

WORKING AT HEIGHTS POLICY

What is “work at height”

Each year a number of people are killed and seriously injured following falls at work. Work at height in work is any place, including a place at, above or below ground level, where a person can be injured if they fell from that place.

Work involving roofs or unprotected drops over a meter is prohibited unless an assessment and written authorisation has been completed. High work should be identified and safe methods agreed. All work at height should be avoided where a safer alternative can be used. **Avoid, prevent or minimise the need to work at height** (hierarchy of control)

Ladders may only be used if there are no safer alternatives.

All equipment shall be examined before and after use. In addition to this an inspection should be carried out annually or more frequently dependant on usage. The result of the annual inspection must be entered on the equipment register.

1. Responsibility for implementing the Regulations

It is the responsibility of the Duty holder (the person responsible for organising or planning the work) to carry out an assessment of the risks to those working at height and identify alternative methods of controlling the actual need to work at height.

It is the ultimate responsibility of the nominated person responsible for health and safety to ensure that the Duty holders are not only carrying out their responsibilities, but are also competent to do this.

2. Duties of Employees

Under the Regulations all employees have a duty to:

- Report any safety hazards to their employer
- Use the equipment supplied (including safety devices) properly, following any training and instructions unless they think it would be unsafe, in which case further instructions should be sought before continuing)

3. Contractors

A risk assessment must be carried out for all work undertaken by contractors and sub- contractors. A method statement must then be obtained before the work is undertaken.

The Duty holder must ensure that contractors, and any sub-contractors work to the requirements of the Work at Height Regulations 2005.

4. Summary

All activities on Melton Borough Council premises which involve working at height must be;

- Properly planned
- Appropriately supervised
- Carried out by competent individuals or if being trained, supervised by a competent person
- Risk assessed
- Follow the hierarchy of control principle and
- Use the HSE and MBC guidance and documentation.