

# WORKING AT HEIGHTS POLICY

## SOUTH OTTERINGTON C OF E SCHOOL

### 1. General Statement

This establishment recognises that there may be an increased risk to the health and safety of its employees whilst working at heights. For this reason, we have devised a policy which sets out our approach in both identifying these risks and adequately managing them. Any questions regarding the operation of this policy should be addressed to:

**Mrs Williamson – Headteacher/ Health & Safety Governor**

### 2. Definition

For the purposes of this policy, working at heights is: A place is 'at height' if a person could be injured falling from it, even if it is at or below ground level.

### 3. The Legal Position

Our duty to both assess and control any risks from working at heights is governed by the Health and Safety at Work Act 1974 (HSWA). S.2 requires us to ensure, so far as is reasonably practicable, the health, safety and welfare of our employees.

Similar duties are owed to other workers, such as agency temps under s.3 of the HSWA. This will be achieved by carrying out risk assessments in accordance with the Management of Health and Safety at Work Regulations 1999 (as amended). Working at Heights is specifically covered by The Work at Height Regulations 2005.

### 4. Risk Assessment

Our risk assessments will cover all work currently undertaken whilst working at heights. Once all job roles involving working at heights have been identified, the following factors will be considered:

#### Content of Risk Assessment

- Justification for working at height
- Planning and organisation of the work
- Selection, use and inspection of work equipment
- Competence of personnel
- Description and duration of work
- Access and egress
- Weather conditions
- Where appropriate fall protection

- Securing the work area
- Working on roofs

### **Contractors**

Prior to work commencing the contractor will be made aware of this policy for working at heights. The contractor will also be expected to provide a method statement that lists the control measures for working at height

- **The worker** - The medical fitness of each worker to work at height will also be assessed.

## **5. Control Measures**

In order to manage the risks identified, we have introduced the following control measures:

- Maintenance and Inspection – Ladders and step ladders will be checked prior to use and inspected on a frequency not exceeding once per year. Mobile Elevated Work Platforms, scaffold towers will be checked, inspected and maintained in accordance with the manufacturers, hirers or suppliers requirements.
- Pupils – The interface between working at heights and pupils is recognised as high risk and where necessary our risk assessments will reflect the higher duty of care required for young persons.
- Lone Working – All working at height will be subject to our lone working policy.

## **6. Training**

Where necessary, anyone required to work at heights will be fully trained in the safe working practices to be adopted in order to carry out their tasks safely. This will apply to employees and other workers where applicable, such as agency staff and contractors.

## **7. Line Managers**

It is the responsibility of individual line managers to monitor the tasks being carried out by their staff.

## **8. Employees**

Employees are expected to co-operate fully with any instructions giving by their managers. They are also expected to follow the Organisation’s safe systems of work and any associated procedures. Failure to do so may be a disciplinary offence.

**Signed.....Date Spring 2015**

**Review Date Spring 2016**

## South Otterington Church of England Primary School ~ Ladder Policy

### Aim

- To ensure safe working practices are adhered to.
- To set standards of safe working practices for staff when using access equipment.
- To ensure all height access equipment is maintained and used according to safe working standards code of practice.

### Scope

Identify those staff who may:

- Use kick stools and three rung step ladders.
- Use ladders of three rungs or more.
- Identify those tasks or operations beyond the scope of the staff where specialist contractors are required.
- Identify the risk assessments needed for staff and contractors for all tasks.

### Application

All teaching staff and teaching assistants able to use kick stools and small step ladders for putting up displays with assistance/support.

No staff to use chairs, desks or benches for access.

Parent helpers will not to be asked to use access equipment.

Cleaning staff/caretakers only to use ladders of three rungs or more for:

- Changing light bulbs
- Cleaning internal windows only.
- Washing walls - outside school term.
- Cleaning ceilings - outside school term.

All high light bulbs and external windows beyond the scope of five rung ladder to be carried out by contractors outside of school hours, within their own health and Safety Risk Assessment.

Note to all staff regarding use of step ladders.

- Only access loft with direct assistance.
- Maximum light.
- Not lone working.
- Check ladder secure and dry.
- Report any faults or problems.

Ladders are stored as follows:

- Metal ladders - stock cupboard (staff access only)
- Metal ladders - boiler house (staff access only)
- Fixed loft ladders - Red Class cupboard (staff access only)

Ladders to be checked for stability and defects - termly as part of Health and Safety inspections.