

WORKING AT HEIGHT POLICY

The Work at Height Regulations 2005 came into effect 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.

They place duties on employers, the self-employed, and any person that controls the work of others (for example facilities managers or building owners who may contract others to work at height).

As part of the Regulations, duty holders and contractors must ensure:

- all work at height is properly planned and organised;
- those involved in work at height are competent;
- the risks from work at height are assessed and appropriate work equipment is selected and used;
- the risks from fragile surfaces are properly controlled; and
- equipment for work at height is properly inspected and maintained.

There is a simple hierarchy for managing and selecting equipment for work at height. Duty holders must:

- avoid work at height where they can;
- 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 minimise the distance and consequences of a fall should one occur.

All employees should read the HSE guidance document 'Safe Use of Ladders and Stepladders' and sign to acknowledge such on the Health and Safety form to be returned to the HR department to be placed in their personnel file. No employee wishing to use the stepladders to change light bulbs or reach items from high cupboards may do so until this document is on file.

Employees should only use the stepladders with a colleague to foot the ladder.