

Work at Height Policy

Name	Work at Height Policy
Summary	The purpose of this policy is to provide general policy guidance on safe working practices for any work at height undertaken by employees of the Golden Jubilee Foundation (GJF).
Associated Documents	Health and Safety Policy
Target Audience	All staff of GJF
Version number	2.0
Date of this version	September 2019
Review Date	September 2022
Date of fairness test	February 2019
Approving committee/group	Health and Safety Committee
Document Lead	David Wilson (H&S)
Document Author (if different)	

The Golden Jubilee Foundation is the new brand name for the NHS National Waiting Times Centre. Golden Jubilee National Hospital Charity Number: SC045146

Golden Jubilee Foundation Values Statement

What we do or deliver in our roles within the Golden Jubilee Foundation (GJF) is important, but the way we behave is equally important to our patients, customers, visitors and colleagues. We know this from feedback we get from patients and customers, for example in “thank you” letters and the complaints we receive.

Recognising this, the GJF have worked with a range of staff, patient representatives and managers to discuss and promote our shared values which help us all to deliver the highest quality care and service across the organisation. These values are closely linked to our responsibilities around Equality.



Valuing dignity and respect

A can do attitude

Leading commitment to quality

Understanding our responsibilities

Effectively working together

Our values are:

- Valuing dignity and respect.
- A ‘can do’ attitude.
- Leading commitment to quality.
- Understanding our responsibilities.
- Effectively working together.

Our policies are intended to support the delivery of these values which support employee experience.

Work at Height Policy

1. Introduction and policy statement

The Work at Height Regulations 2005 are in place to protect staff and others against risks to their health and safety while working at height.

Work at height, is any work in any place, including a place at, or above or below ground level where a person could be injured if they fell from that place. This can also include means of access and egress to a place of work.

This policy outlines the steps to be taken to the GJF to ensure that staff or others do not work at height where it can be avoided.

Where this is not possible a written suitable and sufficient risk assessment must be undertaken and a safe system of work developed.

Any work at height needs to be properly planned in advanced of the work activity, appropriately supervised and carried out in a safe manner. Careful consideration should be given to the selection and use of work equipment.

2. Scope

This policy applies to all staff of the GJF.

This policy has been written taking into consideration the needs of all diversity groups.

4. Objectives

The objectives of this policy are:

- To ensure that systems are developed and maintained to ensure staff, patients and others are not unnecessarily exposed when work at height is being undertaken;
- To ensure that staff are aware of their responsibilities when working at height;
- To ensure that risks from work at height are minimised;
- To ensure that staff receive training and guidance in complying with current legislation;
- To ensure best practice is regularly promoted and monitored.

4. Arrangements

4.1 Risk Assessment

In the event that working at height cannot be avoided, suitable and sufficient risk assessment must be carried out and where required written safe system of work developed, including the provision of emergency procedures.

A permit to work at height will be required for any work of an unusual nature or activities posing significant risk, i.e. roof work.

4.2 Factors in Assessing the Risk

When assessing the risks, use must be made of all the information available about the work to be carried out. All foreseeable hazards and risks must be considered in advance and the following issues may need consideration:

Work at height can include, but is not exclusively limited to:

- Working at ground level adjacent to an excavation;
- Working on roofs;
- Working from a ladder;
- The location in relation to the presence of hazards such as open excavations, overhead services etc.;
- The working environment with regards to weather or lighting;
- Safe means of access and egress;
- Lone working;
- Condition of stability of work surfaces such as fragile materials, slippery surfaces etc;
- Physical capabilities of the workers such as pregnancy, vertigo sufferers, existing musculoskeletal injury or pain;
- The equipment to be used and its inspection;
- Falling objects;
- Prevention of access by unauthorized persons.

The risk assessment must be recorded on the GJF Work Activity Risk Assessment Form by a person who is competent to do so.

In gathering information for an assessment, managers may need expert advice which can be sought from the Health and Safety Manager.

4.3 Developing a Safe System of Work

In the development of a written safe system of work, the information gathered during the risk assessment will be used to construct a document which will give information and instruction to the employees who are to carry out the work.

This will include all of the risk control measures and the reason for their application, e.g. the need to use ladder fixing points.

It will also detail, where necessary:

- The means for preventing unauthorized access to the area underneath the work being carried out;
- Any supervision that may be necessary;
- Any weather conditions;
- Any emergency or rescue conditions, e.g. it is not acceptable just to rely on the emergency services, this needs to be covered in the risk assessment and planned prior to the work being carried out.

4.4 Training

Training will be required for all operatives required to work at height, and managers or supervisors who issue permits to work. This will enable them to be competent with procedures, legislation and equipment associated with working at height.

Advice on specialist training, i.e. use of scaffolds, etc can be sought from the Health and Safety Manager.

5. Roles and responsibilities

5.1 The Chief Executive is responsible for:

- Ensuring there are arrangements for identifying, evaluating and managing risk associated with work at height;
- Ensuring that adequate resources are made available to implement the policy.
- Ensuring that there are arrangements for monitoring the implementation and effectiveness of the policy.

5.2 Department Managers are responsible for:

- Ensuring that all staff under their control are aware of this policy and understand its content;
- Assessing all associated risks involved in working at height for such activities undertaken by staff under their control;
- Ensuring that relevant employees are consulted when assessing the risks connected with work at height;
- Developing safe systems of work in consultation with the Health and Safety Manager;
- Providing suitable work equipment or other measures to prevent falls where work at height cannot be avoided;
- Ensuring all equipment used for work at height is properly inspected and maintained;

- Ensuring that all staff who work at height are fit to do so;
- Ensuring that all staff who work at height and those who issue permits to work, have appropriate information, instruction, training and supervision;
- Ensuring all contractors employed are competent to work at height and are appropriately managed when on site.

5.3 Employees are responsible for:

- Taking reasonable care of themselves and other people who may be affected by their actions;
- Co-operating by following rules and procedures designed for safe working;
- Using any safety equipment supplied
- Taking part in and using training designed to meet the requirements of the policy;
- Informing their managers if they suspect that the system of work in place is ineffective or inadequate;
- Reporting any activity or defect likely to endanger safety;
- Reporting all incidents (including near misses) and any defects in equipment using the GJF Datix online incident reporting system.

6. Monitoring and review

The Health and Safety Committee shall ensure that this policy is reviewed once every three years or after:

- a) Any significant changes in working practices
- b) Any changes in statutory legislation or Board requirements
- c) An incident occurs that requires improvement in practice.