

Version number	Date approved (including committee)	Reason for production/revision	Author	Proposed next review date
V6.0	June 2020 HSS	Annual review	Facilities Supervisor	Biennially and as required
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. Legal Framework

- 3.1. The Working at Height Regulations 2005 (WAHR): Requires ICMP to ensure that work at height is:
 - Properly planned, including the selection of suitable work equipment.
 - Appropriately supervised.
 - Carried out in a safe controlled manner.
- 3.2. The Management of Health and Safety at Work Regulations 1999 (MHSWR) requires ICMP to make suitable and sufficient assessment of the risks to the health and safety of employees whilst they are at work and to ensure the health and safety of others (i.e. students, visitors and contractors) arising out of, or in connection with University activity.

4. Definitions

- 4.1. Work at height
 - 4.1.1. This is work in any place at, or above ground level where a person could be injured if they fell from that place. This can also include access and egress from a place of work.
 - 4.1.2. Work at height does not include slip, trip or fall on the same level, nor does walking up a permanent staircase fall into this category.

5. Responsibility

- 5.1. Areas of responsibility are defined in the ICMP Health and Safety Policy. This procedure forms part of the ICMP Health and Safety Policy. Non-compliance with arrangements for managing health and safety may lead to formal action being taken under ICMP's disciplinary procedure.

5.2. The Health and Safety Team are responsible for ensuring that work at height that cannot be avoided is carried out in accordance with this procedure.

5.3 All staff are required to follow all health and safety instructions and to report defective equipment and unsafe practices.

5.4 Staff must ensure:

- Their own health and safety and that of others is not put at risk when carrying out work at height activities.
- Any problems relating to the activity are reported to staff with supervisory or line management roles.
- They comply with instruction and training which is provided for work at height activities.
- They use all work equipment which has been provided in a safe manner.
- If their health is being affected by their work or their ability to perform their job is impaired by a health issue (e.g. seizures) they should speak to their line manager in the first instance.

6. Procedures

6.1. Working with Ladders, Step ladders and step stools

6.1.1. Ladders can be used for low-risk, short duration activities that do not require higher level fall protection

6.1.2. Training is required in the safe use of ladders and users must be deemed competent to be able to use the equipment safely.

6.1.3. Pre-Use checks

A pre use check should be carried out:

- By the user
- At the beginning of the work day
- After something has changed e.g. if the ladder has been dropped or damaged etc.

Items to check include:

- The stiles – ensure they are not damaged, as the ladder could buckle or collapse
- The feet – if feet are missing worn or damaged the ladder could slip
- The rungs – if they are bent, worn or missing or loose the ladder could fall
- Any locking mechanism – if they are bent worn or damaged the ladder will be unsafe for use
- Steps or treads – worn or loose treads could cause a slip

6.1.4. Using ladders safely

Simple precautions to minimise the risk of a fall:

Leaning ladders

- Only carry light materials
- Don't overreach
- Make sure the ladder is long enough and high enough for the task
- Make sure the ladder is 1:4 (75 degrees)
- Always grip ladders and face the ladder while climbing or descending
- Don't move or extend ladders while standing on the rungs
- Don't work off the top three rungs of the ladder
- Maintain 3 points of contact when climbing (one hand and two feet)

Step ladders

- Check all feet are in contact with the floor and steps are level

- Only carry light materials and tools
- Don't overreach
- Don't stand or work on the top three steps
- Ensure any locking devices are engaged
- Try to position the step ladder face on rather than side on.