Working at Height Policy

The Work at Height Regulations 2005 apply to all work at height where there is a risk of a fall liable to cause personal injury. The company will take all reasonable steps to provide a safe working environment for all employees who may be affected by work at height activities.

A Bright Solution Ltd. is fully committed to the implementation of a safe working at height program. This policy applies to operations where employees perform elevated work

It shall be the responsibility of every employee who performs elevated work whilst on company business to ensure that they comply with the contents of this policy
.
It shall be the responsibility of line Management to ensure that this policy is implemented throughout the company.

A Risk Assessment of hazard associated with elevated work operations has been performed an is retained electronically for distribution. These Risk Assessments give information relating to the associated hazards of elevated work operations, along with controlled measures to be implemented to minimize or reduce the likelihood of injury. It shall be the responsibility of line Management to ensure that the contents of these Risk Assessments are passed onto all employees.

The company will ensure that;

- all work activities that involve work at height are identified and assessed
- the need to undertake work at height will be eliminated whenever it is reasonably practicable to do so
- adequate and secure working platforms with guard rails and toe boards will be used in preference to ladders which will be used for light, short duration work only and secured to prevent displacement
- fall arrest equipment will be used if other means of prevention are not practical or justified
- risks associated with those activities where work at height cannot be eliminated are evaluated and steps are taken to control them
- all the necessary equipment to allow safe access to and egress from the place of work is provided
- all the necessary equipment to ensure adequate lighting and protection from adverse weather conditions is provided
- suitable plant is provided to enable the products used or created in the course of the work are safely lifted to and from the workplace and stored there if necessary
- any working platform and its supporting structures are selected and/ or designed in accordance with current standards
- regular inspections of all equipment required for working at height are undertaken
- competent persons are appointed to be responsible for the supervision of all work at height and associated activities
- any contractors from whom they procure services comply with this policy

If you are an employee or working under someone else's control, regulation 14 says you must firstly; report any safety hazard to them, and then use the equipment supplied (including safety devices) properly, following any training and instructions (unless you think that would be unsafe, in which case you should seek further instructions before continuing).

Information and Training

The company shall provide any information, instruction and training required to work in a safe manner when working at height.

DEFINITIONS OF ELEVATED WORK

Under current Working at Height legislation there is no minimum height that defines what shall be deemed as working at heights. All work activities have to be included where there is a need to control a risk of falling any distance liable to cause personal injury. It would for example include:

- Working on a permanent scaffold or mobile scaffold tower
- Working on a Mobile Elevated Platform
- Working on a lorry tail lift or sheeting a load.
- Working close to excavation areas or cellar and roof space opening, where someone could fall and injure themselves or others.
- Using a ladder, or step ladder
- Climbing permanent structures such as gantries or telegraph poles

Activities that are not considered to be working from height include:

- Slips and trips on a level surface
- Falls on permanent stairs if there is no structural or maintenance work being performed
- Work in, for example, an office on the upper floors of a multi story building where there is no risk of falling (except activities within the workplace e.g. falling from a step ladder)
- Access and egress to/from a permanent workplace by means of a staircase.

THE HIERARCY OF CONTROL FOR MANAGING ELEVATED WORK

The Hierarchy for managing and selecting equipment for work at height shall be followed at all times. As the basis of the work is assembly of scaffolding, the controls are as follows:

- Avoid work at heights wherever possible.

- Design & assemble the scaffold system with materials that have been visually checked, using competent persons that are sufficiently trained. Where safe installation methods cannot be used, use safe work equipment or other measures to prevent falls. This would involve the use of specialised access equipment such as scaffold, with use of correct fall protection

    - Where the risk of a fall cannot be eliminated, work equipment or other measures are to be used to minimize the distance or consequences of a fall should it occur. This would involve the use of personal fall arrest equipment (safety harness and appropriate lanyard) safety nets, air bags or other “soft landing” devices.

- All persons working on scaffold must report any defects that they find during the course of their work. Such defects could include:
    - Missing Toe boards or other devices that prevent objects from falling from the scaffold
    - Missing or damaged scaffold walk boards
    - Loose or missing guard rails and hand rails
    - Missing or loose scaffold clamps

- Obvious signs of damage to the scaffold structure

- No one should access the scaffold until it has been examined and all remedial work carried out by a competent person.

WORKING PRACTICES ON ACCESS EQUIPMENT

Mobile Elevated Working Platform (MEWP)

- This piece of access equipment can provide a safe means of working at height when used correctly in accordance with the operating instructions from the manufacturer or Supplier.
- This piece of equipment is only to be hired from a reputable hire company that operates a planned preventative maintenance scheme at specified time intervals.
- Daily operator checks are to be performed as per manufacturers/suppliers recommendations
- All persons who operate this piece of equipment are to have attended a recognised training course such as the Construction Industry Training Board (CITB) or the International Powered Access Federation (IPAF)
- Refresher training is to be attended at intervals specified by the training provider, current legislation or approved code of practice.
- Where appropriate, a safety harness in conjunction with the correct lanyard is to be worn at all times when working in the safety cage of the MEWP.
- All authorised MEWP operators are to carry and display their proof of competence, usually in the form of an ID card at all times and produce it upon request of any enforcing authority or customer Health & Safety representative.
- Training for this equipment can be obtained from a company approved training provider.

Ladders

All ladders shall be provided and used in accordance with the;
- The Work at Height Regulations 2005 (WAHR)
- Management of Health and Safety at Work Regulations, 1999
- Health and Safety at Work Act 1974
- Provision and Use of Work Equipment Regulations 1998 ACOP and Guidance L22
- HSE guidance INDG401 Work at Height Regulations a brief guide
- HSE guidance INDG402 Safe Use of Ladders and Stepladders. An employer's guide
- HSE Guidance Note GS 31: Safe Use of Ladders, Steps, and Trestles
- BS 1129: Portable timber ladders, steps, trestles and lightweight stagings, BSI 1990
- BS 2037: Specification for portable aluminium ladders, steps, trestles and lightweight stagings, BSI 1994

Guidance for the specification of ladders can be obtained from British Standards BS1129:1982 portable timber and aluminium ladders, and BS2037: 1984 specification for portable timber ladders, steps, trestles and lightweight stagings.

The scaffold foreman shall be responsible for checking that all ladders in use are secured, have a solid and level base and are being used correctly.

Ladders shall not be used to provide access or a working position/ platform if the type of work cannot be carried out safely from the ladder, e.g. carrying large items, work requiring both hands, etc.

The main hazard associated with the use of ladders is not securing the ladder properly.

Unsafe use of ladders includes;

- over reaching,
- sliding down ladders
- using a ladder with a defect
- not providing a suitable base to the ladder
- insufficient handhold at the top of the ladder or at a stepping off position
- insufficient foothold at each rung
- using a ladder near overhead electrical cables or crane contacts
- using a ladder at an unsuitable angle, swaying, springing (N.B. the recommended angle is 1 in 4 or 70 degrees)
- insufficient overlap of extension ladders

Timber ladders shall be used on site where there is a possibility of contact with electrical fittings.

Timber ladders shall not be painted or treated in any way which would prevent defects from being easily visible.

Where aluminium ladders are used all electrical circuits being worked on shall be isolated.

The means of securing ladders shall be planned and sufficient materials made available.

Where possible ladders shall be secured near the upper resting point by both stiles. In certain cases the use of a spreader arm attached to the top of the ladder may satisfy this requirement, but it must first be established that the ladder, if fitted, cannot slip when in use.

Where the ladder cannot be secured at the top it shall, if possible, be secured at its base.

If a ladder cannot be secured at the top or base someone must hold the base to prevent slipping. (N.B. A ladder which is not more than 3m long and which is used only as a working place, does not have to be secured provided it is securely placed to prevent it from slipping or falling).

All ladders shall be easily identifiable and shall be checked regularly at least once every 6 months and by the user prior to use.

Inspections shall generally cover the following;

- timber ladders – cracks, splits, splintering, warping or bruising of the timber
- metal ladders – mechanical damage, rungs for signs of movement or undue wear and no rungs missing
- metal tie rods for tightness and reinforcement to stiles for position, ropes for wear, fittings for security and pulleys for ease of operation

During use, or when erected by someone else for the company's use check for;

- security of fixing by lashings or ties at top, base or both ends of the ladder
- that the position is in the ratio of 4 to 1 to the vertical (70 degrees)
- that the ladders rise above the landing stage for working platform by at least 1.05 metres

If a ladder cannot be secured by any of the above means it must be footed by a second person or a proprietary brand of ladder securing device used.

Suitable access to a working platform must be provided at the stepping off point. Persons must not be required to climb over or through guardrails and toe boards. Gaps in toe boards and guardrails must, however, be kept as small as possible.

When using an extension ladder the overlap rungs of any two adjacent sections should be – closed length of ladder – less than 5m (1 rungs) – 5 – 6m (2 rungs) – over 6m (3 rungs).

STEPLADDERS, TRESTLES AND STAGINGS

All stepladders, trestles and stagings shall be provided and used in accordance with the Construction (Health, Safety and Welfare) Regulations 1996 and the requirements of the HSE Guidance Note GS31 "Safe Use of Ladders, Stepladders and Trestles" shall be applied to work on site.

Where stagings are being used in roof areas, supported from roof members, the site supervisor shall ensure that only experienced scaffold operatives are permitted to carry out this work and that all necessary safety harnesses, anchorage points etc. are provided and used.
Overreaching shall be avoided or putting pressure onto the work face causing instability.

The main hazards associated with the use of stepladders, trestles and stagings include;

- unsuitable base, e.g. not level, packing pieces, loose material
- unsafe use of equipment on scaffold platforms, roof, etc. where special precautions are not taken,
- overloading
- use of equipment where a safer method should be provided
- excessive span of scaffold boards when used with trestles; they must not exceed 1.5 metres where 38mm thick boards are used
- overhang of boards or staging at supports; maximum 150 mm
- use of defective equipment

A written risk assessment shall be prepared to determine the general provision and use of ladders, stepladders, trestles and stagings which shall be maintained in the health and safety file at the office.

Personal Fall Arrest Equipment

- This equipment consists of a safety harness and suitable lanyard and is to be worn when all steps taken have failed to eliminate the risk of a fall.
- This equipment is required to be worn when persons are exposed to a fall hazard that cannot be controlled by other measures.
- The use of a body belt, (a single belt which goes around the waist, and is attached to a lanyard system) as a fall arrest device is prohibited.
- All fall arrest equipment is to be purchased or hired from a reputable supplier.

- **ALWAYS** ensure that a safety harness with a front mounted lanyard attachment is used as this gives the user the ability to lift themselves from the constriction of the harness if suspended thus helping reduce the effects of "Suspension Trauma".
- All users are to undergo training in the use and application of fall arrest equipment and attend refresher training at intervals specified by the training provider, current legislation or approved code of practice.
- The user of personal fall arrest equipment should perform pre-use checks on the equipment. The whole of the harness and lanyard should be subject to this check. This should be done in good light and a visual check made for the following defects:

- Any cuts and abrasions to the edges of the webbing
- Surface abrasion across the face of the webbing and at the webbing loops
- Damage to any part of the stitching
- A knot in the lanyard
- Any discolouration, flaking of the fibres or powdery surface which could indicate UV degradation or chemical contamination
- Partially deployed or damaged energy absorber
- Contamination with grit or sand or other abrasive substance that may result in external or internal abrasion
- Damage or deformed fittings (e.g. karabiners or screw link connectors)

- Any personal fall arrest equipment that is found to be damaged during a pre-work check should be withdrawn from use immediately and sent for examination/repair by a competent person.
- Personal fall arrest equipment is required to be inspected at least annually by a competent person.
- Personal fall arrest equipment that is on hire may need special consideration to ensure that they are inspected by the hire company during their specified period. The hire company should be informed of any use or damage that may affect the condition and effectiveness of the equipment.
- For personal fall protection that is used more frequently or in an arduous environment, it is necessary for it to be inspected by a competent person at a shorter period of 6 monthly.
- Details of the inspection are to be recorded in the personal fall arrest equipment register and all equipment “tagged” to display information of when the examination was performed and when the next examination is required.
- Any personal fall arrest equipment that is deemed to be unfit for service by the competent person is to be withdrawn from service immediately. The details are to be entered into the personal fall arrest equipment register and the equipment destroyed so that it cannot be used. Unfit for service personal fall arrest equipment is then to be replaced with new.

Rescue Policy

When persons are at risk of being suspended whilst attached to personal fall arrest equipment following a fall from height, then consideration is to be given to a rescue policy. This will be “site specific” and shall need to be planned and put into place at a very early stage of planning.

Discussion needs to take place with site Health & Safety representatives and line Managers to ensure that an adequate rescue plan is implemented and agreed to.

When undertaking a rescue plan, consideration needs to be given to how persons will be safely rescued using available manpower and machinery/plant on site and the location and proximity of the local Fire & Rescue Service and other emergency services.

The local Fire Authority cannot be solely relied upon and responsible for the rescue operation.

Signed……
Mick Barrett
Director
8th August 2025

Signed……
Sam Pailor
Director
8th August 2025