

Working at Height Policy

Written by: Marcus Link
Approved by: College of Management
Council of Trustees

Date: February 2018
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Review information: Version 2 with no significant changes having reviewed relevant legislation (Kaycee Fordham). Version 1 based on Mentor guidance.

Date of review: December 2018

Date for review: December 2019

Introduction

There are about 50 deaths and more than 3,500 major injuries each year caused by falls from height. Working at height is defined by the Health and Safety Executive as: 'Work in any place, including a place at or below ground level, or obtaining access to or egress from such a place, while at work, except by a staircase, where, if suitable measures were not taken, a person could fall a distance likely to cause personal injury'. This means that anyone undertaking any work where they could fall is working at height and therefore the risk this poses must be taken into consideration and properly controlled.

Statement of Intent

The aim of this policy is to ensure, so far as is reasonably practicable, the health, safety and welfare of our employees while they are at work, in relation to activities that involve working at height, and to comply with all relevant legislation.

Employer Responsibilities

To ensure that any activities that involve working at height are undertaken safely and that our policy and safe systems of work are clearly understood throughout the school, we will:

- avoid working at height where possible;
- use work equipment or other measures to prevent falls where working at height is unavoidable;
- use work equipment or other measures to minimise the distance and consequences of a fall, should one occur; and
- review this policy at least annually or more frequently if significant changes occur.

Procedure

To fulfil our responsibilities as outlined above, we will:

- carry out an initial survey to identify any activities that involve working at height and which cannot be carried out other than at height;

- undertake a detailed risk assessment on all tasks that require working at height;
- ensure that all working at height is properly planned, organised and documented;
- take account of weather conditions that could endanger health and safety;
- make sure that all those involved in working at height are trained and competent;
- ensure appropriate Personal Protective Equipment (PPE) is issued and used; and
- make sure that equipment used for working at height is appropriately inspected.

Controls

- Health & Safety Induction and Annual Confirmation
- Working at Height Briefing
- Ladder Inspection Form
- Working at Height Risk Assessment
- Working at Height Activities Register
- Health Monitoring Form

Information/advice/guidance:

- HSE guide: Working at height
<http://www.hse.gov.uk/pubns/indg401.pdf>

Compliance:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Work at Height Regulations 2005 (as amended)
- Personal Protective Equipment at Work Regulations 1992

Linked Policies:

- Health and Safety Policy
- Risk Management Policy
- Staff Induction Policy