

Working at Height Policy

Version number	Date approved (including committee)	Reason for production/revision	Author	Proposed next review date
V5.0	12/6/2019 Health Safety and Security	Annual review	Health and Safety Team	Annually and as required

Related policies

- This document forms part of the suite of Health and Safety policies that ICMP adheres to, collectively known as the Health and Safety Manual. These include:
 - Accident Reporting and Recording Policy
 - Contractors policy
 - Control of Asbestos at Work Policy
 - COSHH - Control of Substances Hazardous to Health Policy
 - Display Screen Equipment Policy
 - Electricity at Work Policy
 - Emergency Procedures Bomb Threat Policy
 - Environmental Policy
 - Fire Safety Policy
 - First Aid Arrangements Policy
 - Legionnaires Disease Policy
 - Lone Workers Policy
 - Manual Handling Policy
 - Noise Control Policy
 - Personal Protective Equipment (PPE) Policy
 - Risk Assessment Policy
 - Stress at Work Policy
 - Visitors Policy
 - Waste Management Policy
 - Working at Height Policy
 - Fire Strategy Plan

External Reference

1. The Management of **Health and Safety** at Work **Regulations** 1999. Advice and Guidance: Health and Safety. ICMP has developed practices and processes to ensure that there are appropriate procedures for reducing the risks of injury to staff and students.

1. General Statement

- 1.1. ICMP will take all reasonable steps to ensure the safety of all employees working on ladders as well as to ensure the safety of others who may be affected by those working on ladders.
- 1.2. All equipment provided for work at height will be constructed of sound materials, be of adequate strength and be properly maintained. ICMP will ensure that any new items of equipment selected are suitable for their tasks and will liaise with suppliers to ensure that they are designed and supplied for work in a safe manner.
- 1.3. All employees will be trained, instructed and given comprehensive information about the safe work at height and the associated risks / control measures.
- 1.4. The persons responsible for implementing this policy within ICMP are the Health and Safety Team.

2. Risk Assessment

- 2.1. A Risk Assessment of hazard associated with elevated work operations has been performed and is retained electronically for distribution. These Risk Assessments give information relating to the associated hazards of elevated work operations, along with controlled measures to be implemented to minimize or reduce the likelihood of injury. It shall be the responsibility of line management to ensure that the contents of these Risk Assessments are passed onto all employees.

3. Ladder and Step ladders

- 3.1. Ladders and step ladders should only be used when other potentially safer methods of working at height such as MEWP, fixed scaffold or mobile scaffold towers are not reasonably practicable to use.
- 3.2. If a ladder has to be used to work at height then the following applies:
- 3.3. The ladder is examined by the user before use for any signs of damage and that the ladder has been examined by a competent person and displays information of the inspection.
- 3.4. It is to be extended at the correct working angle of 1:4
- 3.5. Where possible, the ladder is to be fixed to prevent it slipping. This can be achieved by securing the bottom and top of the ladder.
- 3.6. The work to be done can be reached without stretching the centre of the body beyond the ladder rails.
- 3.7. Work ONLY to be performed by maintaining a three-point contact.
- 3.8. Light work tools are carried in a tool belt.
- 3.9. Work being performed is of short duration (no longer than 15 minute intervals) and only light work duties are performed.
- 3.10. When work is being carried out close to or on electrical equipment or circuitry, the ladder used should be manufactured from a non-conductive material such as wood, but preferably fibre glass

3.11. Step ladders are required to be examined by a competent person on an annual basis and the details and the result of the examination recorded in a "Ladder Register". The step ladder must also be "Ladder Tagged" to display information of when the examination was performed and when the next examination is required