

# Thame Town Council

## Working at Height Policy

### 1. General Statement

- 1.1 It is our policy to ensure that appropriate measures are in place to ensure the safety of employees whilst at work and the safety of other relevant persons in the vicinity of work is essential. This policy sets out clearly how the Town Council will achieve this and what it expects its employees to do to assist. This policy should be read in conjunction with Health and Safety Executive Guidance – INDG401 “The Work at Height Regulations 2005, A brief Guide” and INDG455 “Safe Use of Ladders and Stepladders, a Brief Guide”

### 2. Legal Requirement

- 2.1 The primary legislation applicable to working at heights is the Work at Height Regulations 2005. However, the following legislation is also relevant:
- Health and Safety at Work Act 1974
  - Management of Health and Safety at Work Regulations 1999

### 3. Employees’ Duties

- 3.1 All employees have the following duties and responsibilities:
- To co-operate with this policy
  - To abide by the requirements of any systems of work designed to protect them
  - To utilise any plant and equipment in a safe and responsible manner and only if they have received appropriate training to do so safely
  - To report any defects immediately

### 4. Communication

- 4.1 Members and Staff will be kept informed by the Asset Manager of any changes that are made to the Council’s Working at Height policy, procedures and risk assessments. The Council will ensure that all staff are provided with adequate information and training to maintain a safe working environment for the staff and the public.

### 5. Procedures

- 5.1 The following procedures have been introduced in keeping with the regulations and will be followed by all staff that may be involved with working at heights:
- Eliminate the need to work at height whenever reasonably practicable to do so ensuring that, where work at height cannot be eliminated, a risk assessment is used to evaluate and manage the risk.

- Provide adequate information and training to ensure that only competent staff are engaged in working at height.
- All equipment required for working at height is suitable, stable and strong enough for the job and is maintained and checked regularly.
- Take account of the weather conditions that may have implications for safety e.g. rain, wind, fog etc.
- Any equipment that is being hauled aloft or being lowered is to be adequately secured.
- Where equipment is being used to cut or dismantle, suitable precautions must be taken to prevent injury from any material that falls.
- The stability of a surface must be determined before work begins. Do not walk on or work near fragile surfaces.
- Ladders can be used for work at height when a risk assessment has shown that using equipment offering a higher level of fall protection is not justified because of the low risk and short duration of use or there are existing workplace features which cannot be altered.
- Ladders should only be used in situations where they can be used safely e.g. where the ladder will be level and stable, and where it is reasonably practicable to do so, the ladder should be secured.
- A ladder inspection checklist and ladder inspection record will be undertaken monthly by the Maintenance Supervisor and will be kept for all ladders used by the Council. No domestic ladders will be used by staff. To aid this process all ladders will carry an identification mark or number.
- Any defects on ladders, step-ladders and trestles should be reported to the Asset Manager and repairs requested. A notice should be fixed to the ladder informing potential users of the defect.

## **6. Staff Training**

- 6.1 All staff operating at height must receive appropriate training before undertaking those duties. Refresher training will be undertaken as recommended by the training provider. Staff using tower scaffolds and mobile elevating work platforms must be specifically trained and authorised to use the equipment.
- 6.2 It is essential that all staff are suitably trained in the use of working at height equipment as well as the pre-checking of that equipment.
- 6.3 All staff working at height must also have the appropriate aptitude for working at height along with sufficient training, knowledge and experience to enable them to carry out their assigned duties and to fully understand any potential hazards related to the work and the equipment to be used.

LADDERS
MONTHLY INSPECTION

<b>Ladder No:</b>	<b>Inspected by:</b>	<b>Date:</b>
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Item	Check	Satisfactory	Comments/action taken
Stiles	Free from damage (cracked, bent, spilt etc.)	YES/NO	
Stiles	Free from grease, dirt, mud, paint etc.	YES/NO	
Stiles	Feet present and in good condition (i.e. not over worn)	YES/NO	
Rungs/ Treads	Free from damage (cracked, bent, split etc.)	YES/NO	
Rungs/ Treads	All secure (i.e. can they be moved / turned)	YES/NO	
Rungs/ Treads	All present (i.e. none missing)	YES/NO	
Fittings/ Rivets/ Welding	Free from damage (corrosion)	YES/NO	
Fittings/ Rivets/ Welding	Tie rods secure	YES/NO	
Ladder	Suitable classification (i.e. Industrial Class I)	YES/NO	
Step Ladder	Locking bars fully operational and secure (i.e. no loose fittings)	YES/NO	
Step Ladder	Platform in good condition (i.e. not split or buckled)	YES/NO	

LADDERS
INSPECTION RECORD

<b>Ladder No:</b>	<b>Year:</b>
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Month	Faults	Checked by	Date
January			
February			
March			
April			
May			
June			
July			
August			
September			
October			
November			
December			

