The Dales School
North Yorkshire

Health & Safety Working at Heights policy and procedures Appendix 10

Person responsible: Ann Marie Ellis

Adopted and reviewed by the Governing Body: October 26

Review Date: October 27

1. General Statement

This establishment recognises that there may be an increased risk to the health and safety of its employees whilst working at heights. For this reason, we have devised a policy which sets out our approach in both identifying these risks and adequately managing them. Any questions regarding the operation of this policy should be addressed to: **Ann-Marie Ellis**. For the purposes of this policy, working at heights is: A place is 'at height' if a person could be injured falling from it, even if it is at or below ground level.

2. The Legal Position

Our duty to both assess and control any risks from working at heights is governed by the Health and Safety at Work Act 1974 (HSWA). S.2 requires us to ensure, so far as is reasonably practicable, the health, safety and welfare of our employees.

Similar duties are owed to other workers, such as agency temps under s.3 of the HSWA. This will be achieved by carrying out risk assessments in accordance with the Management of Health and Safety at Work Regulations 1999 (as amended). Working at Heights is specifically covered by The Work at Height Regulations 2005.

3. Risk Assessment

Our risk assessments will cover all work currently undertaken whilst working at heights. Once all job roles involving working at heights have been identified, the following factors will be considered:

Content of Risk Assessment

- Justification for working at height
- Planning and organisation of the work
- Selection, use and inspection of work equipment
- Competence of personnel
- Description and duration of work
- Access and egress
- Weather conditions
- Where appropriate fall protection
- Securing the work area
- Working on roofs

Contractors - Prior to work commencing the contractor will be made aware of this policy for working at heights. The contractor will also be expected to provide a method statement that lists the control measures for working at height

The worker - The medical fitness of each worker to work at height will also be assessed.

4. Control Measures

In order to manage the risks identified, we have introduced the following control measures:

- Maintenance and Inspection – Ladders and stepladders will be checked prior to use and inspected once per year. Mobile Elevated Work Platforms, scaffold towers will be checked, inspected and maintained in accordance with the manufacturers, hirers or suppliers requirements.
- Pupils – The interface between working at heights and pupils is recognised as high risk and where necessary our risk assessments will reflect the higher duty of care required for young persons.
- Lone Working – All working at height will be subject to our lone working policy

5. Training

Where necessary, anyone required to work at heights will be fully trained in the safe working practices to be adopted in order to carry out their tasks safely. This will apply to employees and other workers where applicable, such as agency staff and contractors. See Sharon Kettleborough – CPD manager.

6. Line Managers

It is the responsibility of individual line managers to monitor the tasks being carried out by their staff.

7. Employees

Employees are expected to co-operate fully with any instructions giving by their managers. They are also expected to follow the Organisation's safe systems of work and any associated procedures. Failure to do so may

be a disciplinary offence.

Procedures

- Staff to undertake and abide by working at heights training every three years
- No heavy items should be stored at height
- When working at height, staff should ensure that they use equipment provided.
- Failure to follow policy could result in disciplinary action
- Staff to be aware of other duties that can mean working at heights eg working on the rebound bed, standing on the side of the pool and loading pupils onto the minibus, and to take appropriate control measures.
- Staff working at height should ensure that they are wearing appropriate footwear and have no trailing clothing on which they could trip.