



**Scottish
Ambulance
Service**
Taking Care to the Patient



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1.0 Policy

The Scottish Ambulance Service aims to ensure the health, safety and welfare of its staff and to avoid risk or injury to third parties. It recognises the risks to staff that need to work at height in connection with their duties and is committed to the prevention of injury, loss of life from working at height incidents. The purpose of this policy is to enable the Scottish Ambulance Service to meet its legal obligations and duty of care to protect staff so far as is reasonably practicable, from all occupational working at height risk.

The Scottish Ambulance Service accepts that there will be need for employees of the Service to work at height on occasions. Service managers will ensure that where possible work at height is eliminated, where this is not possible then the control measures identified within this document shall be adopted. The Scottish Ambulance Service operates in the controlled (fixed establishment and buildings) and uncontrolled environments (response to A&E calls, some PTS work).

2.0 Introduction

The Health and Safety at Work Act 1974 requires all employers to ensure the health and safety of staff and others.

working at height and any rescue of persons from places at height, present significant health and safety issues for personnel involved. The purpose of this policy is to enable the Scottish Ambulance Service to meet its legal obligations and duty of care to protect staff so far as is reasonably practicable, this includes the facilitation of safe systems of work for their employees as well as providing them with information on any significant risks which may be encountered at incidents which require responders to work at height.

This Policy provides the framework for the rationale and tactics of deploying to an incident of working at height and covers the legislative requirements of the Scottish Ambulance Service as a primary responder for the National Health Service. Ambulance personnel operating in this environment must carry out an appropriate risk assessment and follow a safe system of work only doing so where there would be a clinical benefit to patients.

The Work at Height Regulations 2005 (WaHR), and 2007 amended version were introduced to ensure that all work at height was performed safely. The regulations place a duty upon the Scottish Ambulance Service as employers to ensure that all work of this nature, including rescues in exceptional circumstances, if necessary, are properly planned, those involved are competent and that all equipment is subject to an adequate inspection and maintenance programme.

The Regulations also state that working at height shall only be carried out when weather conditions do not jeopardise the health and safety of those involved in the work, however, emergency services acting in an emergency are exempt from this restriction.

Non Operational Situations:

There are other persons in the Scottish Ambulance Service whose duties may also require them to work at heights i.e. Fleet engineering staff, Communications Technicians, Handyman etc. Each Line Manager must consider which activities may need to be carried

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out at height and a risk assessment must be made and recorded to ensure the control measures are suitable and sufficient.

3.0 Definitions

“Competent Person” means someone who has suitable training and knowledge to assess the type of work at height which is required.

Work at Height:

The regulations that apply to work at height do not stipulate a height, they define work at height as:

“work activities where there is a need to control a risk of falling a distance liable to cause personal injury”

This is regardless of the work being carried out. As such any work where a fall could result in personal injury is covered by the regulations and must be risk assessed.

Examples of work at height are given below:

- Working on a scaffold
- Working on a ladder or step ladder
- Window cleaning
- Filing using something to stand on
- Access to roof tops
- Storage of patient records

Examples of work not covered by the regulations:

- Slips, trips and falls on the level
- Falls on permanent stairs (assuming no maintenance work on going)
- Normal work in buildings and offices above the ground floor (except activities which do entail a risk of falling)

4.0 Responsibilities

The Chief Executive is responsible for:

- The overall implementation of this policy.

Chief Operating Officer is responsible for:

- The operational implementation of this policy and ensuring that adequate resources are provided.

The Director of Human Resources & Organisational Development is responsible for:

- The maintenance of this policy

Head of Health and Safety is responsible for:

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- Ensuring risk assessments are conducted.
- Providing advice on the requirement for, and the assessment of Working at Height as the competent person for the service
- Investigate options and make recommendations as required.

Regional Health and Safety Officers are responsible for:

- Monitoring changes to working at height legislation
- Conducting WAH risk assessments
- Providing Divisional Management with information regarding changes to legislation
- Providing assistance to Divisional management when planning work at height
- Assist Departmental/Divisional managers in reviewing Risk Assessments and implementing control measures, where necessary.
- Providing advice on the requirement for, and the assessment of Working at Height as the competent person for the service.

Estates Manager

The Head of Estates department has the delegated authority and responsibility for ensuring that risks are managed in relation to working at heights in the areas of their control. Authority and responsibility is further delegated to other managers and officers within the Estates department. This includes:

- Ensure all Service working at height equipment under the control of the Estates department is registered and recorded and subject to regular inspection and maintenance as required.
- That any person under the control of the Estates department, including contractors, undertaking work at height are competent to do so.
- Ensure that suitable and sufficient planning and risk assessments are completed that recognises work at height can be performed safely in a number of different ways using a wide range of work equipment.
- Ensuring contractor safe systems of work are suitable before commencement of work activates and the issue of permits to work for working at height activities laid down in the Estates Working at Height policy and procedures for managing Contractors.

All Departmental/Divisional Managers are responsible for:

- Reviewing Risk Assessments and implementing control measures, where necessary.
- Ensuring that work at height does not put employees or others at risk
- Ensuring that contractors working at height comply with the regulations and do not put service staff at risk of injury
- Where possible eliminating the need to work at height
- Where work at height is necessary to risk assess that work
- Implement the control measures specified in the risk assessment
- Inform employees about the results of the risk assessment
- Supervise the work to ensure it is carried out correctly

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- Monitor and review the risk assessment

All Staff are expected to:

- Co-operate with The Scottish Ambulance Service
- Take positive steps to understand the workplace hazards
- Comply with safety rules and procedures
- Notify the Service of any medical conditions which may affect their ability to work at height
- Report problems with equipment, hazards etc.
- Not to act recklessly or interfere with equipment provided for working at height activities.

Appendix A should be referred to for planning any work at height.

5.0 Policy Aims

The aims of this policy are to: -

- Ensure that risk in relation to working at height is assessed in a systematic and ongoing way, and that safe systems and methods of work are put in place to reduce the risk, as far as is reasonably practicable;
- Minimise the need to work at height by using other means
- Provide suitable and sufficient guidance for staff, when required to work at height.

Arrangements for Securing the Health and Safety of Staff

How to control work at height

In order to control the risks associated with work at height the regulations provide a hierarchy of controls which must be adopted:

In order to identify hazards, risks and appropriate controls it will be necessary to carry out a risk assessment (typically this can be done using the risk assessment form contained in **Appendix C** of this document , or using the same template on the RIVO system). There is also a Generic Working at Height Risk Assessment available on @SAS which contains a Safe System of Work, staff should familiarise themselves with this document.

A guide to the current legislation, requirements and procedures is available in the publication **indg 401** which is available via @sas using the following link: <http://sas/healthandsafety/Acts,%20Regulations%20and%20Guidance/Pages/default.aspx> Alternatively the guide can be directly accessed via: <http://www.hse.gov.uk/pubns/indg401.pdf> Additional guidance and assistance can be obtained from the Health and Safety Department on **0131 314 0045**.

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Assess the risks

- a. Before working at height assess the risks
- b. There is good guidance for control measures regarding work at height (**see Appendix B**), the risk assessment should compare what you are doing with accepted good practice
- c. Generic risk control strategies can be found in appendix C, if all these are in place for the planned work you will usually have done enough
- d. Where the task is sufficiently unusual that the guidance does not cover the task then you should ask for specialist help via the health and safety department
- e. Control measures must be proportionate to the risk

f. The factors your risk assessment should consider are:

i. Environmental issues

1. Access and egress
2. Weather and local ground conditions
3. Other activities

ii. The task to be performed

1. What is the task?
2. How long will it take?
3. How often does it occur?
4. Complexity of the task

iii. The people

1. How many are involved
2. Exposure to risk
3. Competence
4. Levels of supervision
5. Others that may be affected by the work

iv. Location

1. Guard rails, toe boards
2. Fragile surfaces
3. Work equipment being used
4. Overhead services
5. Walkways

Ladders

There are also significant risks associated with the use of ladders and step ladders, and these should not be underestimated. Ladders should only be used as a means of access and egress to a place of work, unless the work is of a short duration and the task is low risk. Guidance is available using the current legislation from the publication **indg 455** available at this link: <http://www.hse.gov.uk/pubns/indg455.pdf>

The ladder Register document is provided in **Appendix B**

6. Health Problems

You must report any health problems that could affect your ability to work at height to your line manager.

7. RECORDS

All risk assessments carried out which identify the requirement for working at height must be made available to the staff affected. Records of such assessments must be kept.

Training records to cover employee's initial training and refresher training where appropriate, will be held on the staff personal training record located at the Training Centre, and should be available for audit purposes.

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8. MONITORING

The National Health and Safety Committee will monitor the effectiveness of this policy.

9. REVIEW

This policy will be reviewed in line with Service policy

Appendix A

Work at Height Risk Assessment

Description of Task				
Completed By:			Assessment Date:	
1	Do you have to Carry out the task?	Yes	No	If no carry out the task at ground level
2	If a fall occurs could an injury occur?	Yes	No	If no proceed no further with this Risk Assessment
3	Would the injury be minor (cuts, bruises sprains)?	Yes	No	
4	Would the injury be major (Fracture, dislocation, unconscious or death)?	Yes	No	If yes then formal inspection of the workplace is required before each time work starts and should be documented.
5	What is the likelihood that a fall will occur resulting in injury?			
	Can't believe this would happen	Rare		Assuming no other risks then proceed
	Not expected to happen but might	Unlikely		Assuming no other risks then proceed
	May occur occasionally	Possible		Consider additional control measures to reduce the risk especially if answer to Q4 is yes
	Could occur several times	Likely		Do not proceed unless no other control measures are possible and the task is urgent and the safety critical. If the answer to Q4 is Yes – Do Not Proceed
	Would occur frequently	Almost Certain		Do not proceed with task unless likelihood of fall reduced

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6	Is this a one off task?	Yes	No	
7	How often does this task occur?	Daily,Weekly, Monthly,annually		The greater the frequency the greater the control required
8	How many people will be involved?	1,2,3 or more		The more people the greater the controls required
9	Are the people competent to carry out the work and with no health problems that might affect work at height?	Yes	No	If no do not carry out work until they are competent
10	How long will the task take?	Hrs	Days	The longer the task the greater the controls required
11	Do you plan to use a ladder?	Yes	No	If no go to Q 12
	Will the ladder be used for access and egress only?	Yes	No	If yes then you must ensure compliance with fig. 8 of PPG
	Will the ladder be used to work from?	Yes	No	If yes then you must ensure compliance with fig. 8 of PPG. Work while on the ladder must either be for a very short duration or due to the nature of the site there is no other way
12	Are any of the following risk factors present?			
	Fragile Surfaces	Yes	No	If yes ensure staff are aware. Restrict Access, make the fragile surface safe (barriers or covering)
	Unprotected Edges	Yes	No	If yes provide edge protection in line with Fig.2 of the PPG. If this is not possible then fall arrest or fall prevention will be required
	Uneven or slippery surfaces	Yes	No	If yes ensure staff are aware and that suitable footwear is used. Where possible treat the surface to control the hazard
	Services (Electricity/Gas/Air etc	Yes	No	If yes ensure staff are aware and that the services pose minimal risk
	Might others be affected by the work	Yes	No	If yes restrict access to the area or preferably modify the task to eliminate the hazard
	Is there a risk of objects falling on those carrying out the work	Yes	No	If yes ensure staff are aware. Provide head protection. If practicable protect the whole work area to prevent objects falling
	Is there a risk that those carrying out the work will cause objects to fall on others	Yes	No	If yes restrict access to area. Provide barriers to prevent objects falling. Fig. 1, 2 PPG
	Lack of good lighting	Yes	No	If yes provide temporary lighting that is adequate to allow the task to continue
13	Does the work location comply with the requirements of fig.1 in the PPG?	Yes	No	If no then do not work until it does
14	Where guard rails are fitted do they comply with Fig. 2 of the PPG?	Yes	No	If no and they are required provide them before work commences. If yes they must comply with Fig. 2 in the PPG prior to work commencing
15	Will work occur on a platform?	Yes	No	If yes (usually the case unless working on a ladder) it must comply with Fig.3 in the PPG prior to work commencing
16	Will work occur on scaffolding	Yes	No	If yes does it comply with Fig.4 of the PPG. If not then work must not start until it does
17	Will fall arrest equipment be required?	Yes	No	If yes seek advice from the H&S Dept prior to work commencing
18	Are temporary fall prevention systems required?	Yes	No	If yes seek advice from the H&S Dept prior to work commencing

Appendix B

Appendix B – Specific Guidance

The text boxes below detail accepted good practice and the minimum standards for working at height. These requirements should be compared to the risk assessment for the task. The boxes cover the following conditions:

Fig 1 Requirements For Existing Places Of Work And Means Of Access Or Egress At Height

Fig 2 Requirements For Guard-Rail Etc

Fig 3 Requirements For Working Platforms

Fig 4 Additional Requirements For Scaffolding

Fig 5 Requirements For Collective Safeguards For Arresting Falls

Fig 6 Requirements For All Personal Fall Protection Systems

Fig 7 Requirements For Ladders

Fig 8 Particulars To Be Included In A Report Of Inspection

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**REQUIREMENTS FOR EXISTING PLACES OF WORK AND
MEANS OF ACCESS OR EGRESS AT HEIGHT**

Every existing place of work or means of access or egress at height shall—

- (a) be stable and of sufficient strength and rigidity for the purpose for which it is intended to be or is being used;
- (b) where applicable, rest on a stable, sufficiently strong surface;
- (c) be of sufficient dimensions to permit the safe passage of persons and the safe use of any plant or materials required to be used and to provide a safe working area having regard to the work to be carried out there;
- (d) possess suitable and sufficient means for preventing a fall;
- (e) possess a surface which has no gap—
 - (i) through which a person could fall
 - (ii) through which any material or object could fall and injure a person, unless measures have been taken to ensure that no person could be so injured; or
 - (iii) giving rise to other risk of injury to any person, and which is otherwise suitable;
- (f) be so constructed and used, and maintained in such condition, as to prevent, so far as is reasonably practicable—
 - (i) the risk of slipping or tripping; or
 - (ii) any person being caught between it and any adjacent structure;
- (g) where it has moving parts, be prevented by appropriate devices from moving inadvertently during work at height.

Fig 1

REQUIREMENTS FOR GUARD-RAILS ETC.

1. Unless the context otherwise requires, any reference in this Schedule to means of protection is to a guard-rail, toe-board, barrier or similar collective means of protection.
2. Means of protection shall—
 - (a) be of sufficient dimensions, of sufficient strength and rigidity for the purposes for which they are being used, and otherwise suitable;
 - (b) be so placed, secured and used as to ensure, so far as is reasonably practicable, that they do not become accidentally displaced; and
 - (c) be so placed as to prevent, so far as is practicable, the fall of any person, or of any material or object, from any place of work.
3. In relation to work at height involved in construction work—
 - (a) the top guard-rail or other similar means of protection shall be at least 950 Millimetres or, in the case of such means of protection already fixed at the coming into force of these Regulations, at least 910 millimetres above the edge from which any person is liable to fall;
 - (b) toe-boards shall be suitable and sufficient to prevent the fall of any person, or any material or object, from any place of work; and
 - (c) any intermediate guard-rail or similar means of protection shall be positioned so that any gap between it and other means of protection does not exceed 470 millimetres.
4. Any structure or part of a structure which supports means of protection or to which means of protection are attached shall be of sufficient strength and suitable for the purpose of such support or attachment.
5.
 - (1) Subject to sub-paragraph (2), there shall not be a lateral opening in means of protection save at a point of access to a ladder or stairway where an opening is necessary.
 - (2) Means of protection shall be removed only for the time and to the extent necessary to gain access or egress or for the performance of a particular task and shall be replaced as soon as practicable.
 - (3) The task shall not be performed while means of protection are removed unless effective compensatory safety measures are in place.

Fig 2

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REQUIREMENTS FOR WORKING PLATFORMS
PART 1

REQUIREMENTS FOR ALL WORKING PLATFORMS

Interpretation

1. In this Schedule, “supporting structure” means any structure used for the purpose of supporting a working platform and includes any plant used for that purpose.

Condition of surfaces

2. Any surface upon which any supporting structure rests shall be stable, of sufficient strength and of suitable composition safely to support the supporting structure, the working platform and any loading intended to be placed on the working platform.

Stability of supporting structure

3. Any supporting structure shall—

- (a) be suitable and of sufficient strength and rigidity for the purpose for which it is being used;
- (b) in the case of a wheeled structure, be prevented by appropriate devices from moving inadvertently during work at height;
- (c) in other cases, be prevented from slipping by secure attachment to the bearing surface or to another structure, provision of an effective anti-slip device or by other means of equivalent effectiveness;
- (d) be stable while being erected, used and dismantled; and
- (e) when altered or modified, be so altered or modified as to ensure that it remains stable.

Stability of working platforms

4. A working platform shall—

- (a) be suitable and of sufficient strength and rigidity for the purpose or purposes for which it is intended to be used or is being used;
- (b) be so erected and used as to ensure that its components do not become accidentally displaced so as to endanger any person;
- (c) when altered or modified, be so altered or modified as to ensure that it remains stable; and
- (d) be dismantled in such a way as to prevent accidental displacement.

Safety on working platforms

5. A working platform shall—

- (a) be of sufficient dimensions to permit the safe passage of persons and the safe use of any plant or materials required to be used and to provide a safe working area having regard to the work being carried out there;
- (b) possess a suitable surface and, in particular, be so constructed that the surface of the working platform has no gap—
 - (i) through which a person could fall;
 - (ii) through which any material or object could fall and injure a person; or
 - (iii) giving rise to other risk of injury to any person, unless measures have been taken to protect persons against such risk; and
- (c) be so erected and used, and maintained in such condition, as to prevent, so far as is reasonably practicable—
 - (i) the risk of slipping or tripping; or
 - (ii) any person being caught between the working platform and any adjacent structure.

Loading

6. A working platform and any supporting structure shall not be loaded so as to give rise to a risk of collapse or to any deformation which could affect its safe use.

Fig 3

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ADDITIONAL REQUIREMENTS FOR SCAFFOLDING

Additional requirements for scaffolding

7. Strength and stability calculations for scaffolding shall be carried out unless—
 - (a) a note of the calculations, covering the structural arrangements contemplated, is available; or
 - (b) it is assembled in conformity with a generally recognised standard configuration.
8. Depending on the complexity of the scaffolding selected, an assembly, use and dismantling plan shall be drawn up by a competent person. This may be in the form of a standard plan, supplemented by items relating to specific details of the scaffolding in question.
9. A copy of the plan, including any instructions it may contain, shall be kept available for the use of persons concerned in the assembly, use, dismantling or alteration of scaffolding until it has been dismantled.
10. The dimensions, form and layout of scaffolding decks shall be appropriate to the nature of the work to be performed and suitable for the loads to be carried and permit work and passage in safety.
11. While a scaffold is not available for use, including during its assembly, dismantling or alteration, it shall be marked with general warning signs in accordance with the Health and Safety(Safety Signs and Signals) Regulations 1996(a) and be suitably delineated by physical means preventing access to the danger zone.
12. Scaffolding may be assembled, dismantled or significantly altered only under the supervision of a competent person and by persons who have received appropriate and specific training in the operations envisaged which addresses specific risks which the operations may entail and precautions to be taken, and more particularly in—
 - (a) understanding of the plan for the assembly, dismantling or alteration of the scaffolding concerned;
 - (b) safety during the assembly, dismantling or alteration of the scaffolding concerned;
 - (c) measures to prevent the risk of persons, materials or objects falling;
 - (d) safety measures in the event of changing weather conditions which could adversely affect the safety of the scaffolding concerned;
 - (e) permissible loadings;
 - (f) any other risks which the assembly, dismantling or alteration of the scaffolding may entail.

Fig 4

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REQUIREMENTS FOR COLLECTIVE SAFEGUARDS FOR ARRESTING FALLS

1. Any reference in this Schedule to a safeguard is to a collective safeguard for arresting falls.
2. A safeguard shall be used only if—
 - (a) a risk assessment has demonstrated that the work activity can so far as is reasonably practicable be performed safely while using it and without affecting its effectiveness;
 - (b) the use of other, safer work equipment is not reasonably practicable; and
 - (c) a sufficient number of available persons have received adequate training specific to the safeguard, including rescue procedures.
3. A safeguard shall be suitable and of sufficient strength to arrest safely the fall of any person who is liable to fall.
4. A safeguard shall—
 - (a) in the case of a safeguard which is designed to be attached, be securely attached to all the required anchors, and the anchors and the means of attachment thereto shall be suitable and of sufficient strength and stability for the purpose of safely supporting the foreseeable loading in arresting any fall and during any subsequent rescue;
 - (b) in the case of an airbag, landing mat or similar safeguard, be stable; and
 - (c) in the case of a safeguard which distorts in arresting a fall, afford sufficient clearance.
5. Suitable and sufficient steps shall be taken to ensure, so far as practicable, that in the event of a fall by any person the safeguard does not itself cause injury to that person.

Fig 5

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REQUIREMENTS FOR ALL PERSONAL FALL PROTECTION SYSTEMS

REQUIREMENTS FOR ALL PERSONAL FALL PROTECTION SYSTEMS

1. A personal fall protection system shall be used only if—
 - (a) a risk assessment has demonstrated that—
 - (i) the work can so far as is reasonably practicable be performed safely while using that system; and
 - (ii) the use of other, safer work equipment is not reasonably practicable; and
 - (b) the user and a sufficient number of available persons have received adequate training specific to the operations envisaged, including rescue procedures.
2. A personal fall protection system shall—
 - (a) be suitable and of sufficient strength for the purposes for which it is being used having regard to the work being carried out and any foreseeable loading;
 - (b) where necessary, fit the user;
 - (c) be correctly fitted;
 - (d) be designed to minimise injury to the user and, where necessary, be adjusted to prevent the user falling or slipping from it, should a fall occur; and
 - (e) be so designed, installed and used as to prevent unplanned or uncontrolled movement of the user.
3. A personal fall protection system designed for use with an anchor shall be securely attached to at least one anchor, and each anchor and the means of attachment thereto shall be suitable and of sufficient strength and stability for the purpose of supporting any foreseeable loading.
4. Suitable and sufficient steps shall be taken to prevent any person falling or slipping from a personal fall protection system.

ADDITIONAL REQUIREMENTS FOR WORK POSITIONING SYSTEMS

A work positioning system shall be used only if either—

- (a) the system includes a suitable backup system for preventing or arresting a fall; and
- (b) where the system includes a line as a backup system, the user is connected to it; or
- (c) where it is not reasonably practicable to comply with sub-paragraph (a), all practicable measures are taken to ensure that the work positioning system does not fail.

Fig 6

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ADDITIONAL REQUIREMENTS FOR ROPE ACCESS AND POSITIONING TECHNIQUES

1. A rope access or positioning technique shall be used only if—
 - (a) subject to paragraph (3), it involves a system comprising at least two Separately anchored lines, of which one (“the working line”) is used as a means of access, egress and support and the other is the safety line;
 - (b) the user is provided with a suitable harness and is connected by it to the working line and the safety line;
 - (c) the working line is equipped with safe means of ascent and descent and has a self-locking system to prevent the user falling [should he lose control of his movements]; and
 - (d) the safety line is equipped with a mobile fall protection system which is connected to and travels with the user of the system.
2. Taking the risk assessment into account and depending in particular on the duration of the job and the ergonomic constraints, provision must be made for a seat with appropriate accessories.
3. The system may comprise a single rope where—
 - (a) a risk assessment has demonstrated that the use of a second line would entail higher risk to persons; and
 - (b) appropriate measures have been taken to ensure safety.

ADDITIONAL REQUIREMENTS FOR FALL ARREST SYSTEMS

1. A fall arrest system shall incorporate a suitable means of absorbing energy and limiting the forces applied to the user’s body.
2. A fall arrest system shall not be used in a manner—
 - a) which involves the risk of a line being cut;
 - b) where its safe use requires a clear zone (allowing for any pendulum effect), which does not afford such zone; or
 - c) which otherwise inhibits its performance or renders its use unsafe.

ADDITIONAL REQUIREMENTS FOR WORK RESTRAINT SYSTEMS

A work restraint system shall—

- (a) be so designed that, if used correctly, it prevents the user from getting into a position in which a fall can occur; and
- (b) be used correctly.

Fig. 7

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REQUIREMENTS FOR LADDERS

1. Every employer shall ensure that a ladder is used for work at height only if a risk assessment under regulation 3 of the Management Regulations has demonstrated that the use of more suitable work equipment is not justified because of the low risk and—
 - (a) the short duration of use; or
 - (b) existing features on site which he cannot alter.
2. Any surface upon which a ladder rests shall be stable, firm, of sufficient strength and of suitable composition safely to support the ladder so that its rungs or steps remain horizontal, and any loading intended to be placed on it.
3. A ladder shall be so positioned as to ensure its stability during use.
4. A suspended ladder shall be attached in a secure manner and so that, with the exception of a flexible ladder, it cannot be displaced and swinging is prevented.
5. A portable ladder shall be prevented from slipping during use by—
 - (a) securing the stiles at or near their upper or lower ends;
 - (b) an effective anti-slip or other effective stability device; or
 - (c) any other arrangement of equivalent effectiveness.
6. A ladder used for access shall be long enough to protrude sufficiently above the place of landing to which it provides access, unless other measures have been taken to ensure a firm handhold.
7. No interlocking or extension ladder shall be used unless its sections are prevented from moving relative to each other while in use.
8. A mobile ladder shall be prevented from moving before it is stepped on.
9. Where a ladder or run of ladders rises a vertical distance of 9 metres or more above its base, there shall, where reasonably practicable, be provided at suitable intervals sufficient safe landing areas or rest platforms.
10. Every ladder shall be used in such a way that—
 - (a) a secure handhold and secure support are always available to the user; and
 - (b) the user can maintain a safe handhold when carrying a load unless, in the case of a step ladder, the maintenance of a handhold is not practicable when a load is carried, and a risk assessment under regulation 3 of the management Regulations has demonstrated that the use of a stepladder is justified because of—
 - (i) the low risk; and
 - (ii) the short duration of use.

Fig. 7a

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PARTICULARS TO BE INCLUDED IN A REPORT OF INSPECTION

1. The name and address of the person for whom the inspection was carried out.
2. The location of the work equipment inspected.
3. A description of the work equipment inspected.
4. The date and time of the inspection.
5. Details of any matter identified that could give rise to a risk to the health or Safety of any person.
6. Details of any action taken as a result of any matter identified in paragraph 5.
7. Details of any further action considered necessary.
8. The name and position of the person making the report.

Fig 8

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Appendix C – Ladder Register

Identification	Type	Inspection Date*	Satisfactory Yes/No	Action Taken	Signature

*Insert date of the 6 monthly inspection