

# Work at Height HSP 9.32



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## **The aim of this Policy and Guidance**

The Council has an absolute duty to ensure the health and safety of all employees and others who could be affected by the work we undertake.

The aim of this policy and guidance is to provide suitable and sufficient information to allow all aspects of work at height to be managed and undertaken safely at Essex County Council.

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## Part 1 – Quick reference guide for employees

In a hurry? Here is what you need to know.

Falls from height are one of the biggest causes of workplace fatalities and injuries. Common causes of these are falls from ladders and through fragile roofs. It is important that a sensible approach is taken when considering precautions for work at height. The most common method of working at height is by using a ladder or stepladder. In most cases this method is the best option if the task is low-risk and of short duration. Other working at height tasks may require other types of equipment such as a Tower Scaffold. All work at height needs to be risk assessed and requires some form of competence as defined in this policy.

If as part of your employment you are required to work at height, you must ensure that you:

- have completed the necessary training to undertake work at height
- work within your competence
- are reasonably fit both physically and mentally
- ensure that risk assessments are carried out. Identifying appropriate control measures and safe systems of work
- use any identified personal protective equipment as it is intended and store it correctly
- carry out a 'pre-use check' before using a ladder or stepladder
- ensure that you carry out the relevant check before using other work at height equipment
- take any defective equipment out of use and report it
- raise concerns with your Line Manager.

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## Part 2 – Quick reference guide for manager

In a hurry? Here is what you need to know.

The Work at Height Regulations require that all work at height must be properly

- planned,
- supervised and
- carried out by competent people

with the skills, knowledge and experience required for the task.

It must be ensured that the correct type of equipment is supplied for work at height. The equipment must be inspected before use to identify if there are any defects. If any are found, it must be taken out of use until repaired or replaced.

By law, employees must have received adequate training and experience relevant to the type of work they are being asked to undertake. Where an employee is to work at height it must be ensured that:

- their employees are aware of the requirements of this policy
- work at height is avoided where reasonably practicable to do so
- the employee has the correct level of training and experience required and evidence kept on file
- suitable and sufficient risk assessments are in place and where required safe systems of work
- equipment is suitable, stable and strong enough for the job
- equipment is maintained and the required checks are carried out
- where defective work equipment is reported, it is taken out of use and the necessary action taken.

## Part 3 – Work at Height policy & detailed information

### 3.1 Policy

The purpose of this policy is to provide suitable and sufficient information to allow all aspects of work at height to be

- managed and
- undertaken safely at Essex County Council (ECC).

This policy applies to all

- ECC employees,
- Contractors (partners),
- Sub-contractors and
- Other persons

carrying out work on ECC premises.

### 3.1 Definitions

**Collective protection measures.** These protect more than one person at any time, e.g. scaffolds and nets. They are usually passive (i.e. they do not require any action by the user to work effectively).

**Fall arrest.** A type of fall protection that safely stops a person who is already falling from height.

**Fragile surface.** A surface which would be liable to fail if any reasonably foreseeable loading were to be applied to it.

**Personal Fall Protection System.** Measures that rely upon personal protective equipment and only protect the user e.g. fall-arrest harnesses. They are usually active (i.e. they require the user to do something for them to work effectively, such as clipping a lanyard onto an anchorage point).

**Suitable.** Means suitable in any respect which it is reasonably foreseeable will affect the safety of any person.

**Tower scaffold.** A temporary free-standing structure consisting of prefabricated elements. The dimensions are fixed by the design. They have four legs with castors and provide one or more platform.

**Work at Height.** Work in any place where, if there were no precautions in a place, a person could fall a distance liable to cause personal injury, for example:

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

Access and egress to a place of work can also be work at height.

Detailed guidance

## 3.2 Controlling Work at Height

Before considering work at height, the task specific risk assessment must demonstrate that there is no safer way of completing the task.

All work at height must be:

- properly planned;
- appropriately supervised; and
- carried out in a safe manner.

The hierarchy for managing and selecting equipment for work at height is:

1. Avoid work at height where possible;
2. Use work equipment or other measures to prevent falls (e.g. guardrails, working platforms) where you cannot avoid working at height; and
3. If you cannot eliminate the risk of fall, use work equipment or other measures to minimise the distance and consequences of a fall should one occur.

Any ECC employee who is responsible for planning, organising or supervising work at height, is to be competent to do so. Competence is established through relevant training and experience.

All employees who are carrying out work at height must be competent. Sub-contractor's employees must also be competent. This includes those involved in the erection / inspection of equipment for work at height.

Where personnel are liable to fall from their place of work and injury may result. Places of work include

- scaffolding,
- mobile elevated work platform (MEWP),
- roofs,
- cradles,

or from the means of access to their place of work such as a ladder or open stairway, gantry.

Then suitable preventative and protective measures must be provided. These must be in accordance with the following principles.

No work at height shall be carried out unless:

- It is carried out from a working platform with suitable and sufficient guard-rails, toe boards, barriers. Or with other similar means of protection to prevent people and equipment falling; and
- The working platform complies with legislative and ECC requirements.
- Where the task cannot be carried out safely and easily from a working platform the person in control of the task must consider:
- The working conditions and the health and safety risks. This includes the length of time the task will take the weather conditions and the physical demands e.g. use of rope access.
- Any additional risks that result from the use of that work equipment.
- Legislative requirements.



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- Giving collective protection measures priority over personal protective measures.
- Giving measures which prevent a fall priority over measures which minimise the height and consequences of a fall.
- What training is required to ensure that work at height can be carried out safely and how training will be provided and recorded.
- What additional information and instruction is required to allow for safe working at height.

Work equipment for work at height will

- be of a suitable size to allow safe working,
- be capable of supporting the intended load and where necessary
- allow people to pass by safely.

### 3.3 Emergency Procedures

When planning to carry out work at height, it is essential that suitable and sufficient emergency arrangements are made. This is to allow for the effective rescue of personnel should their equipment fail or they have had to make use of any fall arrest device. Examples of foreseeable emergency situations include:

- Suspension in a harness following a fall;
- Working over or next to water;
- Persons working on MEWPS located above roofs or objects;
- Persons working above safety nets and other situations that could result in operatives:
  - becoming incapacitated and separated, or
  - remote from assistance after an incident.

Where persons are likely to be suspended from a harness, they should be rescued within 15 minutes. Ideally, this should be no more than 5 minutes.

Emergency services must not be relied upon for rescue from a harness.

Self-rescue techniques can only apply to a conscious casualty. Allowance needs to be made for unconscious casualties.

If a Mobile Elevated Work Platform (MEWP) is used, there must always be a person on the ground. The ground person must be capable of safely lowering the MEWP to the ground in the event of an emergency.

### 3.4 Selection of Work Equipment for Work at Height, access and egress

Work equipment for work at height include

- Collective protection measures and
- Personal protective measures.

Collective protection measures include guard rails and safety nets. Personal protective measures include harness and lanyards. Collective protection measures must be used in preference to personal protective measures. Consideration should be given to:

- The frequency of use
- The height to be negotiated
- The duration of the use

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- Any load to be carried
- The environmental and working conditions. This is particularly in relation to the weather and required working space;
- The distance and consequences of any fall. As well as the need to ensure timely and effective recovery. Additionally, the risks posed by the installation and removal of any fall arrest system;

Work equipment will not be selected for access to or egress from work at height unless:

- It allows for evacuation in emergency. This should take into consideration the number of people using the access/egress and the height to be descended; and
- The access and egress does not provide any additional risk of falling.

## 3.5 Scaffolding

Where a scaffold is of a complex nature, the scaffolding contractor is to produce a plan designed by a competent person. The plan must include assembly, use and dismantling.

Any scaffold that is being used is to be strong enough to support any anticipated load to be placed on it. Contract managers are to ensure they are aware of any safe working loads imposed on the scaffold. Contract Managers ensure they communicate this information to personnel working on the scaffold. The scaffold is also to be of a sufficient size to allow safe passage and safe working.

When a scaffold is not available for use, it is to be clearly marked with appropriate warning signs at all points of access. Where appropriate and possible, access to the scaffold should be prevented.

Scaffold is only to be:

- Assembled,
- Dismantled or
- Significantly altered

under the supervision of a competent person who has been appointed as such.

Scaffolds are to be inspected by a trained and competent person for the scaffold structure in place and a record kept.

Anyone working on a scaffold should be competent for the type of scaffolding work that they are undertaking. They should have received adequate training for the type and complexity of scaffolding they are working on. Scaffold employers should ensure that there are adequate levels of supervision. They should take into account the complexity of the work and the levels of training and competence of the scaffolders involved. Scaffold companies should ensure that as a minimum that:

- Every scaffold gang has a competent scaffolder. That person has received training for the type and complexity of the scaffold to be erected, altered or dismantled.
- Trainee scaffolders always work under the direct supervision of a competent scaffolder.
- Any erection, alteration or dismantling of a scaffold is done under the direct supervision of a competent person. For complex structures this is
  - an 'Advanced Scaffolder' or
  - an individual who is trained in the specific type of system scaffold for the complexity of the configuration involved.

The [Construction Industry Scaffolders Record Scheme](#) (CISRS) is a recognised scaffolders training scheme. Their website provides guidance on the relevant expertise of Scaffolders and Advanced Scaffolders. This includes details of which structures they are deemed competent to erect.

## 3.6 Personal Suspension Equipment (Rope Access and Positioning Techniques)

Personal suspension equipment must be:

- Of suitable and sufficient strength for the purposes for which it is being used;
- Installed or attached in such a way to prevent any person falling or slipping from personal suspension equipment. Also, to prevent uncontrolled movement of the equipment;
- Securely attached to a structure or plant by means of a suitable attachment. The structure, plant and attachment must be of sufficient strength and stability for the purposes of supporting that equipment and intended load. Confirmation of the load carrying capacity is to be obtained before first use.

Rope access and positioning techniques must not be used unless:

- A risk assessment indicates that the work can be performed safely;
- The use of other, safer work equipment is not justified;
- The system comprises of at least two separately anchored rope, of which one, the security rope is used as back up;
- The person using the system is provided with and uses an appropriate harness and is connected by it to the security rope;
- The work rope is equipped with safe means of ascent and descent and has a self-locking system to prevent the user falling;
- The security rope is equipped with a mobile fall prevention system which follows the movement of the person using the system; and
- The person using the system has received adequate training. The training being specific to the operations envisaged, including rescue procedures;
- Rope access and positioning techniques includes provision of a seat with appropriate accessories. That is unless the risk assessment indicates that the work can be performed safely without it. This must have regard for the duration of use and ergonomic constraints;
- The system may comprise a single rope where:
  - A risk assessment demonstrates that the use of a second rope would entail higher risk to persons; and
  - Appropriate measures have been taken to ensure safety.

Industrial Rope Access Trade Association (IRATA) Level 3 is the industry standard. All rope access is managed and supervised in accordance with industry standards. Where the manager/supervisor is part of the aerial persons, emergency arrangements must cover this.

## 3.7 Work Restraint and Fall Arrest Equipment

- For some activities personal protective equipment must be used. For these activities, work restraint is to be used in preference to fall arrest. Where fall arrest equipment is used
- It must be of suitable strength to safely arrest the fall of any person
- It must be securely attached to a structure or plant by means of a suitable attachment. This must be at a suitable point installed or selected to minimise the level of injury, with the lanyard

shortened to the minimum length. The structure, plant and attachment must be of sufficient strength and stability. That is for the purposes of supporting that equipment and any person liable to fall

- In the event of a fall by any person, the equipment should not, as far as possible, lead to further injury
- A suitable and sufficient means of recovery after a fall. The recovery method should be capable of recovering an individual within 15 minutes
- Personnel responsible for the recovery of employees who have fallen, must be trained. The training must be appropriately and adequately. If personnel are responsible for self-recovery, they are to be trained in the use of the equipment to be used.

### 3.8 Ladders

Ladders should be suitable for the intended use i.e. strong and robust enough for the task intended. They should meet British Standard Class 1 'Industrial' or BS EN 131 ladders for use of work. They need to be maintained and stored in accordance with the manufacturer's instructions.

All personnel using ladders for their work are to be appropriately trained.

#### Ladder inspections

- Ladders must be inspected by the user prior to each use to ensure that they are undamaged, and that any stabilisation device is fitted or placed. Ladder users are to ensure that the ladder is stable before first use.
- The feet of a portable ladder shall be prevented from slipping during use by:
  - Securing the stiles at or near their upper or lower ends;
  - An anti-slip device; or
  - Any other arrangement of equivalent effectiveness. This needs to be justified in the risk assessment or method statement.

A **pre-use check** must be carried out before using any ladder by the user to spot any obvious visual defects. The pre-use check should include:

*Check the stiles* – Are they bent or damaged? If yes, do not use as they could buckle or collapse.

*Check the feet* – Are they missing, worn or damaged? If yes, do not use as the ladder could slip. Also check that feet do not have any embedded dirt such as soil, stones if using the ladder on a smooth surface.

*Check the rungs* – Are they bent, worn or missing? If yes, do not use.

*Check any locking mechanisms* – Are they bent, worn or damaged? If yes, do not use as the ladder as it could collapse. Locking bars must be engaged correctly.

*Check the ladder platform* – Is it split or buckled? If yes, do not use the ladder as it could become unstable or collapse.

If any of these defects are found the ladder should be taken out of use, clearly marked with 'do not use' until repaired or replaced.

#### Using a Ladder Safely

If using a leaning ladder to carry out a task,  
You should:

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- Only carry light materials and tools – read the manufacturers' labels on the ladder and assess the risks
  - Make sure it is long enough or high enough for the task
  - Make sure the ladder angle is at 75° – you should use the 1 in 4 rule (i.e. 1 unit out for every 4 units up)
  - Always grip the ladder and face the ladder rungs while climbing
  - Secure it, by tying the ladder to prevent it from slipping either outwards or sideways. Also have a strong upper resting point. Do not rest a ladder against weak upper surfaces (e.g. glazing or plastic gutters). You could also use an effective stability device
  - Maintain three points of contact when climbing (this means a hand and two feet) and wherever possible at the work position
- Where you cannot maintain a handhold, you will need to take other measures to prevent a fall or reduce the consequences if one happened. This is other than for a brief period (e.g. to hold a nail while starting to knock it in, starting a screw etc)

## You should not

- Overreach – make sure your belt buckle (navel) stays within the stiles
- Overload it – consider workers' weight and the equipment or materials they are carrying before working at height. Check the label on the ladder for information
- Slide down the stiles
- Try to move or extend ladders while standing on the rungs
- Work off the top three rungs, and try to make sure the ladder extends at least 1 m (three rungs) above where you are working
- Stand ladders on moveable objects, such as
  - pallets,
  - bricks,
  - lift trucks,
  - tower scaffolds,
  - excavator buckets,
  - vans, or
  - mobile elevating work platforms
- Hold items when climbing (consider using a tool belt)
- Work within 6 m horizontally of any overhead power line, unless it has been made dead or it is protected with insulation. Use a non-conductive ladder (e.g. fibreglass or timber) for any electrical work
- There may be occasions when you cannot maintain a handhold. For example, to hold a nail while starting to knock it in. In this case you will need to take other measures to either
  - Prevent a fall or
  - Reduce the consequences if one happened

## If using a stepladder to carry out a task, you should:

- Check all four stepladder feet are in contact with the ground and the steps are level
- Only carry light materials and tools
- Don't overreach
- Don't stand and work on the top three steps (including a step forming the very top of the stepladder). , That is unless there is a suitable handhold;
- Ensure any locking devices are engaged

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- Try to position the stepladder to face the work activity and not side on. However, there are occasions when a risk assessment may show it is safer to work side on. For example in a retail stock room because of space restraints in narrow aisles. When you can't engage the stepladder locks to work face on, but you can fully lock it to work side on
- Try to avoid work that imposes a side loading, such as side-on drilling through solid materials (e.g. bricks or concrete)
- Where side-on loadings cannot be avoided, you should prevent the steps from tipping over, e.g. by tying the steps. Otherwise, use a more suitable type of access equipment
- Maintain three points of contact at the working position. This means two feet and one hand, or when both hands need to be free for a brief period, two feet and the body supported by the stepladder.

If you are undertaking a task on a stepladder where you cannot maintain a handhold such as to put a box on a shelf, then you need to justify it by considering:

- the height of the task
- whether a handhold is still available to steady yourself before and after the task
- whether it is light work
- whether it avoids over loading
- whether the stepladder can be tied (e.g. when side-on working).

A ladder stand-off should be used for specific tasks as identified via risk assessment.

All ladders provided on site must be recorded on a ladder register [HSF154]. They must be formally inspected every 6 months, noting any defects and removing the ladder from use if any safety concerns are found.

## 3.9 Mobile Tower Scaffolds

Where a tower scaffold is to be used, the type selected must be suitable for the task being undertaken. It must only be erected and dismantled by trained people who are competent to do so. Training can be through a number of organisations. Prefabricated Access Suppliers and Manufacturers' Association (PASMA) is an industry standard training scheme. PASMA covers the training of mobile access towers.

Users of the tower scaffold must also be trained in the safe use of them. This includes the potential dangers and precautions required during use.

Before a tower scaffold is used, it must be ensured that a risk assessment has been carried out and suitable measures put in place.

The main cause of incidents relating to tower scaffolds are. Dangerous methods of erection

- Dangerous methods of dismantling,
- Defects and
- The misuse of the scaffold.

Erection and dismantling

Every tower scaffold should have instructions explaining how to build the scaffold and brace it (where required). If the scaffold is hired, then this information should be supplied with the scaffold.

Towers need to be erected following a safe method of work, either by:

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- *Advance guard rail system* – temporary guard rail units are locked in place from the level below and moved up to the platform level. This allows the guard rails to be in place before the operator accesses the platform to fit the permanent guard rails.
- *'Through-the-trap' (3T)* – this method involves the operator taking up a working position in the trap door of the platform. From there they can add or remove the components which act as the guard rails on the level above the platform. It is designed to ensure that the operator does not stand on an unguarded platform.

The stability of the tower scaffold is crucial. It should be ensured that the tower is on firm, level ground with the castors locked or base plates properly supported. Bricks or equivalent should not be used to take the weight of any part of the tower. If the instruction manual states stabilisers or outriggers are to be used, then they must be. The tower should never be erected to a height above that is recommended by the manufacturer. Before erection of tower

Ensure:

- The ground/floor of the intended site is level and firm;
- Any floor openings (e.g. stage trap door) are covered, filled in or protected with barriers;
- The scaffold can be tied to adjacent structures if necessary;
- The following components are the correct type, are compatible and that none are missing.

Check that:

Castors	<ul style="list-style-type: none"> <li>• castor housing, wheels and tyres are not damaged</li> <li>• wheel and castor swivels rotate effectively</li> <li>• brakes function properly.</li> </ul>
Adjustable legs	<ul style="list-style-type: none"> <li>• are not bent</li> <li>• threads are not damaged and are clean and free from debris</li> <li>• the leg adjustment securing device operates effectively.</li> </ul>
Frames	<ul style="list-style-type: none"> <li>• members are straight and undamaged</li> <li>• frames are free of extraneous material</li> <li>• spigots are straight and parallel with the axis of the column tube</li> <li>• the device for locking frames together is functioning correctly.</li> </ul>
Braces, stairways and ladders	<ul style="list-style-type: none"> <li>• parts are straight and undamaged</li> <li>• locking mechanisms are functioning correctly.</li> </ul>
Platforms	<ul style="list-style-type: none"> <li>• there is no damage</li> <li>• frames are square and true</li> <li>• decks are not split or warped and firmly fixed into frames</li> <li>• toe board fittings are undamaged and firmly fixed to the toe board.</li> </ul>
Outriggers	<ul style="list-style-type: none"> <li>• there is no damage</li> <li>• foot hooks and couplers function effectively.</li> </ul>

During erection of tower

Ensure:

- Manufacturers/suppliers instructions are followed at all times
- The scaffold is vertical, if adjustable legs are required for this, ensure they are secure



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- Guard-rails between 91 cm and 115 cm are provided at all working platform levels. Toe boards at least 15 cm high should also be provided. The gap between toe board and the guard-rail should not exceed 76.5 cm
- The brakes have been applied to prevent the tower moving during use
- Towers likely to be exposed to hostile weather conditions are tied to adjacent structures. If not possible, they should be stabilised by guy ropes, ground anchors or ballast weights
- Incomplete towers are clearly labelled with a warning notice e.g. **Tower Incomplete: Do not Use**
- Where necessary, suitable barriers are erected to prevent collision with pedestrians or vehicles.

### Before using a tower

#### Ensure:

- The tower is positioned on a firm and level surface and that the brakes are secured
- The tower is vertical and adjustable legs are secure
- All necessary guard-rails and platforms are in position
- Access ladders are in position and secure
- Any required ties, guy ropes or ballast weights are in position and secure
- The spigot and socket joint locks which hold the frame together are secured
- Bracing members in all 3 dimensions are positioned in accordance with the manufacturer's instructions.

### During use

#### Ensure:

- The safe working load of the tower is not exceeded
- The height of a tower is never extended by placing a ladder on the top platform
- No-one climbs the outside of a tower, or a ladder leaning against the outside
- The scaffold is not used near to live wires, electrical switchgear or moving machinery
- Manufacturer's instructions are followed closely when undertaking work such as drilling. These activities may exert horizontal forces on the tower causing it to overturn
- That in severe weather conditions, outdoor scaffolds are avoided. That is unless the tower is adequately tied in or stabilised and platforms have been secured
- Due care is taken when working in wet or windy conditions
- A check for overhead and ground level obstructions is conducted prior to moving a tower
- The tower is only moved by manual force, applied at or near the base, and that there are no personnel or materials on the tower
- After a tower has been moved, check the brakes are secured and the framework checked for verticality
- Towers are not left unattended, if unavoidable, ensure they are secured from unauthorised use
- Towers are inspected after being exposed to severe weather conditions;
- Towers are inspected when they have been erected for more than 7 days and then at least every week after that.

These weekly examinations are not necessary if an erected tower is not to be used for some time. But, the tower must be inspected within the 7 days immediately prior to being put back into service.

Results of the inspections should be recorded [HSF155]. The records should contain:



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- Details of the person carrying out the inspection;
- Location / identity / description of the equipment;
- Date and time of inspection;
- Details of items identified that could give risk to a health and safety risk;
- Details of action taken to remedy defect.

### Dismantling the tower

The manufacturer's instructions should be followed carefully when dismantling the tower. Ensure that no undue force is used, and that components and equipment are lowered to the ground by rope or hand and are never dropped from the tower.

### Inspection

Tower scaffolds should meet BS EN 1004. That is 'Mobile access and working towers made of prefabricated elements'. They must meet the standard required for all types of scaffolds e.g. double guardrails, toeboards, bracing and access ladder.

It should be ensured that the tower scaffold has all its required parts and is built to the manufacturer's instructions.

It should be inspected if the fall height is above 2m:

- Following assembly or significant alteration;
- Before use;
- Following any event likely to have affected the towers stability or structural integrity;
- As is necessary to ensure safety but at least every 7 days.

If the fall height is below 2m:

- Following assembly or significant alteration;
- Before use;
- Following any event likely to have affected the towers stability or structural integrity;
- At suitable intervals depending on frequency and conditions of use.

The results of the inspection should be recorded and kept until the next inspection is recorded.

### Use of Tower Scaffolds

A tower scaffold must never be used:

- In strong winds;
- As a support for ladders, trestles or other equipment;
- With broken or missing parts or incompatible components.

It should not be moved or repositioned whilst there are people or materials on board or in windy conditions. If the tower scaffold needs to be moved, then it must be ensured that:

- The height of the tower is a maximum 4m;
- It has been checked that the route is clear including no power lines or other obstructions overhead;
- The ground is firm, level and free from potholes;
- It is pushed / pulled using effort from the base only.

## Care and Maintenance

An annual check should be made and recorded of all components, joints, rivets and locking devices. This is in addition to the component checks outlined in the pre-erection inspection. This can be carried out by a trained member of staff or by a contractor. Faulty parts should be replaced. Repairs should only be carried out by personnel approved by the manufacturer or supplier.

Few parts of an aluminium alloy tower need lubrication. But some manufacturers may recommend periodic lubrication of

- locking hooks,
- adjustable legs and
- castors.

## 3.10 Mobile Elevated Work Platforms (MEWPs)

There are various types of MEWP and they can provide a stable platform in which work at height can be undertaken safely. They are suitable for temporary work at height.

The use of a MEWP needs careful consideration as if they are not used correctly, then the risk of injury is high. When using a MEWP, it is imperative that

- The work is planned carefully
- The most appropriate MEWP used, and
- Pedestrians and vehicles are segregated from the area the MEWP is located.

It must be ensured that the operator has received suitable instruction and training.

Before a MEWP is used, it must be ensured that a risk assessment has been carried out and suitable measures put in place. The main common hazards are:

- Entrapment - Through the operator being trapped between part of the basket and a fixed structure i.e. when manoeuvring. Operators can become trapped against the platform controls. In turn, this may prevent them from being able to stop the machine running.
- Overturning – The machine could overturn resulting in the operator being thrown from the basket.
- Falling – The operator may fall from the basket.
- Collision – The MEWP may collide with pedestrians, overhead cables or vehicles in the area it is operating.

In order to control the risks associated with MEWPs, as well as selecting the right one for the task, the following should be in place:

- A rescue plan for the MEWP operator(s) is in place and practised. There should be someone on the ground who knows what to do in an emergency including how to operate the machines ground level controls.
- Brief operators on the dangers and the safe system of work to be followed. There may be overhead structures where an operator could be trapped and pushed onto the MEWPs controls. In which case, consider selecting a MEWP that has been designed to prevent such contact. MEWPs with shrouded or otherwise protected controls are available.
- Keep the platform tidy and only have the tools and material needed for the task on board.

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- Only use the platform on firm and level ground. Assess any local ground features that could lead to overturning such as trenches and manholes. There may be a need to place temporary covers that are strong enough to withstand the weight of the machine.
- Where supplied, outriggers must be extended and chocked before the platform is raised. Spreader plates may be necessary, check the user manual for requirements.
- If there is a risk of persons falling from the platform, a harness with a short restraint lanyard must be secured to an anchor point. The anchor point should be provided by the manufacturer. The anchor point should be within the basket to stop the wearer from getting into a position where they could fall from it.
- Prevent access around the MEWP by placing a barrier around it so that any falling tools or objects cannot strike anyone below.
- The weather must always be considered when operating a MEWP. High winds can tilt platforms and make them unstable. A maximum safe wind speed should be set. Storms and snowfall can damage the MEWP and they must be inspected before use after severe weather.
- Some tasks involve installing materials. In which case the weight and dimensions should be checked to ensure they can be accommodated safely. You must also consider any manual handling and load distribution issues. Additional lifting equipment may be required..
- Other hazards in the area need to be considered. MEWPs must not be operated near overhead cables or other dangerous machinery. No part of the MEWP should be allowed to protrude into a traffic route.

### Training and Competence

Ensure that any MEWP operator has attended a recognised operator training course. The operator can be an ECC employee or a contractor. They must have a record such as a certificate, card or 'licence' showing the categories of MEWP they can use. Competency to operate the MEWP's must be demonstrated as detailed below:

- Attended a recognised operator training course in the use of MEWP's
- Received a certificate, card or 'licence', e.g. IPAF's Powered Access Licence (PAL). The card identifies the bearer and lists the categories of MEWP they are trained to operate. The licence can also show if they can give instruction in the use of the MEWP. They all have a date of assessment and an expiry date - valid for 5 years. Licenses can be verified on the [IPAF](http://www.ipaf.org) website
- Operators should have familiarisation training. This is on the controls and operation of the specific make and model of MEWP they are using. This is in addition to formal training for the type of MEWP
- Operator is competent to do task specific activity/use tools whilst using the MEWP

Details of 'PAL' training courses can be found from the International Powered Access Federation (IPAF) website. [www.ipaf.org](http://www.ipaf.org) /telephone 01539 566700

### Selection of the MEWPS

Before selecting the MEWP, it is important to consider the task it will be used for. Consider also the possible hazards that may be prevalent on the site /premises that may affect its use or the operator.

Planning is crucial to minimise the risk of an incident occurring. Issues to consider are detailed in HSF162 'Checklist to assist in MEWP selection'. HSF162 should be used at the planning stage when considering MEWP's for working at height.

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If hiring a MEWP a competent person must familiarise the operator with the MEWP. They will be shown the controls and feature of the make and model of MEWP. This will include:

- Enough time to inspect, function test and understand how the MEWP works;
- Manufacturer's warnings and safe instructions and control functions for specific MEWP;
- Function of safety devices on the specific MEWP being used;
- Instruction on using harnesses, and the carrier's anchor points, lanyards and rescue equipment;
- Operating limitations of MEWP. Including maximum wind speed for operation, outrigger loadings, maximum operational gradient;
- Maximum carrying capacity of people;
- Safe Working Loads (SWL) in various positions;
- Safe Operating Speed;
- Emergency lowering procedures and which site personnel would need to know;
- The familiarisation recorded and retained for record keeping;

On completion of familiarisation, the operator will assess if the MEWP is correct for task.

Using a MEWP on the premises or site

Having selected the most appropriate MEWP for the task, it is important to develop a safe system of work when using the MEWP. HSF163 'Checklist for developing a safe system of work when using a MEWP' should be used to consider the risks and how they will be managed.

Inspection, Maintenance and Examination – MEWPs

Daily visual checks, regular inspections and servicing schedules must be established. These should be done in accordance with the manufacturer's instructions and any risks associated with the MEWP. Where a problem is identified, it should be reported, and the MEWP taken out of service if safety critical.

MEWPs must have a thorough examination at least every 6 months by a competent person. It can be done in accordance with an examination scheme drawn up by a competent person and records kept. If the MEWP is hired, these should be available from the hire company and checked before use.

## 3.11 Suspended Access Equipment (SAE)

Suspended Access Equipment (SAE) provides a means of access to larger buildings. SAE is a convenient and generally safe means of access. It is particularly suitable for:

- external window cleaning,
- building maintenance e.g. decorating and repair work.

Suspended access equipment generally includes cradles, jibs, building maintenance units and gantries.

Competency and Training

There is a legal requirement to provide information, instruction and training to people who use work equipment. People who use SAE must be competent to do so or be suitably supervised by a competent person.

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Training in the safe use of equipment should be available from the equipment supplier / manufacturer. Records of training should be kept on individuals personnel file and kept by the organisation for future reference.

## Safe use of Suspended Access Equipment

When using SAE, the following needs to be in place:

- Good organisation, planning and appropriate supervision are essential. Planning must include planning for emergencies and rescue.
- Site specific risk assessments for SAE must be undertaken. This must be communicated to all relevant persons including contractors who use the equipment (see below).
- There must be adequate emergency procedures in place to rescue an operative who falls out of the cradle. The emergency procedures should also cover mechanical or electrical failure and
- Equipment must only be used in accordance with manufacturer's specifications and instructions.
- Premises should have local instructions for safe working practice. These should be based on the manufacturer's / installers instructions. These should be readily accessible to anybody using the equipment.
- Safety devices incorporated into the system must not be overridden.
- The safe working load (SWL) must be marked on the equipment and must not be exceeded.
- Access to SAE should be controlled, to prevent unauthorised access. For example, storage garages should be locked and access to keys controlled.
- Access and use of SAE should be restricted to specific personnel. These personnel must be competent, trained, authorised, and assigned
- Pre Use checks appropriate for the SAE should be carried out by a competent person [HSF164]
- Systems should be electrically isolated and where appropriate 'locked off' when not in use.
- Cradles must not be entered or exited other than at ground level or a designated safe access point.
- Cradles must not be accessed over a parapet unless the harness is attached to a secure anchor point.
- All tools in cradles must be attached to lanyards.
- The SAE must be regularly inspected, tested and maintained.
- The SAE must not be used in adverse weather conditions e.g. high winds against the manufacturer's or competent advice.
- Reckless and dangerous practices must not be permitted. These include
  - Rocking the cradle,
  - Dropping materials to people on the ground
  - Dropping equipment to people on the ground
  - Taking people 'joy-riding

## Risk Assessment

A site specific risk assessment should be carried out for all Suspended Access Equipment. The assessment should consider the following:

- The age and type of SAE;
- It's suitability for the work undertaken. This includes any limitations in use specified by the manufacturer, supplier or competent person at the premises;

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- Any site specific hazards such as building design, SAE operation or controls e.g. special arrangements for safe access to the cradle;
- Management and control arrangements e.g. who is responsible for the SAE, how access to it is controlled;
- Maintenance arrangements;
- Emergency procedures.

## Emergency arrangements

An emergency plan must be put in place for stranded operatives in the cradle, conscious or unconscious. It should also cover any person falling out of the cradle. The rescue of people must not rely on the emergency services.

For any person caught in a fall triggering harness suspension there is the further risk of harm. The risk arises if they are not safely rescued in the shortest possible time.

Emergency plans should take account of the following:

- How will operators be released in the event of a mechanical breakdown or power cut?
- How an operator will be retrieved if they fall out of the cradle?
- The system for communicating with people in the cradle e.g. mobile phones.
- What will happen in the event of a bomb or fire evacuation of the building.

A copy of the emergency plan should be kept with the equipment.

## Maintenance

The SAE must be regularly serviced and maintained by a competent person. This will be in accordance with the manufacturer's guidance. The frequency of servicing and maintenance will depend in part on the frequency of use. Advice should be taken from the supplier or a competent maintenance engineer. A maintained log / service record should be maintained and retained with the equipment. There may not be suitable waterproof storage in the cradle. In this case, then signage in the cradle states where the maintenance log/ service record is stored.

## Pre use and operations checks

Before use the competent operator must undertake pre-use and operational checks. This is to ensure the safe condition and function of the equipment. HSF164 'Checklist for Use of Suspended Access Equipment Pre-Use Checks' should be used for this.

## User Log

A user log should be maintained where operators can record any comments, problems or defects identified. This is particularly important where the equipment is used by contractors. The log should be regularly checked by the Senior Maintenance Engineer or building/premises manager. Appropriate corrective action should then be taken.

## Thorough Examination of SAE

SAE must be subject to a Thorough Examination by a competent person at least every six months, or as specified in the written examination scheme. This is a statutory requirement under the Lifting

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Operations Lifting Equipment Regulations (LOLER). SAE without a current LOLER Thorough Examination certificate must not be used.

A 'Thorough Examination' must be carried out. The nominated building/ premises manager must ensure this is done. If this isn't known the SAE should not be used. Any defects identified must be rectified within the timescale specified. The nominated building/ premises manager must also ensure this is done. You may be notified of a serious and significant defect. In which case, you must immediately take the lifting equipment out of service until the defect has been put right. Some defects need to be rectified within a certain timescale. You must repair or replace the defective equipment within the specified time. It must not be used after that time unless the defect has been satisfactorily put right.

Thorough Examination certificates must be held on file for at least two years.

Thorough Examination does not replace the need for regular routine maintenance.

## Personal Protective Equipment (PPE) for Suspended Access Equipment

Full body harnesses must be worn. This should be attached to a designated eyebolt or anchorage point. These must comply with current BS EN standards. See Personal Fall Protection (Harnesses, Lanyards and Anchor Points) for further information.

Gloves and overalls should be provided to protect operatives from adverse weather conditions. Protective clothing should not restrict movement.

Harnesses, lanyards and other PPE must be visually inspected prior to use. All PPE must be correctly maintained, and operators must be trained in its safe use.

## Control of Contractors

Work involving the use of SAE is often undertaken by external contractors.

Contractors must be competent to undertake works involving the use of SAE. Contractors should be able to demonstrate that they are suitably trained and experienced in the safe use of SAE. Under no circumstances should unvetted contractors be permitted to use this equipment.

Contractors must be provided with

- A copy of the risk assessment for the equipment,
- Copies of the emergency procedures, as well as
- Any additional relevant information.

Some equipment is likely to be used out of normal working hours. In which case, it is important that all relevant information regarding the safe use of the equipment is available. It must be in an accessible location and clearly discussed at a pre site meeting before any work commences.

## 3.12 Personal Fall Protection (Harnesses, Lanyards and Anchor Points)

Operator competence. Use and maintenance of harnesses and lanyards is a complex area. There are many different situations and types of equipment available. Where there is any doubt as to the suitability of equipment, manufacturer's guidance should be sought. Any manufacturer's instructions or advice must be followed. It is important that training has been undertaken before using this type of equipment and competency can be demonstrated.



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*NOTE: this policy does not cover the use of harnesses in relation to rope access (e.g. abseiling). This work should be undertaken by specialist trained contractors only.*

## Selecting the Correct Equipment for Work at Height

Priority must be given to collective protection measures over personal protection measures. The person selecting or using work at height equipment needs to ensure this happens.

### What is *collective protection*?

Collective protection is equipment which can protect more than one person. Once properly installed or erected, does not require any action by them to make sure it will work. Examples of this type of equipment which prevent a fall include

- scaffolds,
- tower scaffolds and
- cherry pickers

All of which have guard rails.

Equipment which minimises the consequences of a fall, include nets and airbags.

### What is *personal protection*?

Personal protection is equipment which protects only the user/wearer. It also requires action by the individual, such as properly wearing and adjusting it, for it to work. Examples include work restraint equipment such as harnesses and lanyards, which prevents a fall. Fall arrest equipment minimises the consequences of a fall.

### Why give priority to collective measures?

Collective measures have several advantages. They are easier to use, protect everyone at risk in the work area and need less effort in terms of maintenance and user training. Personal measures have disadvantages - they require a high level of training and maintenance and they only protect the user.

Selecting the correct equipment to work at height is crucial to minimise the risk of injuries occurring.

#### 3.12.1 Safe use of personal fall protection

Harnesses, lanyards and anchor points are a type of personal protective equipment (PPE). They provide personal fall protection. They may either be used as part of a work restraint or fall arrest system. Personal fall protection should be worn by operators using access equipment, this includes SAE and MEWPs. This applies where there is a residual risk of falling and those accessing high areas such as roofs where there is no or inadequate guarding. Lanyards are a line for connecting a full body harness to an anchorage point. Energy absorbing lanyards have an in-built device that reduces the impact of the fall. Lanyards may also be used to connect tools and other equipment to prevent them from falling.

#### 3.12.2 Work restraint systems.

These allow a person access to conduct their duties. They are designed to prevent them from reaching a point where a fall could occur. Restraint systems are generally suitable if the person needs to work at the edge of a hazard. For example, where there is a need to maintain gutters along the edge of a roof.



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Serious injury, trauma and death can occur from the inappropriate use of fall protection equipment. For this reason, it is essential that this type of equipment is ONLY used where there the risk of falling, which cannot be controlled in any other way.

### 3.12.3 A fall arrest system

This is used to minimise the distance and consequences of a fall should one occur. A fall arrest system provides maximum freedom of movement for workers to conduct their duties. However, in the event of a fall, the fall will be arrested and so allow the person to either effect a self-rescue or be rescued.

**Competency and Training.** Person(s) who use PPE must be aware of how to use it properly. This is vital if they intend to use the PPE to control risks associated with

- Access
- Climbing and
- Working at height

Employees and contractors must be trained, assessed as competent. They must be given written instructions to enable them to select, use, maintain and carry out periodic examinations on PPE. This applies to other safety equipment. They also need to be aware of the limitations, precautions and the dangers of misuse. BS EN 365:2004 gives very detailed information about the type of information that should be given to operators.

There are many safety harness training courses available; there is no one governing body for harness training. Managers are responsible for selecting the most appropriate type of training for their specific needs. All training must be provided in line with the BS 8454:2006 (Code of practice for the delivery of training and education for work at height and rescue). Training should include information on

- the selection of the correct products for intended work situation,
- safe use of those specific products and
- pre-use checks for that equipment.

Records of training should be kept. The records should demonstrate training undertaken and identify when refresher training is required.

International Powered Access Federation (IPAF) provides accredited training for the safe use of safety harnesses in

- scissor lifts,
- telescopic and articulating booms,
- vertical platforms,
- van mounted platforms,
- truck mounted platforms and
- telehandlers with integrated controls.

This training must be provided to all staff expected to use personal fall protection equipment with this type of equipment. Suitability - have I got the right equipment? Is it fit for purpose?

## 3.12.4 Personal fall protection equipment

### 3.12.4.1 *Selecting suitable equipment*

Personal fall protection equipment includes items such as anchor devices, harnesses and lanyards. The following points should be considered when selecting and using them

1. Condition - has the equipment suffered from wear and tear? Is it fit for use?
2. Traceability - do I know the history of the equipment? Has it been cared for properly?
3. Compatibility - does it function effectively with other products?
4. Security - is the equipment (both individual item and system) fastened properly to prevent release?
5. Anchorages - are proper anchors available? (Strength and position).
6. Fit - Does it fit? Am I the right size and weight for the manufacturer's specification?
7. Age - has the equipment exceeded its recommended lifespan?
8. Clearance - is there a safe working height to allow equipment to deploy properly?
9. Selection - is the product suitable for the situation?

Should I be using fall restraint or fall arrest equipment?

***Where feasible, based on a risk assessment, a work restraint system should be used in preference to a fall arrest system.*** The following points should be considered:

#### 1. *The type of access equipment*

Check with the manufacturer of the equipment (e.g. MEWP, SAE, latchway etc.) if it can be used as part of a fall arrest system.

Does the equipment have suitable anchor points? Many anchor points are rated for work restraint and not fall arrest. The testing of anchor points is covered in BS EN 795:2012. Anchor points should be marked for work restraint or fall arrest. They should also indicate and the number of persons for which they are rated. Arresting a fall could generate enough force to cause an overturn of a carrier such as a cradle; the equipment needs to be able to absorb this shock load.

Could the dynamic impact of a fall arrest cause other occupants, loose materials or tools to be ejected from the equipment? Or could it cause more severe swinging movements than normal? This could lead to a higher risk of striking the equipment or other nearby structures.

#### 2. *Height of Carrier*

Establish the height the carrier will be working at and select fall protection equipment that will work within that height. A typical fall arrest system with a full body harness requires over 5m clearance height to deploy and arrest a fall. This includes a 2m lanyard and shock-absorbing device. The fall protection equipment supplier will know the minimum clearance height. Contact the supplier to establish the minimum clearance height for the proposed equipment. Check that there are no projections (balconies, canopies) or electrical wires that a person could strike during a fall

#### 3. *Emergency Rescue arrangements*

After a person's fall has been arrested, how are you going to rescue them? There must be a rescue plan and people should be practiced in this. Even when used correctly fall arrest

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equipment can cause serious trauma to the body. Emergency rescue arrangements must take adequate account of this possibility.

*NOTE:* When working next to water, a harness should not be worn due to the risk of drowning. Life jackets should be worn.

### 3.12.5 Harnesses

Full body harnesses should comply with the requirements of BS EN 361:2002.

They must provide a suitable fit for the wearer, who must be trained in their proper use. Severe injuries have occurred as a result of poor or inadequate fitting of harnesses.

Harnesses should be checked before every use. They must also be examined periodically in accordance with the guidance below.

### 3.12.6 Lanyards

If lanyards are used on their own, as a link between the user's harness and an anchor, they must only be used for work restraint. That is typically on a level surface made from textile rope or webbing, with an eye at each end to allow connectors to be fitted or constructed as a closed circular loop. Lanyards should conform to BS EN 354: 2010, which requires an ultimate tensile strength of 22KN.

If lanyards are used on their own, as a link between the user's harness and an anchor, they must only be used for work restraint, i.e. typically on a level surface to prevent the user from entering a zone where a fall might occur. They should not be used on their own in this manner in any situation where the user could slip or experience a fall. The only load placed on a restraint lanyard should be that resulting from a "fall on the level", i.e. a slip or trip. Restraint systems are generally positioned more than 2 m from the hazard. This is because common practice is for the worker to be connected to the system by a fixed length 1.5 m lanyard.

All fall arrest systems must contain an energy absorbing element, which limits the impact force to 6KN. The item most used to achieve this is known as an "energy absorber". This consists of block of webbing which is either woven or stitched together, and which opens progressively in the event of a fall. Energy absorbers must conform to BS EN 355: 2002. Energy absorbers are generally designed to be used in conjunction with a lanyard. The combined length of all elements being no more than 2m before deployment of the energy absorber.

Energy absorbing lanyards may be used in different configurations. It is important to ensure that certain critical safety measures are observed:

- the item is in good condition;
- the user has checked the condition and security of all elements before use;
- the lanyard is CE marked and tested to the relevant standard (BS EN 354: 2010);
- the lanyard has not been in use for more than 5 years or beyond the obsolescence date given by the manufacturer;
- the terminating connector is suitable for the type of anchor;
- the terminating connector is CE marked to BS EN 362: 2004;
- a suitable anchor is being used (strength and type of connection);
- the position of the anchor is appropriate (as high as possible above the user);
- sharp edges are avoided;
- the absorber element is positioned next to the body not to the anchor;

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- sufficient clearance has been allowed;
- the lanyard has not been extended or elongated;
- the lanyard is not kinked, knotted or twisted;
- the user should avoid climbing substantially above the anchor point.

Use of retractable type fall arresters (fall arrest blocks)

**NOTE. Retractable type fall arrestors (Arrest blocks) have specific pre inspection requirements. Advice should be sought from the manufacturer or supplier.**

A fall arrest block comprises

- a retractable lifeline made of wire rope,
- webbing or synthetic fibre rope which is stored on a reel within a protective housing.

The reel is spring-biased to wind the retractable lifeline in. This ensures that it is always under a light restraining tension and there is the shortest possible length between the housing and the user. In the event of a fall, the lifeline is rapidly pulled out of the housing. That is until it reaches a critical velocity (the “lock-on speed”). At which point the brake locks and a clutch mechanism decelerates the user over a short distance. Several safety issues have been raised with respect to these products, when used as follows:

- in the horizontal plane
- at their maximum extension
- where the lifeline may pass over an edge during arrest
- when connected via an energy absorbing lanyard to the harness
- when the users weight exceeds 100Kg (16 stone)

Research has identified that products can fail when used in these ways. It is therefore critical that users always read the manufacturer’s instructions. This is to ensure that the product is in a proper condition for use, and that the chosen product is suitable for the intended application.

### 3.12.7 Anchor points (eyebolts)

All new class A1 anchors must be tested, examined, marked and certified to BS EN 795:2012. In addition, installed eyebolts must be

- installed,
- tested,
- examined,
- marked and
- certified in accordance with BS7883: 2005.

Anchor points must be subject to periodic examinations. This will be undertaken by an appropriately qualified competent person. This will be at intervals of no more than 12 months for fall arrest and 6 months for rope access. For anchor devices used infrequently they may be used if they have been examined within the last 12 months.

Anchor points should be appropriately identified and labelled. This is to show whether they are for fall arrest, rope access or restraint. Labels should show the date of the next examination.

### 3.12.8 Latchways

Latchways commonly consist of steel wire systems attached by a series of anchor points. There are different classifications of Latchway. It is therefore important to correctly identify the type of system required.

**EN795 Class A1.** Structural anchorages designed to be secured to vertical, horizontal and inclined surfaces.

**EN795 Class A2:** Structural anchorages designed to be secured to inclined roofs.

**EN795 Class C.** Anchorage devices employing horizontal flexible lines. This is where a horizontal line is understood to be one that deviates from the horizontal by not more than 15°.

**EN795 Class E.** Deadweight anchors for use on horizontal surfaces. This is where a horizontal surface is understood to be one that deviates from the horizontal by not more than 5°.

**EN353-1** Guided type fall arrestors including a rigid anchor line.

Latchways must be periodically examined in accordance with the manufacturer's instructions. This includes the requirements of BS EN 365:2004. There are technical differences in Latchway systems between manufacturers periodic examinations. As such they should only be undertaken by the manufacturer or a recommended / approved supplier.

### 3.12.9 Inspection and Maintenance of Personal Fall Protection Equipment

All equipment must be marked individually to allow it to be identified and its history to be recorded. A record should be created for each component [HSF160]. Equipment must only be marked in ways that will not cause damage or reduce its effectiveness. Textile products must not be indelibly marked on load bearing areas. That is unless it has been established that the marking agent will not cause damage to the textile.

Fall protection equipment made from webbing and rope is particularly vulnerable to degradation.

This arises from

- abuse,
- wear and tear,
- edge and surface damage
- ultraviolet light,
- dirt,
- grit and
- chemicals.

Textiles will deteriorate slowly with time regardless of use

Research has shown that there is no well-defined boundary separating equipment that is safe to use and those that aren't. Therefore, it is essential that equipment is well looked after and subject to an effective maintenance regime.

**Competent Person.** An inspection regime should be drawn up and undertaken by a competent person. This should identify:

- The equipment to be inspected (identification number);

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- Frequency and type of inspection. Including pre-use checks, detailed inspection, and interim inspection, where appropriate;
- Designated competent person to carry out the inspections;
- Action to be taken on identifying defective equipment;
- Method for recording inspections (e.g. HSF160);
- Training of users;
- A means of monitoring the inspection regime to verify that inspections are carried out accordingly.

The person should be capable of making impartial decisions. They should have sufficient authority, knowledge or experience of this type of equipment to take action. A competent person should be knowledgeable about the current periodic examination requirements. This includes any recommendations or instructions issued by the manufacturer. Many manufacturers and suppliers offer inspection services. They also offer training in the inspection of their products.

Inspections should look for weaknesses in the stitching. It should also look for general degradation of the webbing material. This can be caused by liquids, weather and general wear and tear) and the functionality of all moving parts.

Where there are any concerns about the condition of equipment it should be disposed of. Any equipment that has suffered an impact load or had a load dropped on it should be destroyed. Some equipment is given a life span or obsolescence date by the manufacturer; it must not be used beyond this date.

**Storage.** Harnesses and lanyards must be suitably stored where they will be protected from damage; tidy and they should be stored out of sunlight.

**Pre use checks.** These are essential and should be carried out each time before the equipment is used. The whole system should be checked. Pre use checks should be visual and tactile [HSF161].

A visual check should be undertaken in good light and should take a few minutes. A tactile check should involve passing the equipment through the fingers to detect small cuts (1mm +) in the edges. Also check for softening or hardening of fibres, and ingress of contaminants.

Inspecting Personal Fall Protection Equipment made from Webbing or Rope, may be used to assist in the undertaking of pre use checks. However, it should be noted that manufacturers may indicate additional pre-use checks. This is normally for specific types of equipment such as energy absorbing lanyards and fall arrest blocks. These checks must be incorporated.

**Detailed Inspection.** A more detailed formal inspection should be carried out periodically at minimum intervals. As a general guide, the HSE advise that anchorages and harnesses should be inspected at least every 12 months. Energy absorbing lanyards inspected at least every 6 months or, if used in arduous environments, every 3 months.

Detailed examinations should be recorded. Detailed inspections of personal fall protection equipment must not exceed every 12 months.

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**Interim Inspections.** The risk assessment may identify significant deterioration between detailed inspections. In which case, interim inspections may be needed between detailed inspections.

**Withdrawing Equipment from Use.** Equipment should be withdrawn from use and passed to a competent person for a detailed inspection to decide on further action, if:

- there is no evidence that it has been inspected by a competent person within the last six months;
- identification marks are not evident. Equipment should be indelibly and permanently marked in accordance with BS EN 365:2004. They should be uniquely identifiable. This is so that they can be easily associated with their respective inspection documentation);
- equipment is still in use and marked to the old British Standard BS 1397:1979. This was the Specification for Industrial Safety Belts, Harnesses and Safety Lanyards. That is pre-CE-marking;
- it is thought to be defective, or if there is any doubt about its safety after a pre-use check or interim inspection.

Sometime equipment becomes defective or suspect. There should be a procedure in place to ensure that has been withdrawn from use. It must also ensure it does not get back into service. Any equipment considered to be defective should be permanently broken up before being disposed of.

A lanyard that has been used to arrest a fall should never be reused. It should be withdrawn from service immediately and destroyed or returned to the manufacturer. The lanyard should be clearly labelled and retained securely for evidence as part of an incident investigation.

## 3.12.10 Emergency arrangements

An emergency plan must be put in place for the rescue of an incapacitated person working at height, this is a legal requirement. Any persons left suspended in a harness may suffer further harm. That is if they are not safely rescued in the shortest possible time. The rescue of people must not rely on the emergency services.

It is essential that there is a specific rescue plan and adequate resources in place for each worksite where work at height is carried out. These should be regularly assessed and updated where necessary. Resources should include not only equipment but also personnel who have been trained in the use of that equipment.

When planning for rescue, consideration should be given to situations from which the casualty may be recovered. Also consider the type of fall protection equipment which the casualty would be using.

All rescue planning and operations should address the following issues:

- the safety of the persons carrying out or assisting with the rescue;
- the anchor points to be used for the rescue equipment;
- the suitability of equipment that has already arrested the fall of the casualty, for use during the rescue. This includes anchors, harnesses, attachments and connectors;
- the method that will be used to attach the casualty to the rescue system;



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- the direction that the casualty needs to be moved to get them to the point of safety (raising, lowering or lateral);
- the first aid needs of the rescued casualty with respect to injury or the effects of suspension whilst attached to the harness and lanyard.

**Rescue equipment.** This should always be present and should be sufficient to carry out a rescue of an individual from any situation on the site. You must satisfy yourself that the item is suitable for your specific application. Rescue or evacuation equipment should be inspected as per other equipment for work at height. The period specified between inspections might be longer than for normal work equipment. That is if the rescue or evacuation equipment has not been used and has been stored correctly. This equipment should in any case be inspected at least once a year and always after use on a rescue or evacuation, by a competent person. For additional guidance refer to the manufacturer or supplier.

General considerations for carrying out a rescue:

1. Assess the situation fully before commencing a rescue operation
2. Request medical assistance
3. Identify proper position from which to carry out the operation.
4. Identify proper anchorage points
5. Identify a point of safety to move the casualty to
6. Make sure all involved are aware of the procedure to be carried out and their role within it
7. Ensure personnel have been trained in rescue procedures are competent to carry out their role.
8. Carry out the rescue steadily and in a controlled manner.
9. Make sure communication is maintained at all times
10. Monitor the casualty's condition at all times and where possible provide the necessary first aid
11. Conduct a review of the whole situation identifying areas of improvement for the future.

Rescue systems are prone to damage from abrasion and cutting. Risk assessment may indicate the need to use rescue equipment that is capable of coping with these conditions. It may be that an additional safety line may be required as a back-up. Always refer to the manufacturer's user instructions.

The anchor for the rescue equipment should be in a position where the equipment can be operated easily and safely. If possible, arrange the anchor point so that the equipment does not contact the edge. If this cannot be done (e.g. on top of a building) then the equipment must be protected from the edge. Care must be taken to ensure that the edge can sustain the loads applied.

Always maintain a steady, controlled rate of movement at all times when raising or lowering a casualty. Ensure that they do not come into contact with obstructions.

Some items of rescue equipment (e.g. certain winches and descent devices) allow movement only in one direction. So, it is important not to lift or lower the casualty into a position where they become stranded.

A guy line or tag line may be attached to the casualty to pull them away from any obstructions and direct them towards the desired location.

The person being rescued may be conscious or unconscious and the rescue plan must allow for this.



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Ideally, the rescuer should always be able to communicate with the casualty or see the casualty or communicate with someone who can always see the casualty.

**First Aid. Suspension Trauma.** There are precautions that may be needed if a person is suspended by PPE. All users of personal fall protection systems, and others involved with work at a height, should be aware of these precautions. Serious complications arise the longer a casualty is suspended. That is if they are unable to move. A person hanging in a harness awaiting rescue should be removed from upright suspension as quickly as possible. The aim should be to do this within 10 minutes. This is particularly important for a casualty who is motionless. A conscious casualty should be encouraged to exercise their legs gently, to stimulate circulation of the blood .

The following recommendations are based on HSE guidance. This is on the first aid management of a person falling into suspension in a harness who may develop 'suspension trauma':

- No change should be made to the standard UK first aid guidance of ABC management, even if the subject of prior harness suspension.
- All casualties who are suspended in a harness should be rescued as soon as is safely possible.
- The rescuer may be unable to immediately release a conscious casualty from a suspended position. In this case, elevation of the legs by the casualty or rescuer where safely possible may prolong tolerance of suspension.
- First responders to persons in harness suspension should be able to recognise the symptoms of presyncope. That is an episode of near fainting. These include
  - light headedness
  - nausea
  - sensations of flushing
  - tingling or numbness of the arms or legs
  - anxiety
  - visual disturbance or
  - a feeling they are about to faint.
- Motionless head up suspension can lead to pre-syncope in most normal subjects within 1 hour. However, 20% of persons suspended can be within 10 minutes).

### 3.12.11 Personnel Working at Height

Before allowing an employee to work at height, it should be ensured that they are medically fit for the task. Refer to ECC Occupational Health or the school's Occupational Health provider where required.

It must be ensured that relevant information, instruction and training is provided. This must be done prior to undertaking the task. Where necessary, appropriate supervision should be provided.

**Interruption or Removal of Means of Protection.** Guardrails may only be removed to allow the movement of materials. This should only be for the time and extent necessary. Then only when compensatory safety measures, such as fall restraining harnesses are in place.

On replacement of guardrails, an inspection of their integrity needs to be carried and recorded.

**Fragile Materials.** When working on, near or passing across fragile materials (e.g. skylights and asbestos roofs), no person will work or walk on such materials at height. Suitable and sufficient steps must be taken to prevent any person falling through by the provision and use of:

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- Sufficient platforms;
- Barriers or coverings;
- Fall arrest; or
- Other similar means of support.

Prominent warning signs must be displayed at all approaches to any fragile material.

**Falling Objects.** Suitable provision is to be made to prevent equipment, material or other items falling whilst working at height.

Where it is not possible to prevent the fall of objects from height, arrangements for preventing access to the area below are to be put in place.

No material or object is to be thrown or tipped from height unless appropriate arrangements have been made to do so, such as chute provision.

Materials and equipment must be stored in such a way to prevent risk to any person from collapse, overturning or unintentional movement of the materials or equipment.

## 3.12.12 Inspections

The following equipment must not be used unless it has been inspected by a competent person

- Working platforms
- Personal suspension equipment
- Personal fall arrest equipment or
- Collective fall arrest equipment

They must be inspected

- Before being taken into use for the first time
- After any substantial addition, dismantling or other alteration
- After any event likely to have affected its strength or stability

The person carrying out the inspection is satisfied that the equipment is safe to use

MEWPs Are to undergo a daily visual inspection when used. Lifting devices, including MEWPs, can be used for lifting people. Prior to being used for the first time the statutory test record must be reviewed to ensure it is in date and the results recorded.

When using hired equipment, there must be a LOLER and engineers report. These reports must be verified before using the equipment. The manager/ supervisor may not be satisfied with the information in the report. In this case, further guidance should be sought before use.

The person carrying out the inspection must:

- Prepare a report before the end of the working period in which the inspection was undertaken;
- Within 24hrs, provide a copy to the person the inspection was carried out for.

Inspection reports must be available for inspection:

- At the site of the working platform, personal suspension equipment or fall arrest equipment until work at height is completed; and

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- Thereafter at the respective business office for a period of 3 months from the date of completion of the works.

ECC personnel may be required to work at height on fixed structures such as a building. Prior to that, a detailed inspection is to be carried out. This is to identify if personnel will be protected from falling by suitable and sufficient edge protection. The edge protection may be inadequate. In which case, suitable work restraint or fall arrest system is to be provided. This must be appropriate to the type of work and be inspected periodically when in use. Additionally, all fragile surfaces are to be identified and appropriately marked. This should indicate their location and be communicated to all persons likely to work in the area concerned.

Contract and site managers are responsible for personnel working at height. In which case, they are to carry out periodic site visits. This is to ensure that the protection measures necessary to prevent falls from height are in place, suitable and being used correctly.

### 3.12.13 Work at Height Above Water

Work at height may be carried out above water. Appropriate additional controls are necessary to prevent falls into the water. They should also allow for rescue should operatives fall into the water. Managers responsible for this work are to ensure that the additional controls are in place. The controls also need to be suitable and used correctly.

### 3.12.14 Weather Conditions

Work at height must not be carried out in adverse weather conditions that may jeopardise the health and safety of persons involved in the work.

The line manager / supervisor determines when weather conditions prevent operations.

### 3.12.15 Responsibilities

**Chief Executive Officer (ECC).** The CEO is ultimately responsible for:

- ensuring the effective implementation of this policy;
- allocating sufficient resources;
- monitoring the effectiveness of the policy through the management structure.

**Executive Directors and Directors.** They have overall responsibility within their Functions or areas of control to ensure that:

- effective arrangements are in place to implement this policy;
- sufficient resource and training is dedicated to working at height operations;
- staff in their areas of control are aware of the requirements of this policy.

**Heads of Service and Line Managers.** They must ensure that:

- their employees are aware of the requirements of this policy;
- work at height is avoided where reasonably practicable to do so;
- the employee has the correct level of training and experience required and evidence kept on file;
- suitable and sufficient risk assessments are in place and where required safe systems of work;

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- appropriate equipment is supplied for work at height;
- equipment is maintained and the required checks are carried out;
- where defective work equipment is reported, it is taken out of use and the necessary action taken.

**Headteachers (Community and Voluntary Controlled Schools).** They are responsible for ensuring that:

- this policy is implemented in their establishment;
- work at height is avoided where reasonably practicable to do so;
- where employees work at height, that suitable and sufficient risk assessments are in place and where required safe systems of work;
- the employee has the correct level of training and experience required and evidence kept on file;
- the necessary work equipment has been provided i.e. stepladder, mobile scaffold;
- equipment is maintained and the required checks are carried out;
- any company engaged to carry out the works are aware of this policy and are able to meet ECC required standards. This applies when working at height is commissioned. Schools should also consult their Property Consultant.

**Employees must:**

- complete any necessary training to enable them to undertake work at height;
- ensure that risk assessments are carried out identifying appropriate control measures and safe systems of work;
- ensure that any identified PPE is used and stored correctly;
- ensure that they have carried out the relevant check before using the working at height equipment;
- mark any defective equipment 'Not to be used', and
- raise concerns with their Line Manager.

**Infrastructure Delivery.** They must ensure

- Compliance with Regulation 9 of the Construction, Design and Maintenance (CDM) 2015 Regulations. This requires designers to eliminate or reduce risks to those involved in maintenance. That is so far as reasonably practicable. If that is not possible, they must provide information on significant residual risks. This applies where ECC design or commission

- new builds,
- building alterations or
- projects that fall under CDM.

- That the relevant parts of this policy are communicated to contractors engaged on ECC projects involving work at height

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- That risk assessments are carried out identifying appropriate control measures and safe systems of work for work at height



## Ladder and Step Ladder Register

Name of Establishment: \_\_\_\_\_

An inspection of all ladders and step ladders should be carried out on a 6 monthly basis and the findings recorded on this ladder register below.

### Inspection

The inspection should include a check:

- \* for any cracks, splits, wear, decay and any loose or missing rungs;
- \* the stiles are not bent or damaged;
- \* to ensure that spikes, nails or similar fastenings have not been used for repairs;
- \* that wedges (feet) are not missing, tightly secured and glued and not protruding;
- \* for splinters and sharp edges on stiles and treads;
- \* that all hardware and wire ropes where fitted are in good condition and securely fixed;
- \* to ensure oil (e.g. from hinges and joints) does not come into contact with the tread or ropes;
- \* aluminium ladders for buckled or bent metal work, distortion, excessive wear, rust or corrosion;
- \* that ropes are of the correct length (where installed).

It should be ensured that defective ladders are taken out of service immediately and labelled appropriately until repaired. Ladders that are beyond repair should be destroyed and the method of disposal entered in the register.

Ladder no. 1,2,3, etc	Ladder type	Inspection date	Results	Action taken	Signature

# Mobile Tower Scaffold (MTS) Inspection record

Name of Establishment: \_\_\_\_\_

Location or description of MTS	Inspection date and time	Details of items identified that could be a health and safety risk	Action taken to remedy defect	Name and signature of the person carrying out the inspection

## HSF 156 – Generic Working at Height Risk Assessment Form

### Accessing the roof using a ladder

Location / Site:		Date of Assessment:	
Assessor(s):		Reference:	

**\*Access equipment is defined as a piece of equipment that enables access to height e.g. step ladder, ladder, mobile tower scaffold**

Activity / Task / Situation	What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by whom?	Action by when?	Completed
Incorrect selection of Access Equipment / Improvised equipment used for the task	Equipment failure / unintentional movement  Fall from height  Objects falling from height  Insufficient height of ladder	<ul style="list-style-type: none"> <li>• Employees - Over reaching / falling from height</li> <li>• Persons in vicinity – Object / person / equipment falling from height onto persons in vicinity</li> </ul>	<ul style="list-style-type: none"> <li>• All work at height to be planned and organised. The task, equipment, accessibility, competency required, and weather conditions to be considered before the task starts</li> <li>• Risks assessments are to be completed before tasks commence.</li> <li>• Aluminium ladders and timber ladders should comply with the British Safety Standard EN/131</li> <li>• All ladders to be on a ladder register [HSF154] and inspected on a 6 monthly basis and findings recorded</li> <li>• If using a straight ladder:                             <ul style="list-style-type: none"> <li>- that it is erected at a 75° angle or 1 in 4 (i.e. one unit out from the base of the ladder for every 4 units in height;</li> <li>- Where the ladder rests on the gutter, a 'stand-off' device or 'spreader' is used at the top of the ladder.</li> </ul> </li> <li>• The ladder should be used on level solid ground or have support systems to produce a level solid base for the ladder (e.g. ladder stabilisers)</li> <li>• If selecting a ladder for this task ensure:                             <ul style="list-style-type: none"> <li>-The person using the ladder has attended training or has experience in the correct use of ladders.</li> <li>-The selected ladder is suitable for the task.</li> <li>-The ladder is on a non-slippery level surface and, when erected is stable.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Purchase / hire correct access equipment suitable for task if required</li> <li>• Use contractors if training has not been given for the equipment, or the task requires a level of competency.</li> <li>• Equipment defects or hazards must be reported to the person in charge and remedial action taken or the equipment taken out of use</li> <li>• Equipment is to be stored in a suitable place where it will not be damaged or allow unauthorised use</li> <li>• Where regular roof access is required, this needs to be discussed with the premises property consultant and suitable access / edge protection considered</li> <li>• Risk assessments to be reviewed on a regular basis</li> </ul>			



			<p>-Where good stability cannot be achieved, obtain alternative access equipment or secure the ladder appropriately.</p> <p>-The user has a 3-point contact with the ladder e.g. feet and hand hold or torso.</p> <p>-A pre-use check is carried out to ensure it is in good condition.</p> <p>-A suitable barrier is provided around the area of work to prevent pedestrians from entering the work area. If this cannot be achieved, there should be a person at the foot of the ladder.</p>				
Insufficient training on how to use access equipment	<p>Equipment incorrectly used / erected resulting in failure / unintentional movement</p> <p>Fall from height</p> <p>Objects falling from height</p>	<ul style="list-style-type: none"> <li>• Employees - Over reaching / falling from height due to poor set up / use of equipment</li> <li>• Persons in vicinity – Object / person / equipment falling from height onto persons in vicinity</li> </ul>	<ul style="list-style-type: none"> <li>• Employees must be trained for the task they are undertaking or have experience in their use</li> <li>• Training to be given for the type of equipment such as Safe use of Ladders and Stepladders (LA455 - <a href="#">Safe use of ladders and stepladders: a brief guide</a>) Copies of certificates of competency to be kept on file</li> </ul>	<p>Specific training to be provided for the erection, use and dismantling of Mobile Tower Scaffolds</p> <p>Training to be repeated periodically where it is required by the task being completed or the equipment being used.</p>			
Collision with access equipment	<p>Equipment toppling / becoming unstable / collapsing</p> <p>Fall from height</p> <p>Objects falling from height</p>	<ul style="list-style-type: none"> <li>• Employees- falling from height due to poor positioning of equipment and/or insufficient warning of activity</li> <li>• Persons in vicinity – Object / person / equipment falling from height onto persons in vicinity or from impact with equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure the area is cordoned off or signposted to prevent collision, consider if the task should be carried out when other persons are not in the vicinity</li> <li>• Where required work restraint systems and fall arrest systems to be put in place.</li> <li>• Ladders are recommended to be securely fixed to solid structures where possible to provide the best use of the ladder</li> <li>• Recommended use of tool belts for transporting small work equipment via access equipment.</li> <li>• Ladders have pre-use check inspections upon them and full inspections 6 monthly to make sure they are in safe working order and meet British standard EN 131.</li> </ul>	<p>A person at the foot of the ladder should be considered</p> <p>Consider alternative options for transporting objects and equipment to roof, to avoid objects being dropped or falling during use of access equipment.</p>			
Access equipment in poor condition	<p>Equipment failure</p> <p>Fall from height</p>	<ul style="list-style-type: none"> <li>• Employees- falling from height due to equipment collapsing, breaking or</li> </ul>	<ul style="list-style-type: none"> <li>• Initial Inspection of equipment before use to ensure it is in good condition.</li> <li>• All step ladders and ladders to have a 6-monthly inspection with the results recorded in the Ladder Register [HSF154]</li> </ul>	<p>Equipment to be taken out of use if defects are found and not used until repaired or replaced.</p>			

	Objects falling from height	<p>becoming unbalanced</p> <ul style="list-style-type: none"> <li>• Persons in vicinity – Object / person / equipment falling from height onto persons in vicinity</li> </ul>	<ul style="list-style-type: none"> <li>• Equipment defects or hazards must be recorded to the person in charge and remedial action taken or the equipment taken out of use.</li> <li>• Access equipment to be stored in a suitable and secure place where it will not be damaged or mis used.</li> </ul>				
Slips, trips and falls whilst on roof	Loose tiles, skylights or vegetation (i.e. moss) on roof	<ul style="list-style-type: none"> <li>• Employees – slipping on roof surface such as moss or falling through skylights</li> <li>• Persons in vicinity – Object / person / equipment falling from height onto persons in vicinity</li> </ul>	<ul style="list-style-type: none"> <li>• When working near skylights protective measures such as barriers, fencing or suitable coverings are to be placed around / over the skylights</li> <li>• Protective workwear to be provided to employees undertaking work.</li> <li>• The condition of the roof must be taken into consideration such as loose tiles, vegetation, weight bearing (fragile roof) to prevent slips, trips and falls or falling debris due to loose fixtures and fittings</li> <li>• Electrical overhead wires in the vicinity must be considered and further advise sought from the premises property consultant to prevent contact or 'electrical arching'</li> <li>• Weather conditions to be considered before commencing work.</li> </ul>	Equipment to be taken out of use if defects are found and not used until repaired or replaced.			
Lone working	Emergency situation arising whilst on roof and not being able to raise the alarm	Employees – If ill-health or an incident occurs the employee may not be able to raise the alarm and obtain assistance	<ul style="list-style-type: none"> <li>• Any activities on roofs must not be undertaken without another person being aware of and in contact with the person who is accessing the roof.</li> <li>• The person on the roof should have sufficient means of raising the alarm in the event of an emergency such as a radio or mobile phone with contact details in it</li> <li>• Guidance provided in HSP 9.05 Lone Working</li> <li>• Employees have access to lone working app and fob (allowing for regular updates and fall detection)</li> </ul>	Ensure that where radios or mobile phones are used as a method to raise the alarm that they are working, sufficient battery life and connection. Where the lone working app and/ or fob are used employees are to receive training on its correct use and functions.			

Form Number: HSF156  
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Date: Jul 2023  
Procedure: HSP 9.32

## Generic Working at Height Risk Assessment

### Hanging Displays/Wall mounting in classes

Location / Site:		Date of Assessment:	
Assessor(s):		Reference:	

**\*Access equipment is defined as a piece of equipment that enables access to height e.g. step ladder, ladder, mobile tower scaffold)**

Activity / Task / Situation	What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by whom?	Action by when?	Completed
Incorrect selection of Access Equipment for the task / Improvised equipment used for the task	Equipment failure Fall from height Objects falling from height Insufficient height of ladder	<ul style="list-style-type: none"> <li>• Employees - Over reaching / falling from height</li> <li>• Persons in vicinity – Object / person / equipment falling from height onto persons in vicinity</li> </ul>	<ul style="list-style-type: none"> <li>• Site Manager to undertake task or help if staff member is not comfortable working at height.</li> <li>• Selection of correct access equipment for the task.</li> <li>• Only designated equipment to be used for the task.</li> <li>• All ladders to be on a ladder register [HSF154] and inspected on a 6 monthly basis and findings recorded</li> <li>• If selecting a ladder for this task ensure;                             <ul style="list-style-type: none"> <li>- The person using the ladder has attended training or has experience in the correct use of ladders.</li> <li>- The selected ladder is suitable for the task and can reach the height of the task required.</li> <li>- The ladder is on a non-slippery level surface and, when erected is stable.</li> <li>- Where good stability cannot be achieved the task is not to be undertaken. Contact Site Manager to look at alternative options.</li> <li>- The ladder is positioned facing the task to eliminate stretching / overreaching</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Equipment defects or hazards must be reported to the person in charge and remedial action taken or the equipment taken out of use</li> <li>• Equipment is to be stored in a suitable place where it will not be damaged or allow unauthorised use</li> </ul>			

			- The user has a 3-point contact with the ladder e.g. feet and hand hold or torso				
Improvised equipment used to gain height to light fitting e.g. chair, box, table, metal bin	Equipment failure Fall from height Objects falling from height	<ul style="list-style-type: none"> <li>• Employees-falling from height due to equipment moving / failing</li> <li>• Persons in vicinity – Object / person / equipment falling from height onto persons in vicinity</li> </ul>	<ul style="list-style-type: none"> <li>• Correct equipment to be supplied meeting British Safety Standard EN/131</li> <li>• Employees instructed only to use equipment such as step ladders and ladders to work at height</li> </ul>				

Insufficient training on how to use access equipment	Equipment failure Fall from height Objects falling from height	<ul style="list-style-type: none"> <li>• Employees - Over reaching / falling from height due to poor set up / use of equipment</li> <li>• Persons in vicinity – Object / person / equipment falling from height onto persons in vicinity</li> </ul>	<ul style="list-style-type: none"> <li>• Employees must be trained for the task they are undertaking.</li> <li>• Tasks not to be undertaken whilst children are present.</li> </ul>	<ul style="list-style-type: none"> <li>• Training to be repeated periodically where it is required by the task being completed or the equipment being used.</li> <li>• Tool box talk to be given in the safe use of step ladders and classroom hop ups.</li> </ul>			
Collision with access equipment	Equipment toppling / becoming unstable / collapsing fall from height objects falling from height	<ul style="list-style-type: none"> <li>• Employees-falling from height</li> <li>• Persons in vicinity – Object / person / equipment falling from height onto persons in vicinity or collision</li> </ul>	<ul style="list-style-type: none"> <li>• Task involving steps will only be undertaken out of normal school hours. No children should be present when working at height.</li> <li>• If working near a doorway use clear signage outside the door to notify people who may be entering the room.</li> </ul>	A person at the foot of the ladder should be considered			
Access equipment in poor condition	Equipment failure Fall from height Objects falling from height	<ul style="list-style-type: none"> <li>• Employees-falling from height due to equipment collapsing, breaking or becoming unbalanced</li> <li>• Persons in vicinity – Object / person / equipment falling from height onto persons in vicinity</li> </ul>	<ul style="list-style-type: none"> <li>• Initial Inspection of equipment before use to ensure it is in good condition.</li> <li>• All step ladders and ladders to have a 6-monthly inspection with the results recorded in the Ladder Register [HSF154]</li> </ul>	Equipment to be taken out of use if defects are found and not used until repaired or replaced.			

			<ul style="list-style-type: none"><li>• Equipment defects or hazards must be recorded to the person in charge and remedial action taken or the equipment taken out of use.</li></ul> Access equipment to be stored in a suitable and secure place where it will not be damaged or mis used.				
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Form Number: HSF157  
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## HSF 158 – Generic Working at Height Risk Assessment Form

### Entering roof/ loft spaces

Location / Site:	Date of Assessment:
Assessor(s):	Reference:

**\*Access equipment is defined as a piece of equipment that enables access to height e.g. step ladder, ladder, mobile tower scaffold**  
**This generic risk assessment is aimed at short duration work i.e. to inspect water tanks that is generally infrequent, non-heavy or awkward loads.**  
**Entering roof and loft spaces may involve contact with other hazards such as; mineral fibres e.g. loft insulation; legionella (water tanks); plant and machinery (lifting gear). Where these are applicable then they need to be included to this risk assessment with appropriate controls in place.**

Activity / Task / Situation	What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by whom?	Action by when?	Completed
Falls from height	Falls from height Falling through fragile surfaces Falling through open access / egress points Tools /equipment falling from height	<ul style="list-style-type: none"> <li>• Employees / contractors – walking on fragile surfaces internally and externally (where applicable)</li> <li>• Persons in vicinity – Object / person / equipment falling from height onto persons in vicinity</li> </ul>	<ul style="list-style-type: none"> <li>• Wherever possible, work at height should be avoided. It is particularly important to consider ways in which the need for work at height can be designed out particularly at the design stage or when existing equipment is being replaced. For example: Installing mains fed water systems without the need for tanks.</li> <li>• All work at height to be planned and organised. The task, equipment, accessibility, competency or qualifications required, and weather conditions to be considered before the task starts (where applicable)</li> <li>• When working near or on skylights, openings or fragile materials protective measures such as sufficient platforms, barriers, fencing or suitable coverings are to be placed around / over the fragile materials, skylights or openings.</li> <li>• Only tools / equipment required for the task should be used and securely transported i.e. tool belt for tools</li> <li>• An emergency plan is put in place for the rescue of an incapacitated person taking</li> </ul>	<ul style="list-style-type: none"> <li>• Consider how to get equipment and materials in and out of the loft space. Light tools should be carried in a shoulder bag or holster attached to a belt so that both hands are free for climbing. Heavy or bulky loads should not be carried up or down ladders - a gin wheel (on the outside of building) or other lifting equipment should be used instead</li> <li>• when deciding upon the most suitable work equipment account should be taken of; amongst other things, External access points, the ease of transporting materials and equipment, erection of equipment, frequency of use, height to be accessed, physical access to below the loft and size of loft hatch, and the materials to be got into the loft</li> <li>• consider the implementation of work restraint systems and fall arrest systems when planning work.</li> <li>• Risk assessments are to be regularly reviewed.</li> </ul>			

			<p>into consideration confined spaces such as inside roofs/ lifts.</p> <ul style="list-style-type: none"> <li>• Exclusion zones are implemented where it is effective and reasonably practicable to do so, to keep people away.</li> <li>• Measures of preventing objects falling objects (e.g. mesh or netting to arrest the fall of objects) is to be implemented where it is reasonably practicable to do so</li> </ul>			
<p>Incorrect selection of Access Equipment / Improvised equipment used for the task</p>	<p>Equipment failure / unintentional movement</p> <p>Fall from height</p> <p>Objects falling from height</p> <p>Insufficient height of ladder</p>	<ul style="list-style-type: none"> <li>• Employees - Over reaching / falling from height</li> <li>• Persons in vicinity – Object / person / equipment falling from height onto persons in vicinity</li> </ul>	<ul style="list-style-type: none"> <li>• All work at height to be planned and organised. The task, equipment, accessibility, competency and qualifications required are to be considered before the task starts (where applicable)</li> <li>• Equipment provided for work at height should be suitable for purpose and enable safe access (e.g. fixed ladders).</li> <li>• Where possible, fixed access such as fixed ladders or pull down 'loft ladders' should be installed.</li> <li>• All ladders to be on a ladder register [HSF154] and inspected on a 6 monthly basis and findings recorded</li> <li>• Aluminium ladders and timber ladders should comply with the British Safety Standard EN/131</li> <li>• A tied/secured leaning ladder will be more stable than a step ladder. A combination ladder will also suffice.</li> <li>• Step ladders should not be used as means of access to roof void/loft hatches because of the risk of over overturning.</li> <li>• Leaning ladders should be positioned correctly; they must be securely footed on a firm level surface and positioned correctly using the 1 in 4 rule</li> <li>• Where permanent fixed ladders are installed:</li> <li>• Inspections of fixed ladders and ladder safety systems must be made at least annually by a competent person to identify signs of rust, corrosion and deterioration</li> <li>• The fixed ladder must not be used if any bolts or welds are not secure or missing</li> </ul>	<ul style="list-style-type: none"> <li>• Purchase / hire correct access equipment suitable for task if required</li> <li>• Use contractors if training has not been given for the equipment, or the task requires a level of competency.</li> <li>• Equipment defects or hazards must be reported to the person in charge and remedial action taken or the equipment taken out of use</li> <li>• Equipment is to be stored in a suitable place where it will not be damaged or allow unauthorised use</li> <li>• Fixed ladders should be secured to prevent unauthorised use, if necessary a lockable security cover plate should be fitted</li> <li>• Fixed ladders which are more than 2.5 metres high should, where possible, be fitted with suitable safety hoops or fall arrest systems (Note: there are some doubts over the value of safety hoops if installing a new fixed ladder. Current advice should be sought as to whether this is the most appropriate method to gain access to the roof or loft space</li> </ul>		



			<p>or if the joints between the rungs and the side rail are not tight</p> <ul style="list-style-type: none"> <li>• The person using the ladder has attended training or has experience in the correct use of ladders.</li> <li>• Where structural defects or defects are identified, the ladder should be taken out of service, blocked, fenced or removed until repairs are completed by a competent person. Repair materials should be at least the equivalent of the original construction</li> <li>• Records should be kept of inspections as well as repairs (fixed ladders annually) and every six months for non-fixed ladders</li> </ul>				
Insufficient training on how to use access equipment	<p>Equipment incorrectly used / erected resulting in failure / unintentional movement</p> <p>Fall from height Objects falling from height</p>	<ul style="list-style-type: none"> <li>• Employees - Over reaching / falling from height due to poor set up / use of equipment</li> <li>• Persons in vicinity – Object / person / equipment falling from height onto persons in vicinity</li> </ul>	<ul style="list-style-type: none"> <li>• Employees must be trained for the task they are undertaking or have experience in undertaking the task</li> <li>• Training to be given for the type of equipment such as Safe use of Ladders and Stepladders (LA455 - <a href="#">Safe use of ladders and stepladders: a brief guide</a>) Copies of certificates of competency to be kept on file</li> </ul>	<p>Specific training to be provided for the erection, use and dismantling of Mobile Tower Scaffolds</p> <p>Training to be repeated periodically where it is required by the task being completed or the equipment being used.</p>			
Restricted / confined or inappropriately designed access point to roof / loft area and within	<p>Falls from inappropriately sited access position</p> <p>Contact with plant equipment Collision with bars, beams or stored items in the roof / loft space</p>	<ul style="list-style-type: none"> <li>• Employees / contractors – falling from height. Collision with fixtures due to lack of space or poor design</li> </ul>	<ul style="list-style-type: none"> <li>• Adequate artificial light should be provided</li> <li>• The person setting up the ladder is trained and competent to do so correctly.</li> <li>• Where possible and reasonably practicable fall arrest systems (e.g. harnesses and lanyards) are to be implemented.</li> <li>• Low beams / objects should have soft fabric installed where collision is foreseeable (i.e. on a walkway) and where possible marked with high visual signage</li> <li>• Person should have the physical ability to access and work in area</li> <li>• Where contact can be made with hot plant equipment these should have external protection to minimise any possible skin burn</li> </ul>	<p>A suitable rechargeable light or torch should be provided that is suitable for the purpose and provides sufficient light where there is no permanent light source to the area</p> <p>Risk assessments are reviewed regularly to make sure control measures are still effective.</p>			

			<ul style="list-style-type: none"> <li>Consider the best time of the day to access the area i.e. when plant is not functioning or cooler part of the day</li> </ul>				
Collision with access equipment	<p>Equipment toppling / becoming unstable / collapsing</p> <p>Fall from height</p> <p>Objects falling from height</p>	<ul style="list-style-type: none"> <li>Employees- falling from height due to poor positioning of equipment and/or insufficient warning of activity</li> <li>Persons in vicinity – Object / person / equipment falling from height onto persons in vicinity or from impact with equipment</li> </ul>	<ul style="list-style-type: none"> <li>Ensure the area is cordoned off or signposted to prevent collision</li> <li>Where required and it is reasonably practicable to do so work restraint and fall arrest systems are to be implemented to prevent or minimise fall risks.</li> <li>Consider if the task should be carried out when other persons are not in the vicinity</li> <li>When positioning ladders ensure that they will not be struck by pedestrians or pushed over by other hazards such as doors or windows. Doors and windows should be secured where possible (not fire exits). If this is impractical, have a person standing guard at a doorway, or use barriers, cones or signs</li> <li>Ladders are recommended to be securely fixed to solid structures where possible to provide best use of the ladder.</li> <li>Recommended use of tool belts for transporting small work equipment via access equipment to reduce risk of fall and objects falling.</li> </ul>	<p>A person at the foot of the ladder should be considered</p> <p>Consider alternative options for transporting objects and equipment to roof/ loft spaces to avoid objects being dropped or falling during use of access equipment.</p>			
Access equipment in poor condition	<p>Equipment failure</p> <p>Fall from height</p> <p>Objects falling from height</p>	<ul style="list-style-type: none"> <li>Employees- falling from height due to equipment collapsing, breaking or becoming unbalanced</li> <li>Persons in vicinity – Object / person / equipment falling from height onto persons in vicinity</li> </ul>	<ul style="list-style-type: none"> <li>Initial Inspection of equipment before use to ensure it is in good condition.</li> <li>All step ladders and ladders to have a 6-monthly inspection with the results recorded in the Ladder Register [HSF154]</li> <li>Equipment defects or hazards must be recorded to the person in charge and remedial action taken or the equipment taken out of use.</li> <li>Access equipment to be stored in a suitable and secure place where it will not be damaged or mis used.</li> </ul>	<p>Equipment to be taken out of use if defects are found and not used until repaired or replaced.</p>			
Slips, trips and falls whilst accessing or in roof space	<p>Uneven or unstable floor surface, wide spacing of joists.</p>	<ul style="list-style-type: none"> <li>Employees – slipping on internal or external roof</li> </ul>	<ul style="list-style-type: none"> <li>The condition of the roof must be taken into consideration such as loose tiles, vegetation, weight bearing (fragile roof) to prevent slips, trips and falls or falling debris due to loose fixtures and fittings</li> </ul>	<p>A suitable rechargeable light or torch should be provided that is suitable for the purpose and provides sufficient light where there is no permanent light source to the area</p>			

	Loose tiles, vegetation, fragile roof surfaces	<p>surface or from joists</p> <ul style="list-style-type: none"> <li>• Persons in vicinity – Object / person / equipment falling from height onto persons in vicinity</li> </ul>	<ul style="list-style-type: none"> <li>• Adequate artificial light should be provided</li> <li>• Where access to plant and equipment such as water tanks is required weight bearing boarding should be installed, this should be fixed to the joists</li> <li>• Where regular access is not required some form of temporary weight bearing boarding secured to the joists should be provided to cover the gaps between the joists to allow safe access to the plant and equipment</li> <li>• Sturdy work shoes with good grip must be worn</li> </ul>				
Lone working	Emergency situation arising whilst in roof / loft area and not being able to raise the alarm	Employees – If ill-health or an incident occurs the employee may not be able to raise the alarm and obtain assistance	<ul style="list-style-type: none"> <li>• Any activities on roof / loft areas must not be undertaken without another person being aware of and in contact with the person who is accessing the area</li> <li>• Persons should have the physical ability to work in area</li> <li>• The person in the roof/ loft space should have sufficient means of raising the alarm in the event of an emergency such as a radio or mobile phone with contact details in it.</li> <li>• Guidance provided in HSP 9.05 Lone Working.</li> <li>• Employees have access to lone working app and fob (allowing for regular updates and fall detection)</li> </ul>	Ensure that where radios or mobile phones are used as a method to raise the alarm that they are working, sufficient battery life and connection. Where the lone working app and/ or fob are used employees are to receive training on its correct use and functions.			

Form Number: HSF158  
Version: 2.1  
Date: Jul 2023  
Procedure: HSP 9.32

## HSF 159 – Generic Work at Height Risk Assessment Form

### Gutter Cleaning

Location / Site:		Date of Assessment:	
Assessor(s):		Reference:	

**\*Access equipment is defined as a piece of equipment that enables access to height e.g. step ladder, ladder, mobile tower scaffold, Mobile Elevated Work Platform (MEWPS), Cherry picker etc. Any local hazards or controls must be added to this assessment.**

Activity / Task / Situation	What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by whom?	Action by when?	Completed
Incorrect selection of Access Equipment / Improvised equipment used for the task	<ul style="list-style-type: none"> <li>Equipment failure / unintentional movement</li> <li>Fall from height</li> <li>Objects falling from height</li> <li>Insufficient height of ladder</li> <li>Bulk cleaning of gutter causing overloading of collection bag or unbalancing user</li> </ul>	<ul style="list-style-type: none"> <li>• Employees / contractors - Over reaching / falling from height</li> <li>• Persons in vicinity – Object / person / equipment falling from height onto persons in vicinity</li> </ul>	<ul style="list-style-type: none"> <li>• All work at height to be planned and organised. The task, equipment, accessibility, competency required, and weather conditions to be considered before the task starts</li> <li>• Selection of correct access equipment for the task</li> <li>• If working on the roof near the edge, control measures such as barriers/guard rails, restraint systems e.g. harness and fixed lanyard or collective fall protection such as inflatable bags, netting or other systems must be used</li> <li>• If working on the roof near skylights to clean gutters use protective measures such as barriers, fencing or put grills over the skylights</li> <li>• Secure tools in appropriate carrier or attach with string to prevent tools falling</li> <li>• Bag the gutter contents in small quantities and lower it slowly to the ground - if there is a risk of falling debris, make sure the area below the gutter work is cordoned off.</li> <li>• Recommended use of appropriate clothing that will not catch or snag on</li> </ul>	<ul style="list-style-type: none"> <li>- Consider putting meshed gutter guards in place over the gutters to eliminate the need to clean the gutters</li> <li>- Purchase / hire correct access equipment suitable for task if required</li> <li>- Use contractors if training has not been given for the equipment, or the task requires a level of competency. Communicate the site hazards to contractors i.e. access, skylights / fragile roofs</li> <li>- Equipment defects or hazards must be reported to the person in charge and remedial action taken or the equipment taken out of use</li> <li>- Equipment is to be stored in a suitable place where it will not be damaged or allow unauthorised use</li> <li>- Where regular roof access is required, this needs to be discussed with the premise's property consultant and suitable</li> </ul>			

			<p>the gutter and suitable footwear with a good grip</p> <ul style="list-style-type: none"> <li>• Aluminium ladders and timber ladders should comply with the European Safety Standard EN/131</li> <li>• All ladders to be on a ladder register [HSF154] and inspected on a 6 monthly basis and findings recorded</li> <li>• If selecting a ladder for this task ensure:</li> <li>• The person using the ladder has attended training or has experience in the correct use of ladders</li> <li>• The selected ladder is suitable for the task and has no defects</li> <li>• The ladder is on a non-slippery level surface and, when erected is stable.</li> <li>• Where good stability cannot be achieved, obtain alternative access equipment or secure the ladder appropriately</li> <li>• The user has a 3-point contact with the ladder e.g. feet and hand hold or torso;</li> <li>• A pre-use check is carried out to ensure it is in good condition <ul style="list-style-type: none"> <li>- A suitable barrier is provided around the area of work to prevent pedestrians from entering the work area. If this cannot be achieved, there should be a person at the foot of the ladder.</li> </ul> </li> <li>• If using a straight ladder: <ul style="list-style-type: none"> <li>- that it is erected at a 75° angle or 1 in 4 (i.e. one unit out from the base of the ladder for every 4 units in height</li> <li>- Where the ladder rests on the gutter, a 'stand-off' device or 'spreader' is used at the top of the ladder.</li> </ul> </li> <li>• If using Extension Ladders, then ensure that the ladder is raised and lowered from the base and that the hooks are properly engaged</li> <li>• Extension ladders should overlap by a minimum of: <ul style="list-style-type: none"> <li>Up to 5 metres: 2 rungs.</li> <li>5/6 metres: 3 rungs.</li> <li>Over 6 metres: 4 rungs.</li> </ul> </li> <li>• If using a Mobile Tower Scaffold:</li> </ul>	<p>access / edge protection considered</p> <ul style="list-style-type: none"> <li>- Take frequent breaks, when working from a ladder - do not work from a ladder for longer than 30 minutes in one position/location, at a time</li> <li>- Ensure there are no electrical overhead wires in the vicinity.</li> <li>- Or, tree branches overhanging the gutters</li> <li>- Or, protruding structures or objects near gutter.</li> <li>- Risk assessments to be reviewed on a regular basis.</li> </ul>			
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			<ul style="list-style-type: none"> <li>The Mobile Tower scaffold must be erected and dismantled by a competent person</li> <li>HSP9.32 Work at Height, Mobile Tower Scaffold requirements to be followed.</li> <li>If a MEWP / Cherry picker to be used:</li> <li>The correct Cherry Picker/MEWPS is used or hired for the task</li> <li>The user has been trained through a standard recognised IPAF course in using this type of machine before it is used</li> <li>Where contractors are hired with the MEWPS then communicate the known hazards of the site/establishment e.g. vehicle movements, loose tiles on the roof, soft ground, manhole covers, overhead power cables, protruding objects, tree branches etc and make arrangements to manage the risk with the contractor</li> <li>HSP9.32 Work at Height, MEWP requirements to be followed.</li> </ul>			
Insufficient training on how to use access equipment	<p>Equipment incorrectly used / erected resulting in failure / unintentional movement</p> <p>Fall from height</p> <p>Objects falling from height</p>	<ul style="list-style-type: none"> <li>Employees - Over reaching / falling from height due to poor set up / use of equipment</li> <li>Persons in vicinity – Object / person / equipment falling from height onto persons in vicinity</li> </ul>	<ul style="list-style-type: none"> <li>Employees must be trained for the task they are undertaking or have experience of undertaking the task</li> <li>Training to be given for the type of equipment such as Safe use of Ladders and Stepladders (LA455 - <a href="#">Safe use of ladders and stepladders: a brief guide</a>)</li> <li>Copies of certificates of competency to be kept on file</li> </ul>	<ul style="list-style-type: none"> <li>Specific training to be provided for the erection, use and dismantling of Mobile Tower Scaffolds</li> <li>Specific training to be provided for the selection and use of MEWPS</li> <li>Training to be repeated periodically where it is required by the task being completed or the equipment being used.</li> </ul>		
Collision with access equipment	<p>Equipment toppling / becoming unstable / collapsing</p> <p>Fall from height</p> <p>Objects falling from height</p>	<ul style="list-style-type: none"> <li>Employees-falling from height due to poor positioning of equipment and/or insufficient warning of activity</li> <li>Persons in vicinity – Object</li> </ul>	<ul style="list-style-type: none"> <li>Ensure the area is cordoned off or signposted to prevent collision</li> <li>Consider if the task should be carried out when other persons are not in the vicinity</li> <li>Where required and it is reasonably practicable work restraint and fall arrest systems to be implemented.</li> <li>Adequate training to be provided for inspection and use of access equipment</li> </ul>	<p>A person at the foot of the ladder should be considered</p> <p>Consider alternative options for transporting objects and equipment to gutters, to avoid being dropped or falling during use</p>		

		/ person / equipment falling from height onto persons in vicinity or from impact with equipment	required for task to prevent misuse (e.g. positioning ladders on uneven flooring) • If tools/ equipment are required to be transported options like using a tool belt.				
Access equipment in poor condition	Equipment failure  Fall from height  Objects falling from height	<ul style="list-style-type: none"> <li>• Employees- falling from height due to equipment collapsing, breaking or becoming unbalanced</li> <li>• Persons in vicinity – Object / person / equipment falling from height onto persons in vicinity</li> </ul>	<ul style="list-style-type: none"> <li>• Initial Inspection of equipment before use to ensure it is in good condition.</li> <li>• All step ladders and ladders to have a 6- monthly inspection with the results recorded in the Ladder Register [HSF154]</li> <li>• Equipment defects or hazards must be recorded to the person in charge and remedial action taken or the equipment taken out of use.</li> <li>• Access equipment to be stored in a suitable and secure place where it will not be damaged, or mis used.</li> </ul>	Equipment to be taken out of use if defects are found and not used until repaired or replaced.			

Form Number: HSF159  
Version: 2.1  
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Procedure: HSP 9.32



# Personal Fall Protection Equipment

## Equipment Record – Harnesses, Lanyards & Anchor Points

**Product:** \_\_\_\_\_

<b>Model &amp; Type</b>	<b>Trade name</b>	<b>Identification number</b>
<b>Manufacturer</b>	<b>Address</b>	<b>Telephone number / Email / Website</b>
<b>Year of manufacture / Life expiry date</b>	<b>Purchase date</b>	<b>Date first put into use</b>

**Other relevant information:**





# Checklist to assist in MEWP selection

Criteria to be considered when assessing what type of MEWP to use

QUESTION	Applicable (✓)	N/A (X)	COMMENTS
<p>Will significant manual handling of materials or equipment be required by the MEWP? This will adversely affect the load distribution and the size or type of MEWP required.</p> <p>If so, consider using a scissor lift, a crane or a telehandler of appropriate capacity. Consider this in conjunction with an appropriate material handling attachment (MHA) where required. Extra training is required for MHA.</p>			
<p>How many people need to be lifted in the MEWP to the work position?</p>			
<p>Consider the area where the MEWP will be working and the access and egress to the area required.</p>			
<p>Consider the delivery vehicle for the MEWP (public highway and on the site). Consider if the delivery</p>			

vehicle will require access to the site or can the MEWP be self – propelled?			
Segregate vehicles and pedestrians from the MEWP			
Are there ground conditions that may overturn the MEWP e.g. boggy, sandy, frozen, uneven, sloping etc?			
Is there a gradient and will outriggers be required?			
What is the ground (weight) bearing capacity for the working area and the access route?			
Are there hazards below ground at the site or on route such as: sewers, cellars, utility service trenches, manhole covers, tanks (oil), culverts, or underground tunnels/ passageways etc?			
Are there overhead objects or wood, metal or brick structures such as trees, electrical wiring, pylons, arches or building protrusions etc?			
Consider the weather conditions such as high winds, frost, ice. and whether it is suitable to use the MEWPS. Consider high temperatures and dehydration of the operator. Read MEWP's Manufacturer's instructions or speak to hiring company.			
If the task is prolonged, will refuelling of the MEWPS be required and where will this be done?			
Any other site-specific issues that need to be considered?			
What type of MEWP will be needed for the task given the site or premises conditions or size? <ul style="list-style-type: none"> <li>• Vertical 'scissor' lift (1a)</li> <li>• Vehicle-mounted boom (1b)</li> </ul>			

<ul style="list-style-type: none"> <li>• Trailer-mounted boom (1b)</li> <li>• Trailer-mounted boom (1b)</li> <li>• Self-propelled 'scissor' lift (3a)</li> <li>• Self-propelled boom (3b)</li> </ul>			
<p>Who is competent to operate the machine? Employee or Contractor required? Refer to competency requirements on page 1 of this document</p>			

Form Number: HSF162  
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Procedure: HSP9.32

## Checklist for developing a safe system of work using a MEWP

QUESTION	Applicable (✓)	N/A (X)	COMMENTS
What time of day will the MEWP arrive at the site and will other people/vehicles/traffic be affected by this delivery?			
If the MEWP is being delivered by a crane is the safe working load (SWL) sufficient for the MEWP and lifting points known?			
Where will the MEWP be stored if not used immediately or if being used over several days? Is this area and the MEWP secured?			
Who will have responsibility for the MEWP's keys to prevent unauthorised access and use?			

<p>If hiring a MEWP. Before use by an employee/operator, will a competent person familiarise the operator with:</p> <ul style="list-style-type: none"> <li>• The controls and</li> <li>• The features</li> </ul> <p>of the make and model of MEWP?</p> <p>(HSP9.32 provides further information on what this includes)</p>			
<p>Where ground conditions consider during the planning still applicable? Ground conditions include boggy, sandy, frozen, uneven, slope etc.</p>			
<p>Where underground hazards have been identified. These include sewers, cellars, utility service trenches, manhole covers, tanks (oil), culverts, etc..</p> <p>What control measures are being applied when using the MEWPs?</p>			
<p>Will outriggers be required and if so, is there enough space and weight capacity at the working area or are spreader plates required?</p>			
<p>If the MEWP needs to pass underneath overhead power lines, is there enough clearance and have height restrictors for the area been put in place?</p>			

<p>Where overhead structures have been identified. These include trees, electrical wiring, pylons, arches or building protrusions, etc.</p> <p>What control measures are being used to prevent:</p> <ul style="list-style-type: none"> <li>• crushing,</li> <li>• trapping,</li> <li>• electrocution, or</li> <li>• involuntary operation (run-on)</li> </ul> <p>Controls could include protected/ shrouded control instruments, slow proximity movement near objects</p>			
<p>If near electrical pylons/overhead power lines, is the distance from the MEWP greater than nine metres either side? Or are the power line de-energised while the work is in progress in that area?</p>			
<p>Does any part of the MEWP protrude outside the site/premises which may result in collision with the MEWP or objects falling on persons below? Are barriers, cones and warning signs being used to cover the whole MEWPS working area?</p>			

<p><b>Personal Protective Equipment</b></p> <p>It is important to manage the risk of a fall from height or bodily impact. What type of fall protection is going to be used based on a risk assessment?</p> <ul style="list-style-type: none"> <li>• e.g. Work Restraint System which prevents falls from the carrier; or</li> <li>• Fall Arrest System which stops a person after they have fallen from the carrier. Refer to Working at Height Standard – Lanyards.</li> </ul> <p>A hard hat with chinstrap needs to be worn to reduce the risk of head injuries. Additionally, protective clothing (Hi Viz) and other clothing dependent on weather conditions.</p> <p>An Emergency Aerial Rescue Procedure or plan will be in place to affect a rescue if required. It will include:</p> <ul style="list-style-type: none"> <li>• Premises or site-based persons who have been trained (during familiarisation) to lower the carrier</li> <li>• Contact details of competent person/engineer to lower carrier if a fault occurs</li> </ul> <p>Facility to contact emergency services</p>			
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Form Number: HSF163  
Version: 1.1  
Date: Jul 23  
Procedure: HSP9.32



# Checklist for Use of Suspended Access Equipment

## Pre-use checks

Date: \_\_\_\_\_

User name: \_\_\_\_\_

Company: \_\_\_\_\_

Criteria	Yes/ No	Comments
Is a current Thorough Examination certificate available?		Date:  If there is no current Thorough Examination, the equipment must <b>not</b> be used
Have all defects from the Thorough Examination been rectified?		
Can the Suspended Access Equipment (SAE) be safely accessed?		State if operators need to use a fall restraint system to access the cradle

## Physical condition of the SAE

Criteria	Yes/ No	Comments
Are all the safety devices operating correctly?		
Are all the control buttons operating correctly?		
Can the cradle be properly controlled?		
Are designated anchorage points provided on the cradle?		
Are there any physical signs of wear or damage?		

Is there any exposed electrical wiring?		
Are all electrical connectors good and secure?		
Are there dents or misalignment in any tracks or runways?		
Is the floor of the cradle damaged when viewed from above and below?		
Are the ropes correctly weaved on the drum (if visible) and through pulleys?		
Are the ropes frayed, rusted or unlubricated?		
Are there any signs of extensive corrosion to the cradle, tracks, or runways?		
For articulated equipment, are all connecting pins in place (take the load and inspect the joints)?		
Check all guard-rails by applying a short, sharp pull on them while outside the equipment.		

## Operational Checks

**If there are any doubts about mechanical worthiness of the equipment, do not use it!**

Criteria	Yes/ No	Comments
All operators have been fully trained in the use of all Suspended Access Equipment (SAE)?		
The safe working load (SWL) is not exceeded		The SWL is -
All tools and equipment taken into the cradle are secured, e.g. by suitable lanyards?		
The cradle runs smoothly and that there are no faults? (Suggested several ascents / descents are carried out before starting work)		
If the building's windows open outwards, have people been made aware of the need to keep windows closed while work is carried out?		

The building is clear of obstructions in the direction of travel?		
Users understand the importance of working within the confines of the platform?		
The configuration of the equipment has not been altered?		
Users understand the need to stop work and report any malfunctions that occur?		
<p>The weather conditions are suitable?</p> <ul style="list-style-type: none"> <li>• Wind speeds do not exceed the manufacturer prescribed maximum e.g. 25 mph.</li> <li>• Is there no excessive rain or snow?</li> <li>• There is no ice formed on the equipment?</li> </ul>		
<p>There are suitable controls in place to prevent other persons approaching the SAE when it is being operated:</p> <ul style="list-style-type: none"> <li>• Work is carried out outside normal working hours, e.g. at weekends where practical?</li> <li>• The area of operation has been cordoned off.</li> <li>• Warning signs have been posted?</li> </ul>		
The power supply has been disconnected?		
Other comments:		

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# Window Cleaning Checklist

This checklist is designed to help you:

- Identify the risks involved with window cleaning
- Choose the right access equipment for the job

## Assess whether work at height can be avoided

Question	Yes/ No	Comments
Can the work be carried out from the ground? e.g. using a water-fed pole system		<p><u>Ensure:</u></p> <ul style="list-style-type: none"> <li>• There are no overhead power lines close by</li> <li>• There are no trip or fall hazards that could create a risk to the operative</li> <li>• There are systems in place to protect pedestrians while work is carried out</li> <li>• There are controls in place during icy weather when the large quantities of water may create slip hazards</li> </ul>
Can the work be carried out from inside the building? e.g. by adjusting the windows so that both sides can be cleaned internally		<p><u>Ensure</u></p> <ul style="list-style-type: none"> <li>• The window design allows this to be done safely</li> <li>• There are controls in place to prevent people and objects from falling out the open windows.</li> </ul>

## If work cannot be avoided, select the right type of access equipment

Question	Yes/ No	Comments
Is the building fitted with Suspended Access Equipment (SAE)?		<p><u>Ensure</u></p> <p>Work at height must be properly planned and organised. The task, the equipment, accessibility, competency and weather</p>

		<p>conditions must be adequately considered before the task is allowed to commence.</p> <ul style="list-style-type: none"> <li>•When planning window cleaning activities consideration should be given to: <ul style="list-style-type: none"> <li>○ Height - How high is the job from the ground?</li> <li>○ Surface - What surface will the access equipment rest on? Is this surface strong enough to take the weight of the workers and their equipment?</li> <li>○ The location of windows e.g. flat roof and skylights?</li> <li>○ Ground - What is the ground condition under the area where access equipment might need to be set up - for example, is it sloping, muddy or uneven? The access equipment must be suitable for the ground conditions - stable, level and not liable to fall or collapse. If you fall, what will you fall on to?</li> <li>○ Weather - Is it raining hard, very windy, ice or snow on the ground that will affect the Access equipment?</li> <li>○ Task- What tools or materials will you need for window cleaning? How will you get them up and down safely?</li> </ul> </li> <li>•New commercial and industrial buildings should have information in the health and safety file regarding safe access for window cleaning.</li> <li>•Where the risks are considered too high and where the risks cannot be adequately controlled consideration should be given to leaving these windows un-cleaned.</li> </ul>
Can the work be done from a flat roof?		<p><u>Consider</u> If there is a risk of falling from the edge? Is Personal Fall Protection required?</p>
Can the work be done from a Mobile Elevated Work Platform (MEWP)?		<p><u>If yes, ensure:</u> Information on the use of Personal Fall Protection within HSP9.32 is followed.</p>
Can the work be done from a mobile scaffold tower?		<p><u>If yes, ensure:</u> Information on the use of Personal Fall Protection within HSP9.32 is followed.</p>
Can you use personal fall protection (e.g. rope access) to allow safe access?		<p><u>If yes, ensure</u> Information on the use of Personal Fall Protection within HSP9.32 is followed.</p>
Can the work be safely carried out using a ladder?		<p><u>Ensure</u></p> <ul style="list-style-type: none"> <li>•When planning window cleaning activities consideration should be given to:</li> </ul>

		<ul style="list-style-type: none"> <li>○ Height - How high is the job from the ground?</li> <li>○ Surface - What surface will the access equipment rest on? Is this surface strong enough to take the weight of the workers and their equipment?</li> <li>○ The location of windows e.g. flat roof and skylights?</li> <li>○ Ground - What is the ground condition under the area where access equipment might need to be set up - for example, is it sloping, muddy or uneven? The access equipment must be suitable for the ground conditions - stable, level and not liable to fall or collapse. If you fall, what will you fall on to?</li> <li>○ Weather - Is it raining hard, very windy, ice or snow on the ground that will affect the Access equipment?</li> <li>○ Task- What tools or materials will you need for window cleaning? How will you get them up and down safely?</li> </ul> <ul style="list-style-type: none"> <li>•New commercial and industrial buildings should have information in the health and safety file regarding safe access for window cleaning.</li> <li>•Where the risks are considered too high and where the risks cannot be adequately controlled consideration should be given to leaving these windows un-cleaned.</li> </ul>
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Type of access equipment selected	Name (Block Capitals)	Date

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## Part 5 – External references

HSE

INDG401 Working at Height – A brief guide <https://www.hse.gov.uk/pubns/indg401.pdf>

INDG455 – Safe use of ladders <https://www.hse.gov.uk/pubns/indg455.pdf>

INDG367 - Inspecting fall arrest equipment made from webbing or rope  
<https://www.hse.gov.uk/pubns/indg367.pdf>

Roof repair work – What you need to know as a busy builder  
<https://www.hse.gov.uk/pubns/site3.pdf>

Health and Safety in roof work <https://www.hse.gov.uk/pubns/priced/hsg33.pdf>

Fragile roofs - Safe working practices <https://www.hse.gov.uk/pubns/geis5.pdf>

Use of Mobile Elevating Work Platforms <https://www.hse.gov.uk/pubns/geis6.pdf>

ACoP L22 - Safe use of work equipment (PUWER) <https://www.hse.gov.uk/pubns/priced/l22.pdf>

The Selection, management and use of mobile elevating work platforms  
<https://www.hse.gov.uk/pubns/geis6.pdf>

IPAF. [www.ipaf.org](http://www.ipaf.org)

Fall Protection in MEWPS <https://www.ipaf.org/sites/default/files/2018-11/H1-TE-019-0717-2-en-GB.pdf>

AFAG. <https://www.hse.gov.uk/treework/resources/afag.htm>

Mobile Elevating Work Platforms for Tree Work <https://www.hse.gov.uk/pubns/afag403.pdf>

## Part 6 – Legal references

HSE etc.

[The Construction \(Design and Management\) Regulations 2015](#)

[Management of Health and Safety at Work Regulations 1999](#)

[Provision and Use of Work Equipment Regulations 1998](#)

[The Work at Height Regulations 2005](#)