



Dixons City Academy

Policy Documentation

Policy: Working at Heights

Responsibility for Review: Operations Manager
Date of Last Review: August 2017

Working at Heights

General Statement

The Academy 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 the Operations Manager.

Definition

For the purposes of this policy, working at heights is ***'work in any place where, if precautions were not taken, a person could fall a distance liable to cause personal injury. You are working at height if you work above ground/floor level and could fall from an edge, through an opening or fragile surface'*** (HSE September 2014).

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 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.

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 and have completed and signed the relevant sections of the Roof Work Permit if appropriate.

The Worker

The medical fitness of each working to work at height will also be assessed by the Site Manger or designated deputy.

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 of not less than once per year. Mobile Elevated Work Platforms, scaffold towers will be checked, inspected and maintained in accordance with the manufacturers, hirers or suppliers requirements. This is a statutory requirement under Lifting Operations and Lifting Equipment Regulations 1998.
- Students – the interface between working at heights and students 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 and risk assessments.

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 works where applicable, such as agency staff and contractors.

Line Managers

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

Employees

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

Roof work permit



Dixons City Academy
Roof work permit – flat roof only

Location:	Work Activity:	Permit No:
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Applicable for both building contractors and service etc engineers

<p>Contractor</p> <ul style="list-style-type: none"> <input type="checkbox"/> Risk Assessments submitted for work. <input type="checkbox"/> Risk Assessment site specific and relevant to work being done <input type="checkbox"/> Risk assessments also address emergency procedures (fire/first aid) <input type="checkbox"/> Contractors have suitable means of communication (if no, then needs to be provided before allow work) For Building contractors, risk assessments address <input type="checkbox"/> Fall protection from roof edges, ladders, or through roof lights <input type="checkbox"/> prevention of falling equipment, materials <input type="checkbox"/> protection of persons other than roof employees <input type="checkbox"/> training requirements <input type="checkbox"/> where training needs identified e.g. roof work, use of harnesses, restraints, evidence that training provided. 	<p>Academy</p> <ul style="list-style-type: none"> <input type="checkbox"/> Building contractor on approved list <input type="checkbox"/> Contractors advised to book into <ul style="list-style-type: none"> - Main reception - Security control for out-of-hours work <input type="checkbox"/> Contractors advised to have access to their own mobile phone and provided with the main reception desk number. <input type="checkbox"/> "Contractor advised to carry out communication check from roof to main reception desk before commencing work <input type="checkbox"/> Contractor advised that if problems with communication need to return to the Site Office. <input type="checkbox"/> Contractors advised as to the action to take in an emergency <input type="checkbox"/> Contractors advised of hazardous work area <ul style="list-style-type: none"> <input type="checkbox"/> Phone base station <input type="checkbox"/> No edge protection/or limited parapet <input type="checkbox"/> Fragile roofs <input type="checkbox"/> Discharge from fume cupboard stacks <input type="checkbox"/> Discharge from steam, or air, pipework <input type="checkbox"/> Other specify
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Additional Precautions/Comments

1.
2.
3.

Permit Issued to of

Valid from hrs to hrs on

Signed/Time Signed/Time

Contractor/Service Engineer) (Authorising Officer)

(BLOCK LETTERS)..... (BLOCK LETTERS).....

Site Office/ Security Control:

- Check completed relating to access to mobile phone.
- Details provided by contractor as to work location, activity, start and stop times of work.

Signature (Dixons City Academy Representative)

Permit clearance/return

The above work area has been completed in accordance with the permit to work

Signed Date Time

(Contractor/Service Engineer)

Confirmation of Return of Permit by Issuer or another, suitably qualified person

Signed Date Time