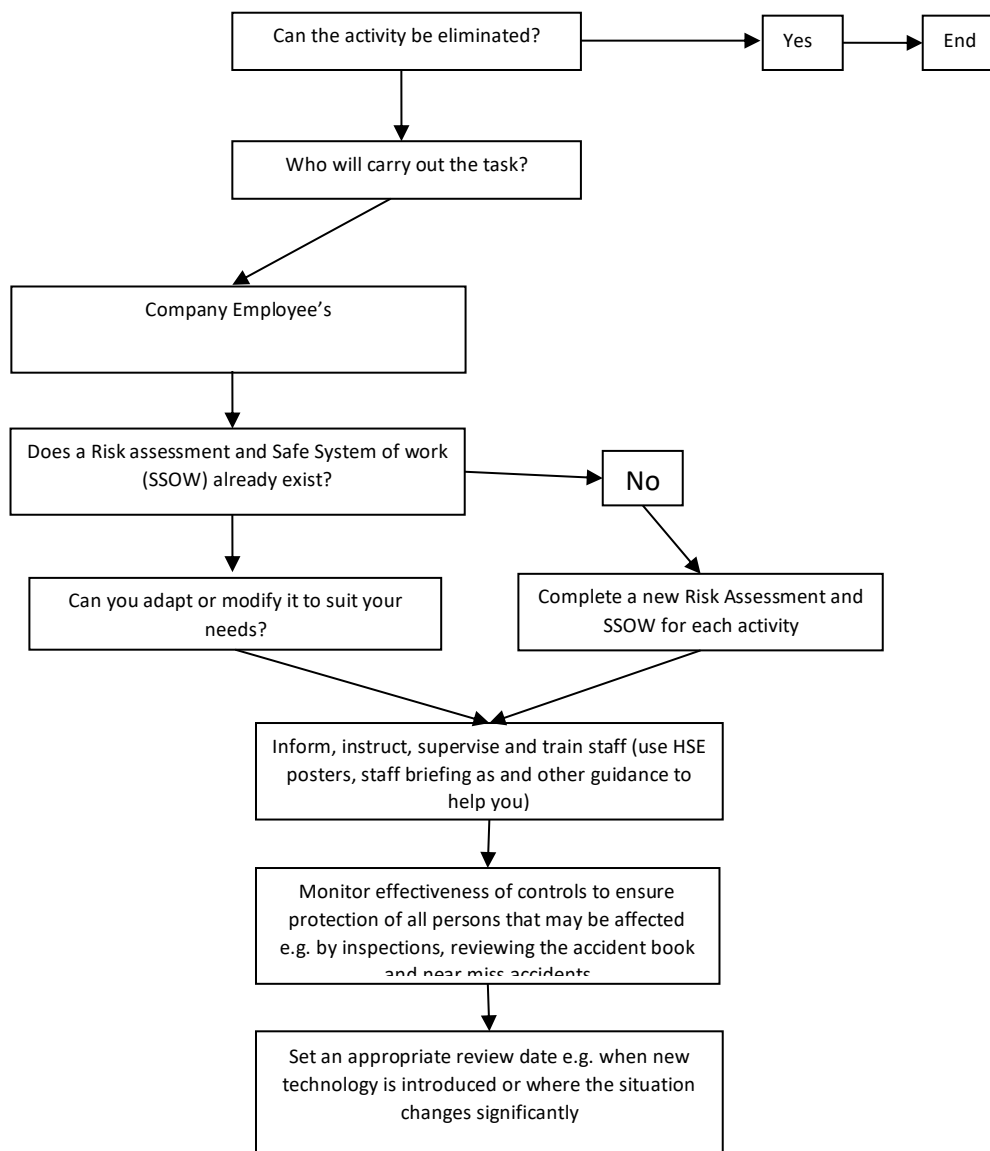
Key steps to prevent objects falling.

- Tool belts must be used whilst using the ladder
- Screws etc are to be kept on the top of the step ladder where there is a tray to put these items.

Inspections of equipment

- Ladders must be inspected visually for any issues or damage, if you find any it must be removed from use immediately and reported to your line manager.
- A notice stating 'out of service' is to be placed on the ladder whilst you inform your manager.
- Managers will remove the ladder to a secure lock up to ensure it remains out of service until it is repaired or replaced.

Working at height



Author & Authorised Signatory:

Name: Rob Chappell Title: Health & Safety Consultant

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