



St. John' Angell Town C of E Primary School

POLICY STATEMENT

- WORKING AT HEIGHT POLICY -

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- "Learning to make the world a better place"

Reviewed	Spring 2016
Next Review	Autumn 2018

WORKING AT HEIGHT POLICY

The purpose of this policy is to state how our establishment deals with the requirements of the law regarding any activities that may involve the need to carry out work above ground level and/or where a fall may occur.

Work at height covers a wide range of activities, from contracted construction workers carrying out repairs to roofs to anyone with the need to access something above head height that cannot be reached without a ladder, stool or other means of assistance.

Falls from height are common from levels of less than two metres and usually result in serious injury. Current legislation places no minimum height restrictions, nor does it only apply to falls from above ground level. Access into pits or underground areas poses the same risks of a fall as do areas above ground.

Note: there is an absolute rule within this organisation that ONLY equipment formally designated fit for use to access anything at height or to carry out any form of task or activity at height can be used. This will always preclude the use of chairs of any type, tables, desks, boxes etc or any other items for which the primary function is not for such use.

RESPONSIBLE PERSON: Premises Officer

The primary function of the named person is to assess the various activities that the organisation requires to be carried out that involves any need to work at height, as required under current legislation and to ensure that the requirements of this policy are carried out and that any problems or difficulties in meeting these requirements are reported.

In particular, the above named person has responsibility for ensuring that any systems and procedures laid down for carrying out any work at height are adhered to. This applies to any internal operations as well as to the activities of any external organisation contracted in to carry out work. In such cases, external contractors will not be authorised to carry out any work at height unless they have satisfied the above named person(s) that they will do so in a manner that is safe to themselves and to all others in our establishment.

The Policy:

- To have an effective and proactive system of ensuring that all work carried out at height (or where a fall may occur) is done so in a safe manner
- To ensure that any equipment used for working at height is subject to appropriate safety checks prior to its use
- To endeavour to remove the need to carry out work at height through pre-consideration of the location and the safe access to various items, fixings and equipment etc that may require work to be done to them or access to be gained
- To ensure that all those who are required to use specific equipment for accessing and working at height are, where deemed appropriate, trained both in the use of such equipment and the safety checks required prior to such use
- To ensure that only designated personnel are authorized in the use of such equipment for accessing and/or working at height.

The Arrangements:

The following arrangements and activities are in place in order to meet the above policy requirements:

- A risk assessment system for determining whether any proposed work at height can be avoided
- A risk assessment system and generic assessment form available for assessing the risks to carrying out work at height

- Systems and procedures for assessing the competency of external contractors, in particular for ensuring that all work carried out, including that done at height, is done so safely
- Safe working practices and instructions for specific internal tasks and activities
- Method statements from external contractors for carrying out specific tasks and activities
- The provision of appropriate equipment for access to and, where required, working on any internally or externally located items and fixings at height
- A system of pre-checks for checking essential safety components on equipment required for work or access at height prior to use
- A system of formal inspection of equipment required for work or access at height to determine whether it is safe for use over an extended period of time.
- Work at heights, necessitating the use of ladders, step ladders exceeding 3 metres in height or in areas where there is a risk from falling, will only be undertaken by, or when approved by, the Premises Officer. School pupils must not be permitted to undertake work at heights (for example when arranging lighting for plays or similar events) unless there is safe and secure access to the area where the work is undertaken and guard-rails and toe boards are provided to physically prevent a fall.

Responsibilities:

All staff have the following responsibilities:

- To ensure that equipment not specifically designed for access to or working at height is not used for carrying out any task or activity at height
- To inform their immediate supervisor or manager of any concerns they may have or observations they may have made on any equipment provided to them for accessing or working at height
- To ensure that the relevant safe working procedures and instructions for accessing or working at height are followed.

Staff authorised in the use of specific equipment for access to and work at height have the following responsibilities:

- To ensure they carry out all safety pre-checks prior to use each time
- To report immediately and take out of any further service any of the above items of equipment that the pre-checks have indicated is or may be unsafe or unfit for use.

Training:

The following training will be undertaken by the organisation:

- All staff will be made fully aware of this policy and the requirements and arrangements laid down within it
- Key staff, as identified by the responsible person named at the head of this policy document, will be trained in the use of any equipment provided for accessing at height or for work at height. Such training may be carried out internally or through a designated competent organisation.