

15 - WORKING AT HEIGHT GUIDANCE POLICY

Let Us Play Scheme

(Play Scheme for children with profound and multiple learning difficulties)

Registered Charity No 1072059

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Signature of Chairperson	
Management Committee Name	Matthew Lewis
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POLICY STATEMENT

This safety guidance procedure sets out the safe working procedures and precautionary measures for all work at height where ladders, stepladders, step stools or mobile towers are being considered for use by staff.

It is without doubt that the injuries and deaths that result from unsafe work at height remain one of the highest areas of safety concern in the UK today. Although staff may feel competent to use equipment Let Us Play Scheme (LUPS) wishes to ensure the safety of all members of the play scheme community.

The following guidance is to be used to develop a sensible, local and safe working procedure for all work at height on our site.

DEFINITIONS

Working at height includes any work activity where a person could fall from a place of work and could suffer an injury or be killed. This includes working in or on vehicles,

but does not include staircases in buildings. It also includes getting to and from a place of work at a height.

Access equipment is the collective term for equipment that is selected for work at height. It typically includes step stools, stepladders, ladders and mobile towers, although this list is not exhaustive.

Competence to use access equipment will vary from the qualifications that are required for mobile tower users through to simple instructional training in the use of step stools. All responsible managers are advised to take advice from the Children's Services Health & Safety Team if they are uncertain about the minimum competent standards for any specific equipment.

PROCEDURE

- No staff should be using a step stool, step ladder, ladder or other access equipment without training.
- Step stool training will be provided for nominated staff who should be called upon if required to carry out the work required.
- Step ladder training will be provided for identified staff or the Site Manager should be consulted.

General Advice

- Work at height should always be avoided whenever possible or it should be carried out from an appropriate mobile tower (also known as a work platform) with suitable edge protection which physically prevents falling.
- If this may not be practical a ladder, stepladder or step stool may be considered as the most appropriate method of access for a particular task.
- Ladders and stepladders are to be used only as a means of access to a working area and not used as a position from which to work unless it is light work and of a short duration.
- Any use of ladders, stepladders or step stools should be avoided wherever practical to do so, but they are not banned from use and clearly have an important part to play when undertaking low risk, short duration work at height or when access to certain areas at height may otherwise be unduly difficult.
- When selecting equipment, the requirements of the job are to be carefully considered, ensuring that the location, duration and type of work are examined as part of a risk assessment process.
- A working platform should always be considered in the first instance, such as the use of a properly erected mobile tower or even a hired (vehicular) mobile elevated working platform for high risk tasks (eg. access to work on a roof).

Mobile towers are now produced in many various sizes and shapes and there is usually a type/size of mobile tower to accommodate most work at height.

RISK ASSESSMENT

- The Children's Services risk assessment for Working at Height has been completed.
- The risk assessment will be reviewed annually or when there is a significant change or an incident prompts us to do so.
- The risk assessments will be completed by competent staff who have attended the designated training.

INFORMATION & TRAINING

- Persons must be appropriately trained before they use any access equipment. This is a legal requirement. Refresher training will be scheduled and provided at intervals not exceeding three years.
- Training will be appropriately recorded, when completed, by use of a simple signature/date based local recording system. Any required training and refresher training will be provided by the Appropriate Trainers and will be scheduled in.
- Where any Staff finds that they are required to use an item of access equipment on which they have not had training, or where they are unsure of correct or safe use, then they are to contact a member of the Senior Management Team who will seek advice from St Francis / Heathfield School Site Manager.

The following sets out the minimum instructional training and/or training course requirements for typical access equipment:

Step Stools

A simple instructional training brief to all users should be carried out by a local, competent person. The content, delivery and format of this instructional training brief will be determined by the Senior Management Committee in consultation with St Francis School and be carried out in accordance with the guidance document called **Step Stools – Instructional Training Brief Guidance (CSH&Steam)**

This simple instructional training will address all hazards and precautions about safe step stool use ensuring that the following is included:

- LUPS work at height policy requirements
- Any LUPS/St Francis / Heathfield School specific procedures for work at height
- Any specific work at height assessment for work involving step stools

- Common sense precautions before and during use of the step stool including:
 - A pre-use check of step stool by the user for any defects
 - Sensible positioning (e.g. on flat surface) and safe location of step stool
 - Use of sensible and flat footwear
 - Practical clothing that will not cause a trip hazard
 - Importance of not carrying items that are too bulky or heavy
 - Importance of not over-reaching
 - Ensuring an understanding that if the user feels at all unsafe they should stop work and inform the management team of their safety concerns.

Stepladders

Where higher risk work at height is expected to be undertaken using stepladders, such as typical work carried out by a caretaker/site manager, then that employee must attend a formal stepladder training course. This training course may be the ladder/stepladder safety training course offered to caretakers/site managers by the Caretaking Support Service (where available), or it could be any other appropriate training course delivered by a competent external training course provider.

Where lower risk work at height may be required to be undertaken using stepladders by other employees, such as LUPS staff, then stepladder training is still required. This can be provided by St Francis School deputy headteacher or site manager as they have attended a stepladder training course and are considered to be competent to deliver such local training by the headteacher. Alternatively, this training may be provided by any external competent training course provider (as for caretakers/site managers as in above paragraph).

The content, delivery and format of the on-site, locally provided training (if the selected option) should be arranged and carried out as determined locally, and should include the following minimum content:

- The LUPS work at height policy requirements and this guidance information
- Any LUPS specific working procedures
- Any specific work at height assessment for work involving stepladders
- A shown or briefed training presentation using the **Stepladders & Steps Safety – Users Training Presentation (CSH&Steam)** – on the Children's Services Health & Safety website
- A physical demonstration of safe use of the stepladder(s) that will be used on site

Ladders

Where any staff is required to use any type of ladder (excluding stepladders which are detailed above) then that employee must attend a formal ladder training course. This training course may be the ladder/stepladder safety training course offered to caretakers/site managers by the Caretaking Support Service (where

available), or it could be any other appropriate training course delivered by a competent external training course provider. Such staff are also to be instructed about, and provided with, the following information:

- The LUPS work at height policy requirements and this guidance information
- Any LUPS specific safe working procedures
- Any specific work at height assessment for work involving ladders

Mobile Towers (Platforms)

Where any staff is required to use any type of mobile tower, then that staff member(s) must attend a formal, appropriate mobile tower training course. This training course could be any appropriate training course delivered by either the Caretaking Support Service (where available), or by a competent external training course provider. Such staff are also to be instructed about, and provided with, the following information:

- The LUPS work at height policy requirements and this guidance information
- Any LUPS specific safe working procedures
- Any specific work at height assessment for work involving mobile access towers/platforms

MAINTENANCE AND INSPECTION

A documented maintenance schedule/system for ladders, stepladders, step stools and mobile towers is maintained to ensure that they are in a safe condition and fit for use by the staff who are trained to use them. At no time are any items of access equipment (including stepladders and ladders) to be loaned (even for a short period), borrowed or hired out to non-employees.

Mobile towers are to be periodically inspected in accordance with the formal training provided to the mobile tower user, who should carry out the required safety inspections at intervals including:

- Following initial assembly
- Following every movement of the mobile tower prior to further use
- Weekly inspections (or more frequently as dictated by local circumstances)

Such inspections are to be locally documented and records appropriately maintained.

A register (list) of ladders and stepladders, including their unique serial numbers and inspections dates/records, is kept.

The ladder register will be maintained as a live document for the management of ladders and stepladders on site. Other access equipment (if held) may be added onto this register in order to centralise access equipment maintenance schedules and records.

Periodic inspections of ladders/stepladders will be carried out by the Site Manager and Deputy Headteacher using the **CSAF-016 Ladder & Stepladder Inspection Form**.

This ladder/stepladder inspection form may also be used as a source of information by any ladder or stepladder users when undertaking general pre-user checks. Pre-user checks are simple checks carried out by the user to ensure that the ladder/stepladder is not defective before use – as would be carried out by any user of equipment prior to use.

Where any access equipment fails a periodic formal inspection or user's pre-use check, it will be clearly marked or tagged as defective and removed from service and safely disposed of as soon as is practical.

GUIDANCE FOR USE

Ladders should be:

- Always used in accordance with risk assessment and safe working procedures
- Ladders must be at one of the minimum standards or class:
 - BS 1129 / Class 1 (Wood)
 - BS 2037 / Class 1 (Metal)
 - BS EN 131 (Wood, Metal & Glass fibre)
 - GS Approved (Wherever this marking/standard is used)
- In good condition and examined regularly for defects secured (where possible and practical) so that they cannot slip

ASSOCIATED POLICY'S

Safety – See Safety Policy (10)

Medicines – See Medicines Policy (18)

Health & Hygiene – See Health & Hygiene Policy (11)

Materials – See COSHH Policy (12)