

# Corporate Working at Height Policy

January 2023



## Document history

<b>Name of policy</b>	Working at Height Policy
<b>Purpose of policy</b>	New Forest District Council (NFDC) is committed to providing healthy and productive working environment, safe from hazards. This policy and subsequent arrangements detail NFDC's commitment to achieving and maintaining compliance with its duties under the Work at Height Regulations 2005 and the Management of Health and Safety at Work Regulations 1999.
<b>Policy applies to</b>	This corporate policy and arrangements apply to all staff who work at height and those who manage them.
<b>Update Frequency</b>	Bi-Annual
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# 1. Policy

## 1.1 Introduction

New Forest District Council (NFDC) has a duty to ensure compliance with the Work at Height Regulations 2005, The Health and Safety at Work etc. Act 1974 and other associated legislation for all employees working at height and managing those who work at height. NFDC also has a duty to ensure so far as is reasonably practicable, the health, safety and welfare of its staff and agency staff or contractors working on their behalf that carry out work at height under their direct control. This policy sets out clear responsibilities to ensure both the compliance with the legislation and best practice is adhered to.

### 1.1.1 What is Work at Height

Work at height means work in any place where, if there were no precautions in place, a person could fall a distance liable to cause personal injury.

For example, you are working at height if you:

- are working on a ladder or a flat roof;
- could fall through a fragile surface;
- could fall into an opening in a floor or a hole in the ground.

Take a sensible approach when considering precautions for work at height. There may be some low-risk situations where common sense tells you no particular precautions are necessary, and the law recognises this.

## 1.2 Scope

This policy applies to:

- All NFDC employees who have been identified as someone who works at Height;
- All NFDC managers who manage employees who have been identified as persons who work at height;
- All NFDC Employees who are part time workers who work at Height;
- Any Agency or Contract workers who are working at Height on behalf of New Forest District Council;
- Any volunteers working on behalf of New Forest District Council who are working at height on behalf of New Forest District Council.
- Any Contractors who are going to be carrying out work on behalf of New Forest District Council which involves working at Height.

The law applies to workers if using a:

- Step / Long Ladder;
- Hop up / Step Stool;
- Mobile Elevating Work Platform (MEWP Scissor and Boom);
- Scaffolding;
- Access Tower;
- Roof Work / Fragile Surface;
- Near an open access / hole in ground without edge protection;
- Suspended Access Equipment;
- Harness and Rope work;
- Working from vehicles including accessing vehicles;
- Cliff inspections.

### 1.3 The Standard Operating Procedures for Working at Height

In order for the Council to meet its legal duties as identified under Working at Height Regulations 2005. All services who undertake working at height must ensure they maintain relevant, up to date and accurate risk assessments, safe systems of work, training, and supervision suitable for the service specific tasks being carried out, these must be communicated clearly with all staff carrying out aforementioned work and adequate training provided as required by the risk assessment. Management understands that the responsibility for these falls upon them, however, any member of staff carrying out work at height must raise any concerns, questions, or hazards to their line manager to ensure all aspects of the task are adequately controlled.

All controls implemented must as a minimum meet the requirements set out in the legislation, this policy and best practice. They are to take the form of standard operating procedures, including guidance for responsible managers and employees working in each service.

## 2. Legislative and regulatory context

### 2.1 The legislation and regulations that apply.

This section highlights the key pieces of legislation that applies, and the general requirements NFDC is required to follow.

#### 2.1.1 The Health and Safety at Work etc. Act 1974

The Health and Safety at Work etc Act 1974 is the primary piece of legislation covering occupational health and safety in Great Britain. This piece of legislation sets out the general duties which employers have towards employees and members of the public, employees have to themselves and to each other and certain self-employed have towards themselves and others. New Forest District Council acknowledges and accepts its responsibilities under The Health and Safety at Work etc. Act 1974, and will ensure to control all risks to its employees, contractors and those who may be affected by the work they undertake are controlled to as low as is reasonably practicable.

#### 2.1.2 Management of Health and Safety at Work Regulations 1999

Management of Health and Safety at Work Regulations 1999 is a piece of legislation covering the management of occupational health and safety in the workplace in Great Britain. This piece of legislation sets out the general duties which employers have relating to the expectations to risk assess, implement arrangements for planning, control, monitoring, and use of preventative and protective measures, provide instruction and training and consultation on working at height to their direct employees and persons working at height for NFDC under their direct control. NFDC acknowledges and accepts its responsibilities under the Management of Health and Safety at Work Regulations 1999 and will ensure to implement all the necessary controls and management methods to minimise the risks to its employees, and those undertaking work at height on behalf of NFDC are controlled to as low as is reasonably practicable.

#### 2.1.3 The Work at Height Regulations 2005

The Work at Height Regulations 2005 is a specific piece of legislation that applies to any and all work at height that occurs within Great Britain. It sets out the responsibilities and requirements to control the risks associated with any work at height occurring under an employer or controller of work. The key points are to avoid work at height where reasonably practicable and plan any development or equipment to avoid or minimise the risks associated with working at height, where working at height cannot be avoided then fall prevention must be factored in with the inclusion of mitigation of the distance and consequences of any fall where the risk cannot be eliminated. NFDC acknowledges and accepts its responsibilities under the Work at Height Regulations 2005 and will ensure to implement all the necessary controls and management methods to minimise the risks to its employees, and

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those undertaking work at height on NFDC behalf, using NFDC equipment or on NFDC property are controlled to as low as is reasonably practicable. This responsibility also includes the requirement of reviewing contractors risk assessments prior to their work at height commencing to ensure they are suitable and adequate.

## 3. Roles and Responsibilities

### 3.1 The Executive Management Team Duties

The Executive Management team have the duty to:

- Provide sufficient financial support to enable the Services to provide the correct level of support.
- Ensure a clear process is in place for the control and management of work at height.

### 3.2 The Service Managers Duties

The Service Managers have the responsibility to:

- ensure adequate provision of resources is provided to the teams carrying out working from height activities
- ensure suitable and sufficient is in place, to allow operatives to undertake working from height activities effectively and safely
- ensure statutory inspections are undertaken on all equipment used for working at height
- ensure all employees under their control are competent to undertake their role

### 3.3 The Line Management Duties

The Line Manger is responsible for ensuring that:

- suitable risk assessment is carried out for all working from height activities
- Ensure adequate training, competency and qualifications are in place prior to the commencement of work.
- Ensure all equipment for working at height is suitably maintained and inspected.
- that the resources are correctly allocated to the tasks.
- Ensure adequate levels of supervisor vision are provided to all working from height activates

### 3.4 The Employee Duties

Employees have general legal duties to:

- take reasonable care of themselves and others who may be affected by their actions
- co-operate with their employer to enable their health and safety duties
- Follow instructions and the requirements to be complied with as outlined within relevant risk assessments, safe systems of work, toolbox talks etc.

### 3.5 Contractor Duties

Any contractors carrying out work are required to:

- follow the NFDC Working at Height Policy or maintain a higher standard of work.
- Provide risk assessments prior to the commencement of work.
- Ensure all equipment for working at height is suitably maintained and inspected.
- Report all incidents that result in a contractor falling from height to the relevant client representative

### 3.6 Health and Safety Team

The Health and Safety Team are to:

- Provide competent advice and guidance to teams who work at height.
- Assist in on going improvement through auditing of processes and procedures to provide feedback to enable measurable improvements to New Forest District Council processes.
- Carry out investigations into accidents and incidents as necessary, record findings and root causes and provide recommendations for consideration by management

## 4. Application of Policy

### 4.1 Policy Application

The policy applies to all work that involves work in any place, position, or location where, if there were no precautions in place, a person could fall a distance liable to cause personal injury.

For example, a few of the roles that would apply are:

- Civic Building Maintenance Staff;
- Housing staff who carry out painting, decorating, repairs etc;
- Gas and Electrical Engineers;
- Grounds Staff and many others;
- Contractors carrying out work on behalf of NFDC.

### 4.2 Consultation with employees under the policy

There is an expectation of collaboration between management and employees over any hazards raised in risk assessment, working at height is a factor that is included and the controls that are implemented must be considered in a practical way and focus must be put upon.

- Helping spot and understanding the risks;
- Making sure health and safety controls are practical;
- Increasing the level of commitment to working in a healthy way.

It is important that the consultation is a two-way communication where not only is information shared with employees but the employer listens to the feedback provided. NFDC will do this via existing **Safety Panels** and the safety representatives enabling staff to raise issues or concerns through these methods. ([Safety Panel Link](#))

## 5. Identification and Assessment

### 5.1 Identification of Risks

There are many forms of risk associated with working from height. This varies from the use of equipment, environmental conditions, physical conditions, needs of the task and more. One that is easily identified as a risk is roof work. This is because it poses a considerable risk and falls from roofs, through fragile roofs and fragile roof lights are one of the most common causes of workplace death and significant injury. As well as in construction, these accidents can also occur on roofs of many different types of buildings when roof repair work or cleaning is being carried out. As an example of a few of the risks in this situation the following list reflects items that are likely to be fragile:

- roof lights;
- liner panels on built-up sheeted roofs;
- non-reinforced fibre cement sheets;
- corroded metal sheets;
- glass (including wired glass);
- rotted chipboard;
- slates and tiles.

When identifying the risk, it is important to be practical and pragmatic in your approach. Working on a low step stool in a carpeted area is of lower risk than working from the top of a step ladder over a concrete floor. However, depending on the additional controls the higher elevation work could be safer if inadequate controls are in place for the lower elevation task.

Discussing the risk and following good risk assessment process by including the individual involved in the task is key to ensuring the risks are all adequately identified.

## 5.2 Assessment

The Law requires that all working at height activities must have a suitable and sufficient risk assessment undertaken and be planned out to an adequate level for the task occurring. All risk assessments and plans must be consulted and communicated out to relevant employees.

All risk assessments must be reviewed annually or if there is reason to believe it is no longer valid/ there has been a significant change.

Some examples of the factors you need to consider when planning and undertaking work at height. You must:

- **take account of weather conditions that could compromise worker safety;**
- **check that the place (e.g., a roof) where work at height is to be undertaken is safe. Each place where people will work at height needs to be checked every time, before use;**
- **stop materials or objects from falling or, if it is not reasonably practicable to prevent objects falling, take suitable and sufficient measures to make sure no one can be injured, e.g., use exclusion zones to keep people away or mesh on scaffold to stop materials such as bricks falling off;**
- **store materials and objects safely so they won't cause injury if they are disturbed or collapse.**

## 5.3 Emergencies and Rescue Plans

As part of the risk assessment process there is a requirement for a plan to be generated for certain activities where an emergency may occur and or a rescue needs to be carried out. For example, a set procedure for evacuation, exiting a mobile elevated work platform or when suspended from a harness.

Think about foreseeable situations and make sure all employees involved in the process know the emergency procedures. Do not just rely entirely on the emergency services for rescue in your plan. Emergencies and rescue plans must be recorded within the relevant risk assessments and safe systems of work.

## 5.4 Managing the Issues

When it comes to managing the risks and controlling them it is important to follow the hierarchy of controls. The following 8 steps are an example of the hierarchy of control process.

### 1. Avoid working at height completely

Where possible, use a plant equipment at ground level rather than a roof, or change the equipment altogether. For example, using a long reach system to avoid the use of a ladder when cleaning CCTV camera covers.

### 2. Prevent falls using a safe place to carry out work

If you can't avoid working at height, then designate a 'safe place' where work can be carried out with minimal risks. Additional protective equipment should not be necessary as preventative measures are already in place in this space. For example: A balcony or parapet.

### 3. Prevent falls using collective equipment

Install a permanent system that offers a passive solution for multiple workers, such as a physical barrier. This will allow them to concentrate on the job itself rather than the safety system.

### 4. Use personal protective equipment (PPE): Fall restraint

Fall restraint systems usually include an anchor point and lanyard which prevent workers from reaching a hazard. For example, the man safe systems in place on the NFDC civil buildings roofs.

### 5. Minimise the distance the worker could fall

If a fall cannot be avoided, then use collective equipment, such as airbags, to reduce the impact of the fall.



## 6. Minimise the impact of a fall

Use netting to soften the impact of the fall.

## 7. Use PPE: Fall arrest

Fall arrest systems should only be used as a last resort and you will need to undergo training to use these. If a worker falls, fall arrest equipment stops the fall before they hit the surface.

## 8. Minimise risk by undergoing training

Training should focus on safe working practices, as well as on the correct use of relevant equipment.

Always consider measures that protect everyone who is at risk (collective protection) before measures that protect only the individual (personal protection).

Collective protection is equipment that does not require the person working at height to act to be effective, for example a permanent or temporary guard rail.

Personal protection is equipment that requires the individual to act to be effective. An example is putting on a safety harness correctly and connecting it, via an energy-absorbing lanyard, to a suitable anchor point.

The step-by-step diagram in Appendix 10.1 (Figure 1) should be used alongside all other advice in this policy. You do not always need to implement every measure in Appendix 10.1 (Figure 1). For example, when working on a fully boarded and guarded scaffold that is already up, not being altered or taken down, workers would not need to wear personal fall arrest equipment as well.

### 5.5 Additional Equipment Needs

This is an important factor as the equipment used needs to be both suitable and sufficient for the task. For example, the use of a short step ladder to enable access to a boiler. If only used for access and never carrying or removing the boiler from the wall a short step ladder may only need to accommodate the weight of the engineer carrying out the work. However, should the step ladder be used to lift the boiler down or the replacement one up the additional weight of the boiler itself needs to be factored in. In many cases this could result in a failure of the stool and a resulting injury due to the work that is occurring not having factored in the **weight limit of the equipment**.

Suitability for items such as harnesses, fall arrest lanyards and blister packs need to also take into consideration weight of user, duration of use, inspection regime, storage, and many other factors. Ensuring the correct equipment is available and used is a key factor in the management of work at height.

### 5.6 Supervision

All working from height activities must be **adequately supervised**. The level of supervision is dependent on the risks associated with the task. High risk works, such as roof works, require constant supervision, therefore high risk working from height tasks should be 2 to attend as a minimum.

Medium risk work, such as stairwell painting, requires direct supervision through the initial presence of the manager/supervisor for the set up on site and during the key points of the task and regular checks carried out to ensure safe working practices are being followed.

Low risk work, such as light fitting replacement, requires basic supervision through as a minimum, regular checks as part of services internal health and safety monitoring arrangements.

## 6. Good Practice

### 6.1 Good Practice

New Forest District Council has a duty to ensure that all reasonably practicable steps are taken to prevent anyone falling whilst at work.

All managers must ensure that:

- **all work at height is properly planned and organised,**
- **all work at height takes account of weather conditions that could endanger health and safety,**
- **those involved in work at height are trained and competent**
- **the place where work at height is done is safe,**
- **equipment for work at height is appropriately inspected,**
- **the risks from fragile surfaces are properly controlled,**
- **the risks from falling objects are properly controlled.**

All managers and employees must do everything possible to prevent anything falling that could cause injury. Where it is not reasonably practicable then everyone must ensure that no one is injured by anything falling. They must also ensure that nothing is thrown or tipped from a height or stored in such a way that its movement is likely to injure anyone. Where there is a risk of injury from being struck by an object or person, the danger zone should be clearly indicated, and unauthorised persons excluded from the area.

#### 6.1.1 Planning

No work should be carried out at height if it is safe and reasonably practicable to do it in any other way. All work must be carefully planned, appropriately supervised, and carried out in as safe a way as is reasonably practicable. There must be plans for emergency and rescue. A risk assessment must be carried out before the work commences.

Supervision comes in various levels and dependent on the risk there are specific levels required.

High risk work, such as roof work, requires constant supervision through the continual presence of the manager/supervisor throughout.

Medium risk work, such as stairwell painting, requires direct supervision through the initial presence of the manager/supervisor for the set up on site and during the key points of the task and regular checks carried out to ensure safe working practices are being followed.

Low risk work, such as light fitting replacement, requires basic supervision through as a minimum, regular checks as part of services internal health and safety monitoring arrangements.

With all scaffolding work that may impact on public access the relevant authority must be notified in advance of work and where it may impinge on a public road or highway a licence from that relevant authority must be gained prior to commencement of work.

#### 6.1.2 Equipment

All equipment for the prevention of falls occurring should be provided to the site or individual operative in a good condition and be included in a regular testing and inspection process to ensure, so far as is reasonably practicable their correct and safe function. In some cases, the equipment may not entirely eliminate the risk of fall a fall occurring, however, everything possible must be done to minimise the distance and effect of a fall if it was to occur.

When selecting equipment for work at height, managers must:

- use the most suitable equipment, these items must comply with the relevant BS standards. However, just because an item is compliant does not ensure its suitability. Additional factors such as weight limit, size, loading, location, environment also need to be considered.
  - Scaffold (BS EN 12811-1:2003),

- Access Towers (BS EN1004),
- MEWPs (BS 8460:2017 / BS EN 280:2013),
- Work Platforms (BS 2482),
- Step up stools (BS EN 131) it is important to check the weight limit,
- Ladders (BS EN 131).
- give collective protection measures, e.g., guard rails, priority over personal protection measures, e.g., safety harnesses, wherever reasonably practicable,
- take account of the working conditions and the risk to the safety of all those at the place where the work equipment is to be used.

Equipment for preventing falls occurring should be incorporated into the design process for the construction, maintenance, and management of a site/property, so far as is reasonably practicable. If these safety measures/precautions do not eliminate the risk of fall a fall occurring, then everything possible should be done to minimise the distance and effect of a fall.

When selecting equipment for work at height, managers must:

- use the most suitable equipment,
- give collective protection measures, e.g., guard rails, priority over personal protection measures, e.g., safety harnesses, wherever reasonably practicable,
- take account of the working conditions and the risk to the safety of all those at the place where the work equipment is to be used.

All structures be that temporary or otherwise must factor in suitable safety measures that comply with the requirements of the Work at Height Regulations 2005.

All equipment and safety measures must comply with the requirements of the Work at Height Regulations.

### 6.1.3 Weather

All work at height must be postponed or cancelled while weather conditions threaten to endanger health or safety.

This does not only mean inclement weather, but this also applies to any weather conditions that could cause a hazard. Primarily working at height during windy conditions, it does not take a lot of wind to make working at height potentially unsafe. Management must consider this and ensure clear guidance is given to staff as part of the risk assessment process.

The Council will communicate when inclement weather impacts broader council work, while this comes from a higher level of management, this does not reduce or remove the responsibility of individual managers to review the weather and maintain adequate supervision of staff to enable them to stop jobs due to weather conditions that impact the tasks occurring. For example, the wind conditions that would impact the waste collection services far exceeds that of which would prevent safe working at height. As such there should be no reliance on waiting for the decision from above to stop work at height in unsuitable conditions.

### 6.1.4 Training

Anyone involved in working at height must be suitably trained and competent or, if being trained, is supervised by a competent person. Dependent on the task suitable training must be carried out. This training could be in the form of a formal qualification or for low-risk activities then training through toolbox talks, inductions and suitable supervision may be suitable. Specific consideration for the required training must be carried out when any work at height is assessed.

### 6.1.5 Work Site

All managers and employees must ensure that any place where work is done at height, including means of access, is safe and has features to prevent a fall, unless this would mean that it is not reasonably practicable for the worker to carry out the work safely, considering the demands of the task, equipment and working environment. In addition, suitable provision of controls to prevent third parties, members of the public, tenants, contractors, or other employees to be put at risk by the work at height. Segregation is

one of the most effective measures, but there are other options should work need to be carried out in closer proximity. The use of netting for example for scaffolding to prevent items being able to be dropped.

#### 6.1.6 Structures

Taking into account paragraph 6.1.2 above. Suitable controls must be implemented that consider the factors of working at height into the design, construction process and future maintenance processes.

#### 6.1.7 Safety Features

Taking into account paragraphs 6.1.2, 6.1.5 and 6.1.6 above any safety features installed to a structure, vehicle or equipment must be designed and fitted in line with its correct usage and manufacturers (where applicable) instructions. These may be guard rails, physical barriers, netting, “man safe” systems or other methods to provide safe and secure access to a working at height area.

#### 6.1.8 Inspections

As far as is reasonably practicable each individual place at which work is to be done at height should be checked by a suitably competent person on every occasion before use. This includes surfaces, parapets, permanent rails etc.

Temporary access scaffolding of all types, including tower scaffolds, should be checked after it has been assembled or installed and as often as is necessary after that time to ensure safety. In particular this should ensure that any deterioration can be detected and remedied in good time. Where the equipment is a mobile scaffold an inspection at the site is sufficient without re-inspection every time it is moved.

All other equipment such as guard rails, harnesses, and fixings etc must be inspected at the time of installation of the system, before each use, and at regular intervals by a competent and trained person.

Any equipment which has come from another business, and before any equipment leaves the business, managers must make sure that it is accompanied by an indication, clear to everyone involved, that the last inspection required by regulations has been carried out.

The person inspecting a platform must prepare a formal report before leaving site and give it to the person for whom the inspection was done within 24 hours. The report must stay on site until the work is completed and retained for a further 3 months for inspection. All other records of inspection must be retained until the next inspection has been carried out.

#### 6.1.9 Fragile Surfaces

Managers must ensure that no one working under their control goes onto or near a fragile surface unless that is the only reasonably practicable way to carry out the work safely, having regard to the demands of the task, equipment and working environment.

If anyone does have to work on or near a fragile surface, they and their managers should ensure that suitable signage, platforms, coverings, guard rails etc are provided and used to minimise the risk. If any risk of a fall remains, they should ensure that all steps are taken to minimise the distance and effect of a fall.

When work is carried out on Housing Properties, Civil buildings, or any other properties that the council is responsible for the work authorisation process must be followed prior to work commencing. As part of the work authorisation process an adequate provision of controls must be implemented to both protect the fragile surfaces, those who may be impacted by the work or damage to the fragile surface and those carrying out work. This can only be controlled through detailed risk assessment and safe working practices.

## 7. Training and Competence

### 7.1 Training options

Roof workers and all other people that need to work at height need the appropriate knowledge, skills, and experience to work safely, or be under the supervision of someone who has it.

They need to be able to recognise the risks, understand the appropriate systems of work and be competent in the skills to carry them out such as installing and wearing harness systems, installing edge protection, and operating a mobile access platform.

Training and certification are needed to achieve these competencies, and all workers involved in these specific operations are required to undergo the training before they are able to carry out the tasks, and also formal refresher training as required. It is not sufficient to hope that workers will “pick up safety on the job”.

Everyone who uses ladders and stepladders as part of their work must be given training in their safe use and maintenance. Training should also include periodic toolbox talks by way of a refresher.

#### 7.1.1 Ladder Training

There is no formal training requirement for the use of ladders, however, ensuring the employee is competent and capable for the work at height is the minimum expectation. Operatives who undertake higher risk working at height activities must attend an accredited working from height training course. It is the responsibility for each service to identify a training course and provider as part of their service H&S training matrix. For services or staff that do infrequent and extremely short duration ladder work at low height (for example loft space access) the minimum of a toolbox talk, and induction process should be carried out.

#### 7.1.2 Scaffolding Training

There is no formal training requirement for the use of scaffolding, however, ensuring the employee is competent and capable for the work at height is the minimum expectation. Training is one of the best ways to ensure competency. As part of this includes competency to design a scaffold as they must be erected following a set design and only constructed, altered, or dismantled in a safe manner by a competent individual. [National Access and Scaffolding Confederation \(NASC\) Safety Guidance SG4 'Preventing falls in scaffolding operations'](#) is a HSE recognised source of guidance. External Scaffolding contractors usually erect scaffolds, however, there is the requirement of our employees to be able to inspect the scaffolding prior to use to ensure it is in safe condition. As such awareness training to enable this must be carried out.

#### 7.1.3 Scaffold Tower Training

Specific training such as PASMA must be completed to enable someone to be able to erect and inspect scaffold towers. Once erected anyone who is competent to work at height may use the tower, however, any changes or dismantling of the tower can only be carried out by someone qualified and competent to do so.

#### 7.1.4 Mobile Elevated Work Platform Training

Specific training is required to be able to operate a MEWP, this training must include harness training in line with best practice. An inspection, maintenance and examination routine must be maintained on any MEWP equipment, competency to do this is also an important factor.

#### 7.1.5 Harness Training

For any work at height that involves fall restraint, fall prevention or suspended work, training in the use of harnesses is required.

## 7.2 The determination of competence to work at height

You should make sure that people with sufficient skills, knowledge and experience are employed to perform the task, or, if they are being trained, that they work under the supervision of somebody competent to do it.

In the case of low-risk, short duration tasks (short duration means tasks that take less than 30 minutes) involving ladders, competence requirements may be no more than making sure employees receive instruction on how to use the equipment safely (e.g., how to tie a ladder properly) and appropriate training. Training often takes place on the job; it does not always take place in a classroom. Alternatives such as toolbox talks, and induction procedures can be considered if justified.

# 8. Procedures

## 8.1 Procedures Document

[Working At Height Procedures](#)

# 9. Links and Useful information

## 9.1 HSE Links

[Working at height: A brief guide \(hse.gov.uk\)](#)

[Step-by-step guide to control risk of work at height - HSE](#)

[The law relating to working at height - HSE](#)

[Fragile roofs: Safe working practices GEIS5 \(hse.gov.uk\)](#)

[Roof work What you need to know as a busy builder CIS60 \(hse.gov.uk\)](#)

## 9.2 Non-HSE Links

[Useful links relevant to working at height - HSE](#)

[LA455 - The Ladder Association](#)

[Edge Protection Federation | \(epf-uk.org\)](#)

[Working at Height Training, Guidance & Support - Faset \(Fall Arrest Safety\)](#)

[NASC - National Access & Scaffolding Confederation](#)

[Home - No Falls Foundation](#)

[Home - PASMA](#)

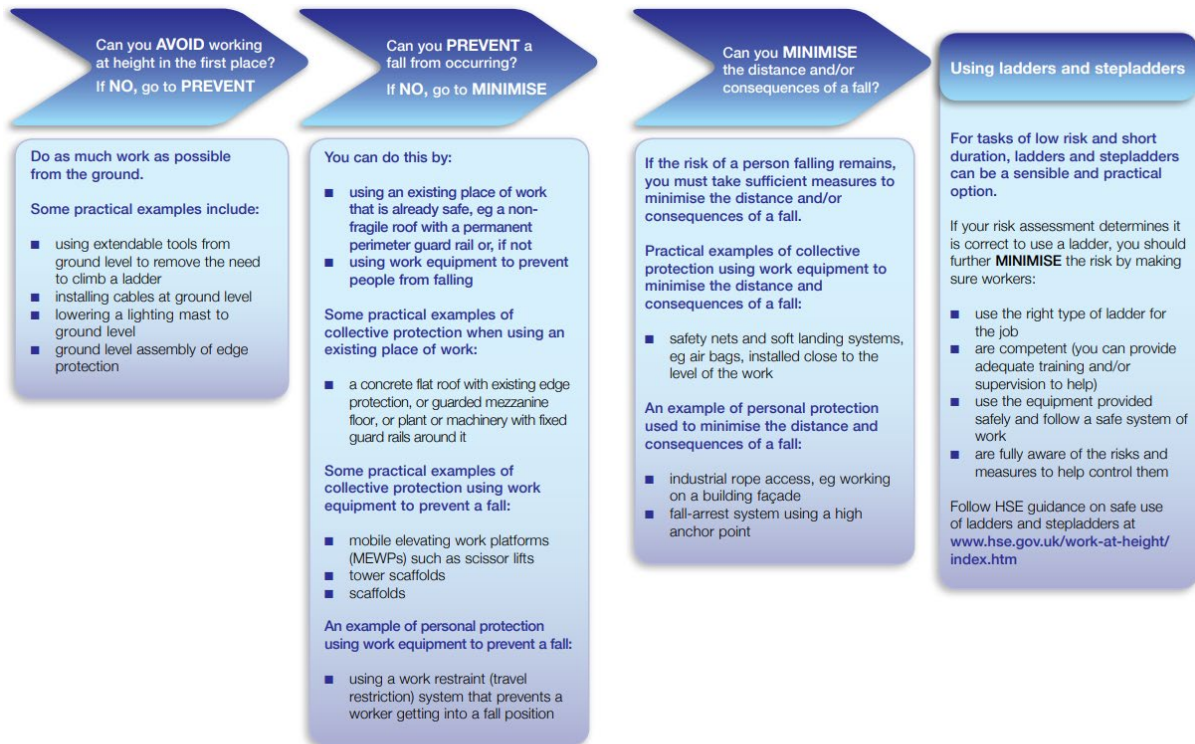
[Wahsa | Work at Height Safety Association](#)

[Apply for a scaffolding licence | Hampshire County Council \(hants.gov.uk\)](#)



# 10. Appendix

10.1 Figure 1



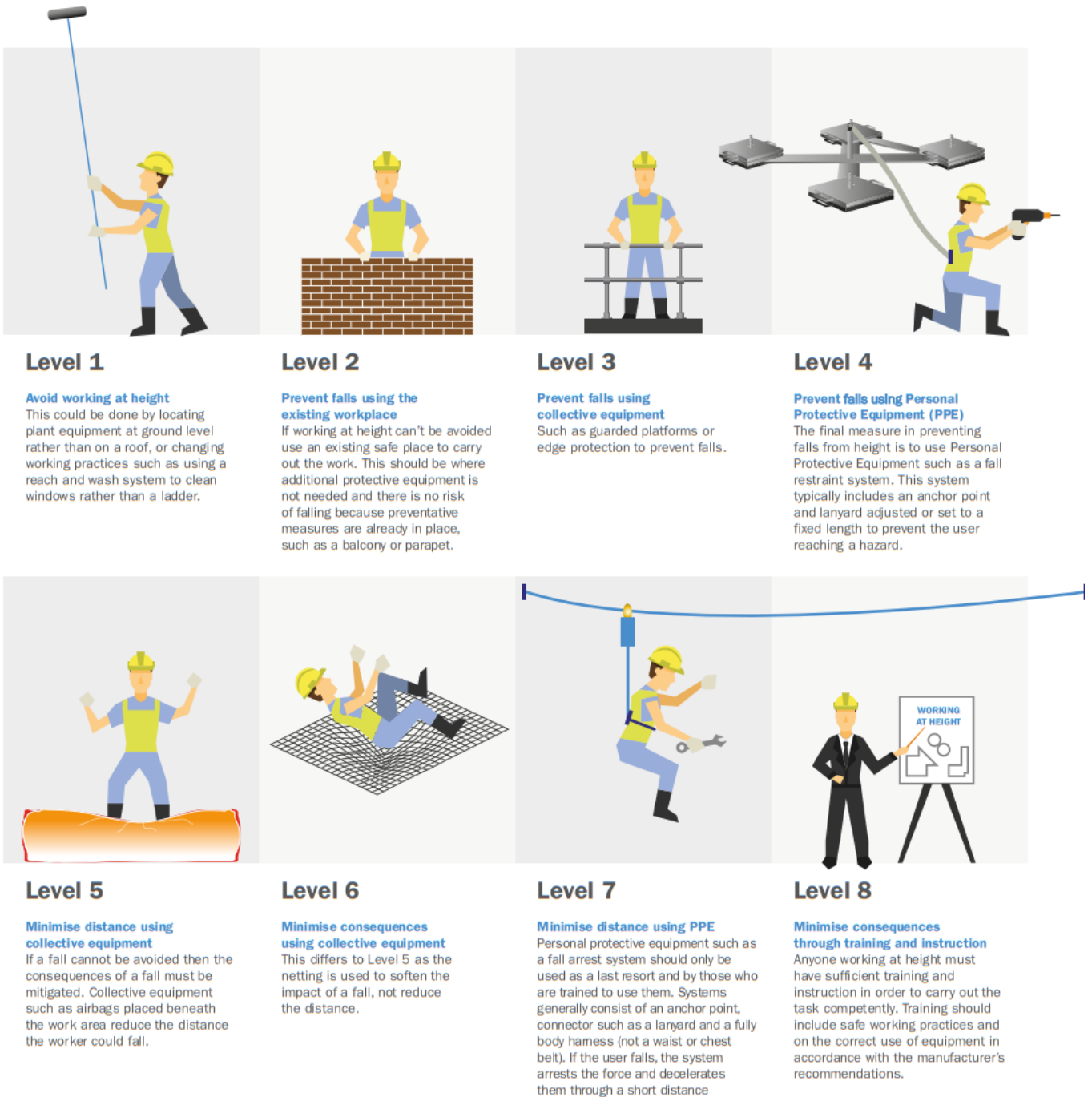
For each step, consider what is reasonably practicable and use 'collective protection' before 'personal protection'

## 10.2 Definitions

Term	Definition
Work at Height	work in any place where, if there were no precautions in place, a person could fall a distance liable to cause personal injury.
Suitable and Sufficient risk assessment	Shows that; <ul style="list-style-type: none"> <li>• a proper check was made</li> <li>• you asked who might be affected</li> <li>• you dealt with all the obvious significant risks, taking into account the number of people who could be involved</li> <li>• the precautions are reasonable, and the remaining risk is low</li> </ul> you involved your workers or their representatives in the process
Competent	A person with sufficient training, experience, knowledge and skill to undertake the task
Supervision	The act or function of overseeing something or somebody
MEWP	Mobile elevating work platform including, access platforms, scissor lifts, boom lifts and cherry pickers.
Fragile Surfaces	A surface which will not safely support the weight of a person and any materials they may be carrying



### 10.3 Infographic for Hierarchy of Control



## 10.4 Working at Height Guidance

### [Working at Height Guidance](#)