

Safety Management Standard

Working At Height

Document Control

Developed By:	Health and Safety Team
Consultation with:	Strategic Health Safety & Wellbeing Committee Trust Joint Partnership Forum
Approved by:	Strategic Health Safety & Wellbeing Committee
Print Name & Position:	Amanda Rawlings Chief People Officer Chair of Strategic Health Safety & Wellbeing Committee
Date of Approval:	June 2022
Review Date:	June 2025
Available from:	Trust Intranet Health and Safety Team

Contents	Page
1. Introduction	4
2. Purpose and Outcome	4
3. Definitions Used	4
4. Key Responsibilities / Duties	4
5. The Law	5
6. Training	5
7. Monitoring & Review	8
8. Further Information	8
9. Appendix 1 – sample ladder inspection form	9

1. Introduction.

Falls from height are considered one of the biggest causes of workplace fatalities and major injuries. Work at Height Regulations 2005 (WAHR) have been developed to give clear guidance and regulation to reduce the number of workplace incidents relating to works at height.

2. Purpose and aim:

This Standard Management Standard (SMS) supplements the Health and Safety Policy and outlines the arrangements for complying with the Health and Safety Work at Height Regulations 2005 for protecting the health and safety of persons conducting any form of working at height.

3. Definitions:

Work at Height: You are deemed to be working at height, if there were no precautions in place, where a person could fall a distance and liable to cause personal injury, examples:

- You are working from a ladder, steps, podium, other equipment stood on off the ground
- Falling through a fragile surface
- Falling into an opening, a hole, or excavation.
- Any works conducted above or below floor level

4. Key responsibilities and duties

Everyone has a duty to adhere to the WAHR 2005. The Employer must have appropriate safe systems of work in place, provide training and appropriate safety equipment as necessary to conduct the tasks, carry out regular assessment and review and audit as appropriate to the tasks. Employees have a duty to adhere to safe systems of work, use equipment, knowledge, and training correctly to undertake the tasks.

5. The Law.

The Work at Height Regulations 2005 (WAHR 2005) are there to prevent death and injury caused by a fall from height. Employers and those in control of any work at height activities must make sure work is carefully planned, provide adequate supervision and that work is carried out by competent persons. (This includes use of the correct types of equipment for working at height)

Employees have the legal duty to take reasonable care of themselves and others who may be affected by their actions, cooperate with employers so that they can enable their duties and comply with the regulations.

Standards:

It is important that ladders and step ladders meet the correct and current Product Standards. **EN131 standard** is the approved for portable steps and ladders.

Previous Standards BS2037 and BS1129 have been withdrawn, and ladders originally made to these standards prior to their withdrawal may still be used (subject to following user

instructions and guidance on safe use) once any equipment meeting previous standards is no longer serviceable, replacements must adhere to the latest EN131 Standard. All Ladders and step ladders must be purchased via Procurement.

6. Training / Planning Guidance:

Suitable & sufficient training must be given to conduct works at height, and fall into the following areas:

Risk Assessment – persons must be able to assess the type of hazards, identify the risks and plan appropriate control measures. (Where possible WAH should be avoided and alternate means to conduct the task identified and used.)

Planning – persons must be trained and able to plan works at height, considering:

Why - do we need to work at height, can we employ alternate solutions?

When- When will the works at height take place?

Who – who will be conducting the works at height? What training have they had?

What – what equipment / what methods will be used to work at height? are people trained or qualified to use equipment?

Step by Step guide to assessing and planning works at height.

Can the task in question be carried out by other means other than by works at height?

Examples to consider:

- Can extendable tools be used from ground level?
- Can the installations or works be installed at ground level?
- Can works or equipment be lowered to ground level?
- Can the works be pre-assembled at ground level?

Can you prevent a fall from occurring?

You can do this by:

- Using an existing place of work that is already safe, such as non-fragile roof, areas where permanent guard rails are installed.
- Using work equipment to prevent people from falling.

Consider use of collective protection:

- Use of plant or machinery with fixed guard rails fitted
- Use of Mobile Elevated Work Platforms (MEWP)
- Scaffolds
- Tower Scaffolds

Consider use of personal protection:

- Use of harnesses or work restraint (travel restriction) preventing workers from getting into a fall position.

Can you minimise the distance or consequences of a fall?

If there is a risk that a person may fall from works at height, there must be sufficient control Measures in place to reduce the distance and the consequences of a fall occurring:

- Use of safety nets / soft landing systems such as air bags installed close to work level
- Use of fall arrest safety systems that control / stop decent safely
- Use of ropes access technicians

Low level risk and short duration works (works that take no more than 30 minutes)

For any tasks that is of low risk, and short duration the use of steps, ladders, podiums are available options to consider.

Further assessment of the task should be conducted to ensure:

- The correct and right ladder / steps are used for the task
- Adequate training / supervision is employed for use of equipment
- Equipment provided is used safely and in line with safe systems of work
- All risk and control measures have been made aware to all

The use of ladders/ steps should only follow once users have carried out pre checks prior to being used.

It is important to check the following:

Ladder Checks:

- Check the feet of the ladder – if they are worn or missing DO NOT USE
- Check the rungs of the ladder- do not use if they are bent, missing or loose.
- Check the Stiles (Sides) if they are bent, split, or dented do not use.

Step Ladder Checks:

- Check locking bars – do not use if the bars are worn, damaged or bent /missing
- Check the feet – do not use if feet are damaged or missing
- Check the ladder platform (you should not stand on this) if it is damaged do not use
- Check steps /treads - if they are damaged, or contaminated they could be slippery
- Check the stiles (sides) do not use if bent, damaged, or split

Person Checks:

“

Works at height should only be conducted by persons who are deemed “competent “:

- Does the person undertaking the task have sufficient skills and training?
- Does the person undertaking the task have knowledge and experience?
- If they are not trained, is there adequate supervision during the task?
- Where are more complex systems requiring such as scaffold are they approved and certified installers?
- Where MEWP access is deemed the appropriate control, are operators qualified to use the equipment? Are there rescue plans in place?

Environmental Checks:

It is essential as part of the planning for works at height to consider environmental conditions

- Is the weather suitable to conduct the works? Could the weather compromise safety?
- Local checks where the works is to take place -are roofs secure? Is there edge protection?
- Are measures in place to prevent debris/ materials / objects /tools from falling from height?
- Do we have exclusion zones? Hoarding / netting in place?
- Are material stored safely and securely
- Do we have rescue action plans in plans? Are emergency evacuation plans in place?

7. Monitoring & Review.

Equipment used for work at height operations must be checked regularly and before each use.

Records of daily, weekly, and monthly user checks must be kept, and where required inspected by external approved inspectors as per manufacturer's recommended intervals.

Whereby specialist equipment such as scaffolding is used it must be erected and inspected prior to use, be installed by approved and certified installers.

Equipment exposed to environmental conditions must be regularly inspected to ensure no deterioration has occurred and the equipment remains in good safe condition for use.

Whereby any platform in use could lead to a person falling more than 2 metres must be inspected after each assembly, at intervals of no more than 7 days and after each time any event may have affected its stability.

Frequency of use, and review of the work at height tasks involved should be conducted regularly- use of temporary solutions may need to be removed and more appropriate permanent solutions considered for the re occurring tasks.

Ensure competence of installers / suppliers and users of work at height solutions is conducted regularly and recorded. Update any training records as appropriate with those who have undergone formal training / qualification.

Ensure works at height are risk assessed, planned, and conducted by competent persons.

8.0 Further Information

Further information regarding works at height can be gained from contacting the UHDB health and safety team directly dhft.healthandsafety.nhs.net Or from the HSE .

[Working at height: A brief guide \(hse.gov.uk\)](https://www.hse.gov.uk)

[Work at height - Occupational health and safety - HSE](#)

We hope you find this SMS useful; if you require further information, please contact one of the health and safety team:



General enquiries during normal hours 07385 411684
07385 343668

Out of Hours 07385 343631
07385 411682



dhft.healthandsafety@nhs.net

Annexe A Example inspection form

Ladder Inspection Form

Company Name: _____

Ladder Reference Number: _____ Dept. _____

Inspector: _____ Dept. _____

STEPLADDER

Size: _____ ft.



Circle Areas of Damage 6206

- Fiberglass
 Aluminum
 Wood

- | | YES | NO |
|--|--------------------------|--------------------------|
| Steps:
Loose, cracked, bent, or missing | <input type="checkbox"/> | <input type="checkbox"/> |
| Rails:
Cracked, bent, split or frayed rail shields | <input type="checkbox"/> | <input type="checkbox"/> |
| Labels:
Missing or not readable | <input type="checkbox"/> | <input type="checkbox"/> |
| Pail Shelf:
Loose, bent, missing, or broken | <input type="checkbox"/> | <input type="checkbox"/> |
| Top:
Cracked, loose, or missing | <input type="checkbox"/> | <input type="checkbox"/> |
| Spreader:
Loose, bent, or broken | <input type="checkbox"/> | <input type="checkbox"/> |
| General:
Rust, corrosion, or loose | <input type="checkbox"/> | <input type="checkbox"/> |
| Other:
Bracing, shoes, or rivets | <input type="checkbox"/> | <input type="checkbox"/> |

- ACTIONS:**
- Ladder tagged as damaged and removed from use
- Ladder is in good condition

PODIUM

Size: _____ ft.



Circle Areas of Damage PD6204

- Fiberglass
 Aluminum
 Wood

- | | YES | NO |
|--|--------------------------|--------------------------|
| Steps:
Loose, cracked, bent, or missing | <input type="checkbox"/> | <input type="checkbox"/> |
| Rails:
Cracked, bent, split or frayed rail shields | <input type="checkbox"/> | <input type="checkbox"/> |
| Labels:
Missing or not readable | <input type="checkbox"/> | <input type="checkbox"/> |
| Top:
Cracked, loose, or missing | <input type="checkbox"/> | <input type="checkbox"/> |
| Spreader:
Loose, bent, or broken | <input type="checkbox"/> | <input type="checkbox"/> |
| Platform:
Cracked or bent | <input type="checkbox"/> | <input type="checkbox"/> |
| General:
Rust, corrosion, or loose | <input type="checkbox"/> | <input type="checkbox"/> |
| Other:
Bracing, shoes, or rivets | <input type="checkbox"/> | <input type="checkbox"/> |

- ACTIONS:**
- Ladder tagged as damaged and removed from use
- Ladder is in good condition

EXTENSION LADDER

Size: _____ ft.



Circle Areas of Damage D6224

- Fiberglass
 Aluminum

- | | YES | NO |
|---|--------------------------|--------------------------|
| Rungs:
Loose, cracked, bent, or missing | <input type="checkbox"/> | <input type="checkbox"/> |
| Rails:
Cracked, bent, split, or frayed | <input type="checkbox"/> | <input type="checkbox"/> |
| Labels:
Missing or not readable | <input type="checkbox"/> | <input type="checkbox"/> |
| Rung Locks:
Loose, bent, missing, or broken | <input type="checkbox"/> | <input type="checkbox"/> |
| Hardware:
Damaged, loose, or missing | <input type="checkbox"/> | <input type="checkbox"/> |
| Shoes:
Worn, broken, or missing | <input type="checkbox"/> | <input type="checkbox"/> |
| Rope / Pulley:
Loose, bent, or broken | <input type="checkbox"/> | <input type="checkbox"/> |
| General:
Rust, corrosion, or loose | <input type="checkbox"/> | <input type="checkbox"/> |
| Other:
Bracing rivets | <input type="checkbox"/> | <input type="checkbox"/> |

- ACTIONS:**
- Ladder tagged as damaged and removed from use
- Ladder is in good condition

Health and Safety



University Hospitals of
Derby and Burton
NHS Foundation Trust