

Livewell Southwest

## **Estates Working at Height Policy**

Version No 1.2

### **Notice to staff using a paper copy of this guidance**

**The policies and procedures page of Intranet holds the most recent version of this guidance. Staff must ensure they are using the most recent guidance.**

**Author: Maintenance Supervisor**

**Asset Number: 51**

## Reader Information

<b>Title</b>	Estates Working at Height Policy V.1.2
<b>Asset number</b>	51
<b>Rights of access</b>	Public
<b>Type of paper</b>	Policy
<b>Category</b>	Non Clinical
<b>Document purpose/summary</b>	The aim of this document is to ensure that workplaces / work tasks where there is working at height, is identified so that the risk can be controlled and managed to minimize exposure of employees.
<b>Author</b>	Maintenance Supervisor
<b>Ratification date and group</b>	20 <sup>th</sup> April 2016. Policy Ratification Group
<b>Publication date</b>	28 <sup>th</sup> April 2016
<b>Review Date and frequency (one, two or three years based on risk assessment)</b>	28 <sup>th</sup> April 2019 Three years after publication, or earlier if there is a change in evidence.
<b>Disposal date</b>	The PRG will retain an e-signed copy for the archive in accordance with the Retention and Disposal Schedule, all copies must be destroyed when replaced by a new version or withdrawn from circulation.
<b>Job title</b>	Maintenance Manager
<b>Target audience</b>	All Livewell Southwest Estates employed staff and sub-contractors
<b>Circulation</b>	Electronic: Livewell intranet and website (if applicable) Written: Upon request to the PRG Secretary on ☎ 01752 435104. Please contact the author if you require this document in an alternative format.
<b>Consultation process</b>	This policy was produced in consultation with managers from: Community and Rehabilitation Directorate Mental Health and Learning Disabilities Directorate Workforce Development Directorate – JCCN consulted Support Services Directorate Within the following forums: Health & Safety Committee Provider Risk Management Group
<b>Equality analysis checklist completed</b>	Yes
<b>References/source of information</b>	<u>Legislation</u> The Health and Safety at Work Act 1974 The Working at Height Regulations 2005 Management of Health and Safety at Work Regulations 1999 Construction (Design and Management) Regulations 2007

	<u>Guidance</u> HSE INDG402 Safe use of ladders and step ladders HSE INDG405 Top tips for ladder and step ladder safety <a href="http://www.hse.gov.uk">www.hse.gov.uk</a>
<b>Associated documentation</b>	<ul style="list-style-type: none"> <li>• Risk Management Strategy</li> <li>• Health and Safety Policy</li> <li>• Incident Reporting &amp; Investigation Policy &amp; Procedure</li> </ul>
<b>Supersedes document</b>	Estates Working at Heights Policy Version 1.1
<b>Author contact details</b>	By post: Local Care Centre Mount Gould Hospital, 200 Mount Gould Road, Plymouth, Devon, PL4 7PY. Tel: 0845 155 8085, Fax: 01752 272522 (LCC Reception).

### Document Review History

Version no.	Type of change	Date	Originator of change	Description of change
V0.1	New policy	July 2011	Maintenance Supervisor	New policy.
1	Ratified	July 2011	Policy Ratification group	Minor amends.
1.1	Minor	October 2013	Maintenance Supervisor	Minor Amendments
1.2	Updated	February 2016	Maintenance Manager	Reformatted to Livewell, no changes.

<b>Contents</b>		<b>Page</b>
1	Introduction	5
2	Purpose	5
3	Definitions	5
4	Duties & Responsibilities	6
5	Assessment of the risk	7
6	Equipment for work at height	8
7	Inspections	9
8	Risks from fragile surfaces are properly controlled	9
9	The risk from falling objects	10
10	Reporting arrangements	10
11	Training implications	10
12	Monitoring compliance	10
Appendix A	Working at Height. Guidance – Safe System of Work	11

# Estates Working at Height Policy

## 1 Introduction

Livewell Southwest is committed to safely managing working at heights by preventing or reducing exposure to as low a level as is reasonably practicable. This document therefore addresses:

- 1.1 The safe management of working at heights within Livewell Southwest estates.
- 1.2 The safe management of work activities within Livewell Southwest estates that could lead to working at heights.

## 2 Purpose

- 2.1 This policy sets out the arrangements for safely managing working at heights within Livewell Southwest estates.

## 3 Definitions

- 3.1 The 'Work at Height' Regulations 2005 came into force on 6 April 2005. The Regulations apply to all work at height where there is a risk of a fall liable to cause personal injury.
- 3.2 'Work at height' is defined as "work in any place – from which, if no action was taken a person could fall a distance, liable to cause personal injury"; this could be above or below ground level.
- 3.3 A place is 'at height' if a person could be injured falling from it, even if it is at or below ground level.
- 3.4 Working at height is a necessary requirement for Livewell Southwest Estates, key examples of activities requiring working at height relate to estates activities' for maintenance, such as changing lamps or accessing lofts.
- 3.5 The consequence of a fall during these activities could potentially be significant and may lead to serious or fatal injuries. Falls from height cause two-fifths of all reported major injuries. It is the most common cause of work-related fatal accidents in the UK. For this reason management and staff are required to pay special attention to any works involving this activity.
- 3.6 Those that manage or undertake work at height should do so in accordance with this policy and procedures. It applies to all employees, permanent and temporary, LSW bank and agency staff.
- 3.7 It is a legal requirement for employers to do all that is reasonably practicable to prevent any one falling. This should include consideration of staff avoiding working at height if possible.

## 4 Duties and Responsibilities

4.1 The **Chief Executive** is ultimately responsible for the content of all policies, implementation and review.

### 4.2 Managers and Supervisors

Must ensure that the following are in place for all Working at Height activities:-

- Appropriately planned and organised;
- Written Risk Assessments are completed for any high risk/complex Working at Height activities;
- Other risks associated with the activity are considered and control measures put into place e.g. Lone Working and Manual Handling ;
- All staff who Work at Height are made aware of the Risk Assessment and any measures in place to protect their safety;
- Ensure all equipment which is selected and used for Work at Height activities is fit for purpose and that an inspection and maintenance programme is in place ;
- Ensure that any incidents (including RIDDOR) relating to Working at Height activities is reported through the LSW Incident Reporting System.

### 4.3 Employees

All employees who Work at Height are to ensure they:-

- Are familiar with any Risk Assessments relating to the activity;
- Follow any instructions given to them by their Manager/Supervisor;
- Carry out visual inspections of any Working at Height equipment at the start of each Working at Height activity;
- Inform their Manager/Supervisor of any limitations they may have which may prevent them Working at Height;
- Report any incidents involving Working at Height they have been involved in.

### 4.4 Head of Estates

The Health and Head of estates is responsible for:-

- Supporting Managers/Supervisors with completing their Risk Assessments for Working at Height as requested;
- Develop and review the LSW's Working at Height training programme annually;
- Advise on any issues relating to Working at Height and related risks for Clinical and Operational Services.

#### **4.5 Hierarchy of managing and selecting equipment for work at height**

- Avoid Work at Height where possible, risk assessments should identify other options if appropriate e.g. use of extended poles etc.;
- Use work equipment or other measures to prevent falls where they cannot avoid working at height;
- Where they cannot eliminate the risk of a fall, use work equipment or other measures to minimize the distance and consequences of a fall should one occur e.g. use of air bags.

#### **4.6 The working at height regulations require employers to ensure:**

- All Work at Height is properly planned and organised;
- All Work at Height takes account of weather conditions that could endanger health and safety;
- Those involved in Work at Height are trained and competent;
- The place where Work at Height is done is safe;
- Equipment for Work at Height is fit for purpose and arrangements are in place for selection and Inspection;
- Risks from fragile surfaces are properly controlled;
- The risks from falling objects are properly controlled .

### **5 Assessment of the Risk**

5.1 Risk Assessments should reflect the above key points as appropriate and consider issues such as; the duration of time, this can be particularly important as working at height activities which last for a short time duration may not be considered and planned for or given the same priority as activities which are longer in duration.

5.2 Working on fragile surfaces would not generally be situations relating to the type of work at height that staff working in clinical and operational services within the LSW would be involved in. However this should be considered if appropriate.

5.3 Persons managing or carrying out work at height must be aware of the following hazards and arrange the activity to control the risk. The following principles should be followed in all circumstances:

- Avoid work at height wherever possible;
- Use work equipment or other measures to prevent falls where working at height cannot be avoided;
- Where the risk of a fall cannot be eliminated, use work equipment or other measures to minimize the distance and consequences of a fall should one occur.

#### 5.4 Other risks that may need to be considered in a risk assessment are:

- Over reaching and over balancing;
- Manual handling;
- Work near to electricity equipment and cables;
- Lack of space;
- Lone Working;
- Height of shelves;
- Use of appropriate PPE? including footwear;
- All work at height is properly planned and organised;
- Ensure that no work is done at height if it is safe and reasonably practicable to do it other than at height;
- Ensure the work is properly planned, appropriately supervised, and carried out in as safe a way as is reasonably practicable;
- Plan for emergencies;
- Take account of the risk assessment;
- All work at height takes account of weather conditions that could endanger health and safety;
- You must ensure that the work is postponed while weather conditions endanger health or safety;
- Those involved in Work at Height are trained and competent;
- Managers/Supervisors must ensure that everyone involved in the work is competent (or being trained is supervised by a competent person). This includes involvement in organisation, planning, supervision, and the supply and maintenance of equipment;
- Where other precautions do not entirely eliminate the risk of a fall occurring, you must (as far as is reasonably practicable to do so) train those who will be Working at Height how to avoid falling, and how to avoid or minimise injury to themselves;
- The place where work at height is done is safe;
- Managers/Supervisors must ensure that the place where work is done at height (including the means of access) is safe and has features to prevent a fall (taking into account the demands of the task, equipment and working environment).

## 6 Equipment for work at height

### 6.1 When selecting equipment for Working at Height:

- Use the most suitable equipment;
- Take account of the working conditions and risks to the safety of all those at the place where the work equipment is to be used;
- Equipment is in good condition and has been checked as appropriate.

## **7 Inspections**

### **7.1 Visual inspections**

Visual inspections should be carried out before each use; the following should be included:

- No rungs are cracked or missing;
- Safety feet or other safety devices are not missing;
- Retaining clips and platforms are in good order;
- No sign of damage or excessive wear;
- Platforms are free of debris;
- Safety harnesses are in good condition .

7.2 As well as the pre-use check a more thorough check at regular intervals will be required. This will require:

- The establishment of an inspection regime for all access equipment;
- A written record kept;
- Any defects and repairs made to the equipment should be recorded;
- The equipment must have a label indicating that it is suitable for class 1 industrial use where applicable.

A record of six-monthly inspections must be retained by the Estates department.

## **8 Risks from fragile surfaces are properly controlled**

8.1 Managers/Supervisors must ensure that no one working under their control goes onto or near a fragile surface unless that is the only reasonably practicable way for the worker to carry out the work safely, having regard to the demands of the task, equipment, or working environment.

If any one does work on or near a fragile surface:

- Ensure (as far as is reasonably practicable to do so) that suitable platforms, coverings, guard rails are provided (and used) to minimise the risk;
- Do all that is reasonably practicable, if any risk of a fall remains, to minimise the distance and effect of a fall;

## **9 The risk from falling objects**

9.1 It is important to ensure that nothing is:

- Thrown or tipped from height if it is likely to injure anyone;
- Stored in such a way that its movement is likely to injure anyone.

If the workplace contains an area in which there is a risk of someone being struck by a falling object or person, you must ensure that the area is clearly indicated, barrier/ cordoned off and that (as far as is reasonably practicable) unauthorised people are unable to reach it.

## **10 Reporting arrangements**

Any accidents/incidents relating to 'Working at Height' should be reported through the LSW's Incident Reporting System.

## **11 Training implications**

Staff that use ladders, steps, towers or mobile platforms will be trained in their use. This will be documented and a review carried out annually during appraisals.

## **12 Monitoring compliance**

Livewell Southwest working at height management regime, including this document, will be reviewed by Livewell Southwest's the Estates Maintenance Supervisor, assisted as necessary by an Independent External Expert, at intervals not exceeding two years, or earlier if considered necessary. Where necessary, this document will be updated, ratified and re-issued.

**All policies are required to be electronically signed by the Lead Director. Proof of the electronic signature is stored in the policies database.**

**The Lead Director approves this document and any attached appendices. For operational policies this will be the Locality Manager.**

**The Executive signature is subject to the understanding that the policy owner has followed the organisation process for policy Ratification.**

Signed: Director of Finance

Date: 26<sup>th</sup> April 2016

## Appendix A

### Working at Height

#### Guidance – Safe System of Work

#### Introduction

This document is to be completed by the Supervisor

Name.....

Signature.....

<b>Risk Assessment</b>	A Risk Assessment has been completed and all hazards; risks and control measures for the location have been identified. The Risk Assessment is located	Yes	No
<b>Avoiding the necessity to 'Work at Height'</b>	Through the Risk Assessment process consideration has been given to avoiding 'working at height'.  It has been found due to the following reasons that working at height is required	Yes	No
<b>Selection and Inspection of Equipment</b>	Type of equipment (e.g. stepladder; ladder, step stool)		
Equipment manufacturers Name and Model.....	The equipment selected is compatible with the working conditions and place where the equipment will be used.  Inspections are carried out in line with LSW policy and legal requirements	Yes	No
<b>Training</b>	The following staff have been trained to work on the equipment selected for this task	Names ..... ..... .....	

<b>Planning and organising of 'Work at Height' activities</b>	Appropriate instruction and use of equipment has been demonstrated to all staff who 'Work at Height' in the location by the Health and Safety Lead.	Yes	No
	All hazards and risks specific to the location have been identified through the Risk Assessment Record and this has been shared with all staff who 'work from height'	Yes	No
Appropriate system in place for lone working	Details..... .....	Yes	No
The following arrangements are in place for emergencies	<i>Specify local arrangements).....</i>		