

PIGGOTT SCHOOL PROCEDURE



THE PIGGOTT SCHOOL

Procedure:

Working at Height

Aim:

To ensure that Staff and Contractors undertaking work at heights are working safely, with correct equipment and maintaining a safe working environment for others.

Reference Documents:

2005 - Working at Height Regulations
Working at height risk assessment
Wokingham health and safety manual
Ladder Checklist
Permits to Work Procedure

Changes from Last Issue:

None

Method:

Can it be avoided?

When the need for working at height can be avoided, it should not be undertaken.

If it cannot be avoided:

If possible work equipment should be used to prevent falls, for example platforms and barriers. Where this cannot be done safe methods of work with ladders or other access equipment must be used.

Safe Use of Ladders, Scaffolding and Steps:

- Equipment must be visually checked prior to use to ensure it is in good condition. Equipment in poor condition must be reported to the Premises Manager and not used until the item is repaired or replaced
- Equipment must be placed in a safe place, on a non-slippery level surface where it is safe to access.
- Members of staff must be competent to use ladders and have undertaken ladder training. Where possible a 2nd member of staff should be present. With the 2nd member of staff ensuring that the area is kept clear and safe, the equipment is stable

and that access to the area is prevented whilst work at heights is taking place. If it is not possible to have a 2nd person barriers and signage must be used to keep people from accessing the area where works are taking place.

- Equipment must be set up so that overreaching is not required.
- Equipment must be long enough for the job and allow the top runs to be used for hand held positions to provide a 3rd point of contact while working.
- Equipment MUST NOT be used in dangerous weather conditions e.g. Heavy rain or high wind.
- Equipment must not be left unsupervised and should be returned to storage between use.
- Care must be taken to ensure that where there is a risk of items falling, safety equipment is used and the area cordoned off for works is large enough to prevent damage to people or property.
- Ladders will be checked every 3 months by a competent person, in addition to the visual checks carried out each use. Records of checks to be kept on ladder checklist in maintenance file, where multiple ladders and towers are kept on site these should be label for easy reference.

Issued by: David Corringham

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