



WORKING AT HEIGHT POLICY

Purpose

To provide the necessary preventive and protective measures to prevent falls of persons and materials from the workplace due to inappropriate use of ladders.

This policy and its arrangements cover the use of all types of ladder and stepping stools and shall be referred to as 'ladders' in this policy.

Persons at Risk

Any person using and working on a ladder is at risk, when ascending or descending, or when positioning or removing it. Other persons working near to, or passing by, a person working on a ladder/s could be in danger from tools, equipment or the person falling from a height.

Hazards

The significant hazards associated with the use of ladders/stepping stools are:

- Failure of the ladder causing persons or equipment to fall.
- Items falling from the ladder
- The ladder touching/earthing an electrical supply.
- Persons over-reaching or stretching from the ladder in order to reach a position.
- Slipping of the ladder due to not being correctly secured.
- Overloading of the ladder.
- Inappropriate use of ladders (i.e. where scaffolding is required).

Risk Analysis and Evaluation

A risk assessment will be undertaken prior to any task being undertaken which would involve working at height and reviewed as required to ensure they still reflect the practice.

Examples of activities where a specific risk assessment will be required are:

- The use of a ladder to put up/taking down display material in classrooms, corridors and the hall.
- The use of a ladder to collect and return resources from cupboards and shelves.
- The use of a ladder to enter confined spaces.
- All work from ladders for access to live electrical equipment including changing light bulbs/tubes.
- All work from ladders with power tools.
- All work from ladders where loads have to be lifted or handled.
- Retrieving items for roofs.

Arrangements

The Head or School Business Manager and Governors will ensure that all ladders used within the school are of the correct type for the specific task, are inspected before use, are subject to regular survey and maintenance, and meet appropriate legislative and equipment standards. These are summarised below:

- Keeping wooden ladders free of paint or any other coating which could hide cracks or splits.
- Securing the footing of ladders as soon as possible after erection.
- Use of ladders at the correct angle (75 degrees from horizontal)
- Provision of ladder attachments as necessary.

All work at height is properly planned and organised and is carried out by a competent person and the risks from working at height are assessed and appropriate work equipment is selected and used.

Copies of risk assessments on all tasks will be available in the School Office in a file marked Health and Safety for perusal.

Wherever possible all tasks, which involve the use of a ladder, are to be carried out outside of school hours or in areas where there are no pupils present.

Training and Instruction

The Head or School Business Manager and Governors will ensure that all persons required to use ladders during their work are trained and assessed in all aspects of ladder work to ensure they are competent. All work carried out at a height greater than 2 metres will be done in the company of a second adult.

Employees and any other person involved in work activity involving ladders shall cooperate in the implementation of this policy.

Working at Height will be on the agenda for a staff meeting at least once a year, and after any measures identified from a risk assessment that need to be implemented.

All employees will be issued with a copy of the HSE 'Keeping Safe when Working from Heights – advice for teachers and classroom assistants' leaflet, Appendix A.

Conclusion

All employees should avoid working at height where they can. All reasonable steps are taken to provide a safe working environment for employees required to carry out tasks that require working at height.

This policy should be read in conjunction with Hawkesbury CE VC Schools Health and Safety Policy and to comply with the Work at heights Regulations 2005.

Agreed at the Full Governing Body meeting 19th September 2017, agenda Item 8.

Signed: Chair of Governors

Review Date: Autumn 2018

Equalities Impact Assessment: Completed

