

**SAFE SYSTEM OF WORK
WORKING AT HEIGHT
SAFETY RULES AND PROCEDURES**

AMENDMENTS

Amendments	Page No	Date	Inserted by
Issue 1 Rev 0 First Issue		July 2014	AG
Issue 2 Rev 0 First Issue		August 2016	AG

CONTENTS

Section	Topic	Page
	Amendments.....	2
	Contents.....	3
	Glossary of Abbreviations.....	5
1.0	Introduction	
1.1	General.....	6
1.2	Aim and Purpose.....	6
1.3	Policy.....	6
1.4	Limitations.....	7
2.0	General Arrangements	
2.1	Hierarchy of Control Measures for Works at Height.....	8
2.2	Restricted High Places.....	8
2.3	Signage.....	9
2.4	Anti-Climb Devices, Locks and Keys.....	9
3.0	Management Arrangements	
3.1	Introduction.....	10
3.2	Working at Height Document Centre.....	10
3.3	Documents Register.....	10
3.4	Audits.....	10
3.5	Management of Remote Sites.....	10
3.6	RIDDOR.....	11
4.0	Management Structure of Safe Systems of Work	
4.1	General Principles.....	12
4.2	Co-originating Authorising Engineer.....	12
4.3	Authorising Engineer.....	12
4.4	Authorised Person.....	13
5.0	Operating Procedures	
5.1	General.....	15
5.2	Complex or Unusual Tasks.....	15
5.3	Permits.....	15
5.4	Standing Instruction.....	16
5.5	Risk Assessments and Method Statements.....	17
5.6	Emergency Plan and Rescue Plan.....	17
6.0	Work at Height Procedures Climbing /Access Team	
6.1	Introduction.....	19
6.2	Work at Height Team.....	19
6.3	Person in Charge.....	19
6.4	Climbing / Access Policy.....	20
6.5	Medical Equipment and Fitness to Climb.....	21
6.6	Climber Training.....	21
6.7	Climber's Logbook.....	21
6.8	Hazards at Height.....	22
6.9	Work Equipment and Person Protective Equipment.....	22

7.0	Notes on other Aspects of Work at Height	
7.1	General.....	24
7.2	Scaffolds.....	24
7.3	Mobile Elevated Work Platforms.....	24
7.4	Portable Ladders.....	25
7.5	Working on Roofs.....	26
7.6	Work with Excavations.....	28
7.7	Rope Access and Steeplejack Techniques.....	28
7.8	Window Cleaning.....	28
8.0	Audits and Monitoring	
8.1	General.....	30
8.2	Audit Requirements.....	30
9.0	Training	
9.1	General.....	31
10.0	Miscellaneous	
10.1	Work at Height Regulations – Terminology.....	32
10.2	Selection, Use and Maintenance of Work Equipment.....	33
10.3	Procurement and Control of Contractors.....	34
 Appendices		
A	Model Forms.....	35
B	Model Signs.....	46
C	Request for Medical Examination.....	47
D	References and Associated Documents.....	48

Glossary of Abbreviations

ACD	-	Anti-Climb Device
AE (WaH)	-	Authorising Engineer (Working at Height)
AP (WaH)	-	Authorised Person (Working at Height)
BS	-	British Standard
CAE	-	Coordinating Authorising Engineer
CDM	-	Construction, Design and Management Regulations
COSHH	-	Control of Substances Hazardous to Health Regulations
FAS	-	Fall Arrest System
H & S	-	Health and Safety
IRATA	-	Industrial Rope Access Trade Association
MEWP	-	Mobile Elevated Work Platform
MO	-	Maintenance Organisation
NDT	-	Non-Destructive Test
PtoC	-	Permit to Climb
PiC	-	Person in Charge
PPE	-	Personal Protective Equipment
RF	-	Radio Frequency
RHP	-	Restricted High Place
SI	-	Standing Instruction
WaH	-	Working at Height
WRS	-	Work Restraint System

1.0 INTRODUCTION

1.1 General

- 1.1.1 These procedures provide direction on how Working at Height (WaH) is to be managed on sites and in work situations which are under the control of an Authorising Engineer (AE) employed by Sodexo.
- 1.1.2 Working at height is defined as any work undertaken at any place above, at or below ground level, from which, if measures were not taken, a person could fall a distance liable to cause injury or object falling to cause injury. It includes gaining access to or egress from such a place except by means of a staircase in a permanent workplace.
- 1.1.3 Working at height is acknowledged as one of the most dangerous activities in the construction, maintenance and facilities management industries. At the time the regulations were drawn up in 2004, a third of all work related deaths involved falls from height. In addition for every death, resulting from falls there were over 50 people with serious fall injuries. Workers are exposed to the risk of falls from height and others to the risk of being hit by objects that may fall from the workplace at height. Workers may also be exposed to other hazards, such as, non-ionising radiation, electrical currents, moving mechanical equipment and adverse weather conditions.
- 1.1.4 The Work at Height Regulations are subordinate regulations to the Health and Safety at Work etc Act 1974. The regulations place a responsibility on all persons at work engaged with the planning, supervision and carrying out of work at height to manage the risks involved.
- 1.1.5 A Restricted High Place (RHP) is a place that has been assessed and found to present a significant risk of a fall liable to cause personal injury and/or exposure to other hazards within close range. Because of these risks it has been determined that access to these places must be restricted in order to prevent unauthorised use/entry. RHPs can include masts, towers, walkways, work platforms, accessible roofs with inadequate edge protection, fragile roofs, or any place at height with significant risks.
- 1.1.6 These procedures also cover other WaH activities using temporary access methods such as scaffolding, MEWPs, abseiling and the use of portable ladders.

1.2 Aim and Purpose

- 1.2.1 This document provides a system for:
- controlling work at height on restricted high places and other work at height activities at facilities for which Sodexo AEs have the responsibility for managing the risk
 - minimising the risks associated with any working at height activity
 - the appointment of competent persons to manage, oversee and perform any such work
 - the documentation for use in the application of these procedures.

1.3 Policy

- 1.3.1 Compliance with these procedures is mandatory throughout all establishments for which Sodexo AEs have the responsibility for managing the risk. These rules are therefore mandated on all persons working on the design, construction, operation, maintenance and de-commissioning of facilities containing restricted high places and other working at height activities.
- 1.3.2 Where there is a division of responsibilities between NHS Lothian Estates and others, the Authorised Person (AP) is, on relevant matters, to co-operate and co-ordinate with any other parties as necessary to prevent danger.
- 1.3.3 The AP (WaH) is to advise and agree the formal agreement of demarcation and liaison with the third party's responsible person.
- 1.3.4 If work has to be undertaken across a point of demarcation which involves equipment, systems or locations having significant risk, all parties are to liaise with the appropriate AP to plan the activity prior to commencement of the work. There must be an agreed written procedure for the work which is to result in the issue of appropriate documentation.
- 1.3.5 The Coordinating Authorising Engineer (CAE) must approve, in writing, any deviations from these Procedures that might be considered for a specific establishment.

- 1.3.6 These procedures mandate the appointment of key individuals with specific responsibilities for the management and/or execution of work on restricted high places or other working at height activity. These are summarised as follows:
- 1.3.6.1 The climbing/access team: A team of competent individuals who are permitted to gain access and work at height.
 - 1.3.6.2 The person in charge: Leader of the climbing/access team or any other work at height activity.
 - 1.3.6.3 The AP: An appointed member of the maintenance staff who gives authority to the person in charge/climbing team to work. Only one AP may be on duty on site/part of site at any one time.
 - 1.3.6.4 The AE: An appointed member of Sodexo who assesses the competency of the AP and is appointed to implement, administer, audit and monitor the application of these procedures.
- 1.3.7 Further guidance on the roles and duties of these appointments is given in section 4.0.
- 1.3.8 Any person who has difficulty with the interpretation and/or application of these Procedures shall refer the matter to the Duty AP (WaH) who shall immediately stop the work, pending clarification of the situation and, where necessary, refer the matter to the AE (WaH) for clarification and resolution.

1.4 Limitations

- 1.4.1 These Procedures are designed for use, as adopted, on sites where NHS Lothian Estates has control of the danger.
- 1.4.2 These Procedures do not apply to:
- Access or egress by a staircase in a permanent workplace
 - Confined space working or any work covered by the permit system of other disciplines, unless access is at height
 - Fire escapes where the risk is controlled by the relevant Fire Officer.
- 1.4.3 The permit system described in these procedures applies to working at height on restricted high places and other high risk WaH activities.
- 1.4.4 Where work at height is covered by the permits of other disciplines the AP (WaH) shall liaise with and advise the AP of the other discipline as required.

2.0 GENERAL ARRANGEMENTS

2.1 Hierarchy of Control Measures for Work at Height

2.1.1 The Work at Height Regulations set out a control hierarchy for the avoidance of risks from work at height:

2.1.2 The hierarchy is:

- (i) Avoid work at height;
Ensure that no work is carried out at height if it is safe and reasonably practicable to carry it out other than at height. All new works and on an opportunity basis all existing works, shall so far as is reasonably practicable by design, eliminate the need for personnel to work at height eg by using lowerable columns or positioning equipment at ground level.
- (ii) Prevent falls;
Use of an existing safe place of work for means of access is to be made, eg an existing place of work with permanent collective passive protection such as handrails. Where this is not reasonably practicable, sufficient work equipment is to be provided to prevent a fall occurring by using collective work equipment such as temporary guardrails or a mobile elevated working platform, or by the use of personal work equipment such as a work restraint system (WRS).
- (iii) Minimise the distance and consequence of a fall;
Where measures taken to prevent a fall do not eliminate the risk of a fall occurring, sufficient work equipment is to be provided, as far as is reasonably practicable, to minimise the distance of a fall, or if this is not reasonably practicable, the consequence of a fall is to be minimised. Suitable collective work equipment to minimise distance and consequences include nets or airbags positioned close under the work surface or at a lower level. Suitable personal equipment includes fall arrest systems (FAS), and suitable personal work equipment includes personal injury systems eg a life jacket whilst working next to unguarded water. Additional training and instruction is to be given to workers as necessary.

2.1.3 When selecting work equipment for use during work at height activities, collective protection measures are to take priority over personal protection measures, within either of subparagraphs (ii) or (iii) above.

2.2 Restricted High Places

2.2.1 A Restricted High Place (RHP) is a workplace with a fixed access that has been assessed and presents a significant risk of a fall liable to cause personal injury and/or exposure to other hazards within close range.

2.2.2 A Register of RHPs is to be prepared for each site. The AE is to review on an ongoing basis, and assisted as necessary by the AP, to identify high places with a fixed access. He is to conduct an assessment of the identified high places to determine if the facility with the fixed access is to be designated as an RHP. The AE is to ensure that each designated RHP has been entered on to the Register of Restricted High Places (Form H1) for each site.

2.2.3 The assessment of the identified high place is to consider the following as a minimum:

- the structure location, type, height and condition
- the access system, type and condition
- provision of edge and fall protection
- residual hazards.

2.2.4 Other hazards that may exist, for example, radiation hazard, electricity or moving objects.

2.2.5 The AP is to complete the following, where applicable, for each RHP identified:

- RHP Datasheet (Form H2)
- Register of Residual Hazards (Form H3)
- Serious Fault Notice (Form H8).

- 2.2.6 All documentation related to the RHP is to be updated when there is any significant alteration to the RHP, eg damage or modifications to the structure, access system or installed equipment.
- 2.2.7 All Restricted High Places are to be designed, inspected and maintained to current codes, standards and in accordance with manufacturer's instructions, as applicable. This documentation is to be made available by the Maintenance Organisation (MO) as appropriate and will assist with the Task Risk Assessment.
- 2.2.8 The location of any design, inspection or maintenance certification is to be included on the RHP datasheet (Form H2). Where these are not available the MO shall arrange for the system and equipment to be inspected by a competent person in order that the relevant certification can be produced.
- 2.2.9 Pre-use inspections of RHP access systems are to be carried out prior to each working at height activity, but they are not to be deemed as a substitute for scheduled inspections.
- 2.2.10 When planning new or refurbished works notifiable under the Construction Design and Management Regulations, the CAE is to be notified.
- 2.2.11 All planned new or refurbished works that are likely to affect an existing RHP or introduce a new RHP and are not notifiable under the Construction Design and Management Regulations, are to be referred at planning stage to the AE for comment.

2.3 Signage

- 2.3.1 Appropriate permanent advisory and warning signs are to be placed on or in close proximity to the access point of each RHP or where access may be gained to a high risk area such as a roof with inadequate edge protection. Where an RHP is individually fenced and the fence is in close proximity to the RHP, the signs may be fixed to the gate or fence. An example of a Model Sign is provided in Annex B.
- 2.3.2 The AP is to liaise with any other party that has control over residual hazards on or in the vicinity of each RHP, or WaH location, and is to verify that full and sufficient signage is in place.
- 2.3.3 During a work at height activity, where there is a risk of falling objects, a site perimeter is to be established and temporary warning notices and signs are to be positioned as appropriate. A site perimeter is to be set at a radius equal to half the maximum working height up to a limiting radius of 25 metres.

2.4 Anti-Climb Devices, Locks and Keys

- 2.4.1 The AE is to advise the MO to implement appropriate preventative control measures, where deemed necessary, in order to inhibit unauthorised access to RHPs or other WaH locations. This may be achieved, for example, by fitting anti-climb devices (ACD) such as plates with padlocks on fixed ladders, or installing perimeter fencing or by key control to doors or windows that provide access to a high risk WaH location.
- 2.4.2 Details of all keys relating to restricted WaH locations are to be included in the Document Register. The AP is to hold and issue keys for lockable ACDs installed on RHPs within his/her area of appointment and to record each issue and return.
- 2.4.3 The issuing of a permit, to climb or access to a high risk area, may necessitate the isolation of equipment involving the permit of another discipline. Where this situation arises for a restricted place the AP (WaH), AP of the other discipline or any other person authorised to issue a permit to work are to cooperate and coordinate their actions accordingly.

3.0 MANAGEMENT ARRANGEMENTS

3.1 Introduction

3.1.1 The procedures set out in this chapter are to be followed when issuing a permit to climb or access a restricted place. These include the preparation of a task risk assessment, method statement and an emergency and rescue plan.

3.2 Working at Height Document Centre

3.2.1 For each site a document centre is required for the documents that support the management arrangements for working at height. These documents will include the following:

- Document register
- Standard forms

3.2.2 The document centre is to be a lockable drawer or cabinet.

3.3 Document Register

3.3.1 This is the principal source of management information for WaH within the site. This file is to be compiled and updated as necessary by the AP

3.3.2 The restricted high place documentation will contain the following information:

- A register (Form H1)
- Datasheets for each restricted high place on the register (Form H2)
- Register of residual hazards for each restricted high place (Form H3)
- Current Permit (Form H6)
- Any serious fault notices (Form H8)
- Current standing instructions (Form H10)
- Copies of contractor risk assessments, safety method statements/safety programmes
- Written agreements defining the demarcation of responsibilities indicating the boundaries, operation, protection and maintenance procedures for the equipment
- Copies of any relevant inspection/design certification
- Any relevant safety, technical and environmental documentation and any specific local procedures and instructions issued by the AE
- Lists and copies of certification for authorised climbers/access team resident on site or of contractors used
- Register of permits and standing instructions issued (Form H7)
- Completed permits (Form H6) and standing instructions (Form H10).

3.4 Audits

3.4.1 Application of these procedures will be subject to periodic assessment of personnel and audit and monitoring for compliance. For further information see section 8.

3.5 Management of Remote Sites

3.5.1 When a work at height activity is carried out at a remote site, it is essential that the climbing/access team has a suitable and sufficient emergency and rescue plan in place taking into consideration the remote nature and location of the site. Plans are to include details of means of communication that are proven to be effective, and the appropriate rescue equipment made available appropriate to the location, height and type of work to be carried out.

3.6 Reporting of Dangerous Incidents, Dangerous Conditions, Dangerous Practices, Dangerous Occurrences, Injuries and Diseases

3.6.1 Reports should be made as required by the RIDDOR Regulations.

4.0 MANAGEMENT STRUCTURE FOR SAFE SYSTEMS OF WORK

4.1 General Principles

4.1.1 This section summarises the roles and duties of those who are involved in the management of the safe system of work, as identified in section 1.3.6. It also identifies the specific and/or additional roles and duties connected with the management of work at heights.

4.2 Coordinating Authorising Engineer

4.2.1 The Coordinating Authorising Engineer is to be an active AE who is appointed as the focal point for all information to and from all AEs.

4.2.2 Duties of the Coordinating Authorising Engineer include:

- Ensuring that these procedures are updated to comply with the current legislation appertaining to WaH.
- To make recommendations for any proposed changes to these procedures to cover current work activities
- Ensuring that any safety, technical or environmental documentation relating to WaH is issued as appropriate
- Formulating and issuing any operational restrictions
- Provide recommendations to ensure sufficient AEs are appointed
- Assess and monitor the competence of AEs to identify and initiate any training requirements, and once suitably trained, recommend their appointment to the appropriate director/controlling manager
- Ensure a separate file is maintained on each AE detailing, locations and areas of responsibility, appointment dates, and qualifications, training certificates, refresher training, experience and general correspondence
- Carry out regular audits of the management and control procedures for the Authorising Engineer
- Provide technical assistance and guidance on matters relating to the application of these procedures.

4.3 Authorising Engineer

4.3.1 The appointment of the AE is made in writing after a formal assessment by the CAE.

4.3.2 The AE is to be a suitably qualified, trained engineer with relevant experience in safe systems of work.

4.3.3 Prior to formal appointment by the Controlling Manager, the AE is required to have achieved the necessary standard of training as determined at the initial appointment interview.

4.3.4 When suitability trained and prior to final appointment, the AE is required to demonstrate to the satisfaction of the CAE, the following:

- Knowledge of and familiarity with the variety of procedures involved with working at height within their area of responsibility
- A full and thorough understanding of these procedures and any local variations within their area of responsibility
- A general understanding of all relevant current legislation in particular the Working at Height Regulations.

4.3.5 The role of the AE is to implement, administer, monitor and audit the adoption of these procedures.

4.3.6 Duties of the Authorising Engineer include:

- To oversee the carrying out of assessments of all high places on the site
- To ensure that the register of restricted access places is prepared and maintained

- To advise on the need and suitability of fixed access systems or other access methods
- To ensure that the planned appraisals, inspections and maintenance documents are available for each restricted high place
- To review and approve complex or unusual working at height activities
- To provide advice with regard to the CDM Regulations and requirements for the H & S plans in respect of the restricted high places
- To ensure that handover documentation in respect of any new restricted high place is satisfactory
- Identify the numbers of authorised persons necessary for the site or geographical area(s), to allow the effective adoption and implementation of these procedures
- Ensure that a centrally maintained file of all authorised persons within their area of responsibility is kept. It is to detail locations and areas of the APs responsibility, appointment dates, qualifications, training certificates, refresher training, experience and general correspondence
- Ensuring that designate APs are suitably trained prior to appointment/re-appointment
- Interviewing designate APs and, where successful, making recommendations for appointment
- Reviewing the operational experience of Authorised Persons to ensure that competency is maintained and if necessary withdrawing the certificate of appointment
- Where there is a contract or licence/lease between Sodexo and another party ensure that a written agreement is produced defining demarcation of responsibilities between the parties involved, for management of working at heights
- Conduct audits in line with Section 8.0 of these procedures to ensure compliance
- Report any deficiencies in the safe system of work to the CAE
- Ensuring that any accident or dangerous occurrence connected with working at height is immediately notified to the CAE
- Investigate any reported dangerous occurrences
- Ensure that safety, technical and environmental directives, alerts and bulletins relating to working at height are issued
- Ensure that the MO provides all APs access to a copy of these procedures
- Where the site is operated by Sodexo in accordance with the clients own site safety rules, formally identify any requirement for additional safe working procedures that are deemed necessary
- Providing general advice to APs in the execution of their work.

4.4 Authorised Person

- 4.4.1 The Appointment of the Authorised Person is made in writing by the Controlling Manager after being assessed by the Authorising Engineer.
- 4.4.2 The AP is to be of a mature character, suitably qualified and trained, and is to have relevant experience in working at height and/or safe systems of work.
- 4.4.3 Prior to final assessment by the AE, the designate AP is required to have achieved the necessary standard of training set by the AE during an initial AP interview. Refresher training is required at periods not exceeding three years or as defined by a Risk Assessment undertaken by the Authorising Engineer.
- 4.4.4 When suitably trained and prior to final appointment, the AP is required to demonstrate the following to the satisfaction of the AE:
- Knowledge and site familiarity of the restricted high places and other working at height activities incorporated within their area of responsibility
 - The location and layout of the restricted high places, keys and arrangements for obtaining access to them

-
- The location and use of all appropriate working at height equipment and safety signs along with arrangements for obtaining access to them
 - A full and thorough understanding of these procedures and any local variations within their area of responsibility
 - A general understanding of all relevant current legislation in particular the Working at Height Regulations.
- 4.4.5 On completion of training and assessment the designate AP will be appointed as AP for a period of up to three years.
- 4.4.6 The role of the AP is to oversee and authorise all working at height on restricted high places that takes place in accordance with these procedures as well as other working at height activities on their site(s). The specific duties to be undertaken include:
- To review all requests for access to a restricted high place, to issue permits where appropriate and to cancel the permits on completion
 - To notify the AE of any complex or unusual work at height activities and keep him/her informed on the progress
 - To arrange safe access for the climbing team
 - To monitor that the climbing team comply with the requirements of the procedures and to withdraw a permit if this no longer becomes the case
 - To undertake random checks of the climbing team to establish that the provision and use of the PPE and the work carried out is in accordance with the method statement
 - To inform the AE of any serious fault notices (Form H8) and other feedback as received from the access team
 - To prepare and maintain the register of restricted high places
 - To maintain and where appropriate update all restricted high place documentation
 - To determine and maintain the key storage arrangements for restricted access keys
 - To co-operate and co-ordinate with APs of other disciplines
 - To be familiar with each restricted place assigned to them and the site user requirements
 - To have an awareness of current climbing/access practice and equipment
 - To have or ensure processes in place for the use of access equipment and to ensure the equipment is inspected and/or has certification
 - To ensure that staff or contractors using access equipment are suitably trained and competent.

5.0 OPERATING PROCEDURES

5.1 General

- 5.1.1 This section details the operating procedures to be adopted for managing the control of access to high places. It covers permits, standing instructions, task risk assessments and method statements.
- 5.1.2 Access to a high place requires the issue of a permit or a standing instruction unless deemed unnecessary eg where access is not particularly high risk and is only available by suitable trained personnel. A permit to work at height may also require to be issued in conjunction with a permit of another discipline eg confined spaces, electrical, petroleum or mechanical systems.
- 5.1.3 Access using temporary methods is covered in section 7 of these procedures.

5.2 Complex or Unusual Tasks

- 5.2.1 These tasks are to be referred to the AE
- 5.2.2 As a guide the following tasks are considered complex or unusual work:
- tasks which will modify the structure and/or access system
 - installation, removal or replacement of equipment (ie not like-for-like)
 - where live working is being considered eg electricity and RF hazards
 - tasks where heavy or large area equipment/materials have to be moved, carried or lifted
 - tasks where lifting equipment is to be used or require permits of other disciplines
 - the use of rope access or steeplejack methods
 - any task the AP (WaH) considers to be outside his expertise.
- 5.2.3 When it is not clear if the task falls into the complex or unusual category, the AP is to refer it to the AE for a decision.

5.3 Permits

- 5.3.1 There are two types of permit issued by the AP. The normal permit on Form H6 is for a given short duration task and is described in this section. The other type of permit is called a standing instruction (Form H10) which is issued to individuals for routine or repetitive tasks that may be carried out a number of times over a long period. This type is described in section 5.4.
- 5.3.2 A permit is to be issued by the AP to the person in charge in order to allow the WaH team access to a restricted high place or other high risk WaH activity. A permit (Form H6) is included at Annex A. Each permit is to have a unique serial number.
- 5.3.3 The AP is to issue the permit only after all aspects of the need to work at height and safe access have been considered and it is proven necessary to undertake the work at height activity. The WaH team proposing to undertake the work is to satisfy the AP that they have met the requirements as set out in these procedures.
- 5.3.4 The AP is to check the competence of each member of the team. The AP will not however check the competencies of personnel carrying out the tasks of other work disciplines as these will be carried out by the AP of the other discipline or by the MO as appropriate unless they have to be assessed for working at height activities.
- 5.3.5 The AP is to also check if required the medical examination evidence and fitness certification of each team member.
- 5.3.6 For the work the AP is to ensure that a suitable and sufficient task risk assessment, method statement and emergency and rescue plan are in place prior to the issue of a permit.
- 5.3.7 A permit to work is to be issued to the person in charge of the team following assessment of the request for access to a restricted high place or another working at height activity and the task proposed. If the AP deems the task to be complex or unusual the request for access is to be referred by the AP to the AE for approval.

- 5.3.8 For complex or unusual work the AE is to ensure that a suitable and sufficient task risk assessment, method statement and emergency and rescue plan are in place. Sufficient time is to be allowed for the AE to appraise all documentation. A permit for complex or unusual work will only be issued to the person in charge of the team, by the AP, following approval by the AE.
- 5.3.9 A permit is to be issued at the location of the work at height activity as far as practicable. For each location there is to be only one valid permit open at any one time. The AP is to close the permit on completion of the task, and receive any feedback from the climbing/access team. Any standing instructions in place are to be temporarily suspended whilst a permit is open, as the permit takes precedence.
- 5.3.10 In most circumstances, a permit will be valid only for the date it is issued, however in the event that the duration of the work at height takes longer than one day, the AP may, subject to risk assessment, consider a request for the permit to remain open for a longer period up to a maximum of 5 days. This is dependent upon the specific work activity and upon the person in charge confirming on a daily basis that the fitness certification completed for each member is still valid and that the risk assessment remains suitable and sufficient.
- 5.3.11 A permit may be required to be issued in conjunction with a permit of another discipline. In this situation, the AP (WaH) and APs of other work disciplines are to cooperate and coordinate their actions accordingly eg with respect to access keys.

5.4 Standing Instructions

- 5.4.1 Where a working at height task is of a frequent nature, a standing instruction may be issued to the person in charge by the AP instead of the normal short-term permit. The SI is to be issued on Form H10 and approved by the AE.
- 5.4.2 The AP is to ensure that suitable and sufficient assessments of the risks are received prior to the issue of a standing instruction.
- 5.4.3 The AP to provide the following documents to the person in charge upon receipt of a request for a standing instruction.
- Form H2 - Datasheet
 - Form H3 - Register of Residual Hazards
 - Form H8 - Serious Fault Notice (if applicable)
 - Any Condition Inspection Certificates available.
- 5.4.4 The person in charge is to submit the following documents to the AP:
- Task Risk Assessment
 - Method Statement
 - Emergency and Rescue Plan
 - Documentation to show the competency of each team member
 - Medical certification if required.
- 5.4.5 The documents may be of a generic nature for the type of work activity being undertaken. The generic documents are to be reviewed by the person in charge and updated to task specific ones as applicable on each occasion the standing instruction is invoked.
- 5.4.6 The person in charge or his employer is to provide details of the personnel in his team to the AP. Each member of the work team is to be competent as per the requirements of these procedures.
- 5.4.7 The person in charge is to confirm that the team members have undergone, if required, the relevant medical examination and that his team members are fit to carry out the work when the work is being undertaken. He is also to check the weather forecast prior to each external work at height activity. The person in charge is to immediately inform the AP of any changes to the agreed plan of work, change of personnel or any other situation that would affect the safety of the WaH team members or increase the level of risk originally assessed.
- 5.4.8 A standing instruction is to be valid for a period not exceeding 12 months.

- 5.4.9 Keys for access to the restricted high place during the validity of the standing instruction are either returned to the key cabinet after each use or, if deemed suitable by the AP, a second key issued to the person in charge.
- 5.4.10 The standing instruction for a particular location is temporarily suspended if a work at height task requires a normal permit for that location. At such a time the person in charge will return the form H10 and the keys to the AP. Once the H6 permit has been closed the standing instruction form and the keys may be returned subject to any further risk assessments being carried out as a result of the work that has just taken place.
- 5.4.11 A standing instruction will be cancelled by the AP under the following circumstances:
- change of named team members
 - change of work at height task
 - new hazards are present and/or the risk rating has increased to unacceptable levels.

5.5 Risk Assessments and Method Statements

- 5.5.1 For all tasks to be undertaken on a restricted high place, or involving a working at height activity a task risk assessment is to be prepared by or under the supervision of the person in charge.
- 5.5.2 This risk assessment is to take into consideration details given on the RHP Datasheet (Form H2), Residual Hazards (Form H3) and the serious fault notice if required (Form H8) which are to be made available to the person in charge. Additional hazards present at the time of the work at height activity are also to be considered. Guidance on potential hazards in relation to working at height is provided in Section 6.8.
- 5.5.3 In preparing the task risk assessment, each risk is to be assessed taking into consideration the mitigation and control measures to be applied as far as reasonably practicable. Any residual risk is to be clearly identified and full details of how the work will proceed safely are to be provided in the method statement.
- 5.5.4 The method statement is to include details of the personal protective equipment to be worn and used by each member of the access team during the work at height activity.
- 5.5.5 The method statement is also to include details of site boundaries, methods of cordoning-off suitable areas around the work at height activity and any temporary signage that may be required.
- 5.5.6 The person in charge and members of the access team are to remain vigilant and are to continually review the task risk assessment during the work at height activity. They are to take account of any changes, for example, environmental conditions, and implement further control measures as necessary.

5.6 Emergency and Rescue Plan

- 5.6.1 For any work at height on a restricted high place, the person in charge is to prepare a suitable and sufficient emergency plan for dealing with emergencies. The plan is to include names and telephone numbers of all emergency and support services that may need to be contacted.
- 5.6.2 A rescue plan is to be prepared by the person in charge for each work at height activity. The plan is to be effective, considering the task and location, in order for the rescue to be carried out promptly. The rescue method, equipment and location of equipment, is to be detailed in the plan. A rescue may be required to be carried out by personnel suitably trained in rescue from height. All members in the team must be able to communicate with each other including the rescue personnel with all means of communication to be proven effective. A rescue plan is not necessarily to rely on the emergency services as in some cases, such as when fall-arrest equipment is used, rescue cover is provided by the climbing team. In any case the agreement of the emergency services is to be obtained to carry out the rescue before it is included in a rescue plan.
- 5.6.3 During a rescue from height single rope working is only to be permitted where life is endangered and it is considered essential following a risk assessment.

Retention of Records

- 5.6.4 Completed permits are to be retained in the Working at Height Document Centre for a minimum period of three years after the cancellation of the Permit to Work. Thereafter the document is to be archived or destroyed as per the contract conditions.
- 5.6.5 The cancelled original Permit, together with its associated Risk Assessments, Standing Instructions and Safety Programmes are to be retained in the Working at Height Document Centre for a minimum period of three years after the cancellation date. Thereafter the documents are to be archived or destroyed as per the contract conditions.

Action on Loss of Documentation

- 5.6.6 If the Person in Charge (Working at Height) loses either the original Permit to Work (Working at Height) or his or her copy of the Standing Instruction, the Authorised Person (Working at Height) is to stop the work as soon as the loss is noticed, until such time as new documentation is issued.
- 5.6.7 When the work has been stopped due to loss of documentation, the loss is to be recorded by the Authorised Person (Working at Height) on Form H7 'Register of Permits to Climb/Access and Standing Instruction'. The copy is to be defaced with the words, "ORIGINAL COPY LOST" written in large print, diagonally across the face of the document. The copy is also to be signed by the Person in Charge (Working at Height) and Authorised Person (Working at Height) respectively, to acknowledge the loss.

6 WORK AT HEIGHT PROCEDURES CLIMBING/ACCESS TEAM

6.1 Introduction

- 6.1.1 This section provides details on the climbing/access teams, the person in charge and defines the required competencies of the two categories of climbers; occasional and advanced. It describes the composition of the team and the responsibilities of both the person in charge and the team members. The requirements for medical examination, fitness, climber skills, training and the keeping of logbooks are also given. Additionally, guidance is provided on potential hazards and personal protective equipment.

6.2 Working at Height Team

- 6.2.1 The team is to be composed of adequate numbers of competent personnel required to carry out the work at height activity on the restricted high place in accordance with the requirements of these procedures.
- 6.2.2 Occasional climbers do not have formal work at height training and as such do not wear harnesses for the purpose of fall arrest. They may however wear a harness for the purpose of work restraint such as with a roof mansafe system which will act to prevent a fall or they will be working in a safe place where the fall protection is collective and passive such as that provided by fixed handrails. For occasional climbers the only risk of falling occurs during the acts of access and egress and for this reason they are generally limited to climbing fixed access ladders with safety hoops and maximum rise of 6m. A second successive ladder, again with a maximum rise of 6m, may then be climbed but only if it is separated from the first by an adequate intermediate platform and as long as the safety hoops on the second ladder prevent falls over the intermediate platform handrails. Any deviation from these constraints must be given to the AP in writing by the AE.
- 6.2.3 Should occasional climbers wear a harness in combination with fall-restraint equipment then they shall be trained in its use.
- 6.2.4 Advanced climbers have formal training and are permitted to use fall-arrest systems. The maximum height climbed and the natures of the work carried out are generally limited to the individual's abilities based on past experience and competence.
- 6.2.5 In the event of an emergency to effect a rescue operation, a climbing team is to comprise a minimum of two climbers. The climbing team is to have effective and proven means of communication between members of the team at all times.
- 6.2.6 For advanced climbers using fall-arrest systems, where the task is such that only one climber is required on a structure, the second climber is to be fully equipped with a full body harness and other appropriate personal protective equipment ready to climb should there be an emergency and in accordance with the emergency and rescue plan.
- 6.2.7 For occasional climbers not using fall-arrest systems, where the task is such that only one climber is required on a structure, the second climber should be equipped and ready to climb the structure to assist in the case of an emergency. Whether he then affects the rescue or whether this is then carried out by others should be written into the emergency and rescue plan.
- 6.2.8 The team is to have all appropriate equipment and PPE to undertake the work at height activity safely, and it is to be used in accordance with the Method Statement.
- 6.2.9 Where the access team is for a WaH activity that does not involve climbing eg door access to an unprotected roof, each member of the team must be suitably trained for the task involved which may include training in the use of and wearing of a harness.

6.3 Person in Charge

- 6.3.1 One member of the team will be appointed as the person in charge, normally by his employer. The person in charge will be experienced in the type of activity and has overall responsibility with regard to safety and work at height matters in relation to the commencement or continuation of any working at height activity.
- 6.3.2 Prior to accessing a restricted high place or commencing a working at height activity, the person in charge is to obtain a permit or standing instruction from the respective AP. The AP will not issue a permit or standing instruction until all hazards have been considered and the associated risks have been assessed and recorded in the task risk assessment. It is the

responsibility of the person in charge to ensure that the task risk assessment, method statement, emergency and rescue plan are prepared and that they are followed and reviewed as necessary.

- 6.3.3 The person in charge is to ensure that each member of the team operates in a safe manner and understands his individual responsibility. He is also to ensure that each member is operating within his own capability and is willing to undertake the task. Where a member of the team demonstrates a lack of confidence in carrying out a task, the person in charge is not to insist that is carried out.
- 6.3.4 In the event of a situation that the person in charge considers to be unsafe, all operations are to immediately cease. A report on the occurrence is to be made immediately to the AP. No work at height activity is to be resumed until the AP and the person in charge have agreed in writing to do so.
- 6.3.5 The person in charge is to ensure, as far as is reasonably practicable, that a team member does not position himself directly below another climber on the access system or structure.
- 6.3.6 When a serious fault is identified by any member of the team, the person in charge is to notify the AP as soon as practicable. The AP will then compile a serious fault notice, (Form H8), a copy of which will be forwarded to the AE for signature. The person in charge and the AP are to take appropriate and immediate action to make the activity and/or restricted high place secure and prohibit further access.
- 6.3.7 On completion of the work at height activity, the person in charge is to provide feedback on the permit form and confirm that the work has been completed, the structure and access system have been left in a safe condition and the site secured. The person in charge is to return the permit to the AP for closure.

6.4 Climbing/Access Policy

- 6.4.1 Only occasional or advanced climbers are permitted to access a restricted high place under a normal permit or a standing instruction unless the access is as defined in 6.2.9. See also Table 6.1 for climber's requirements.
- 6.4.2 The restrictions on climbers are outlined in section 6.2.
- 6.4.3 Prior to climbing, the person in charge is to undertake a visual inspection of the structure and access system from the ground. All climbers should ensure that visual inspections are maintained throughout the work at height activity in order to detect any unacceptable conditions or defects to the structure or the access equipment.
- 6.4.4 When using fall-arrest or work restraint measures climbers are to select the strongest anchor point available. Normally these points will be structural elements, approved by a competent person or a load tested anchor point. Reference will have to be made to the latest inspection or appraisal report of the restricted high place. For vertical fall-arrest equipment the selected anchor points should be as high as practically possible and preferably above head height.
- 6.4.5 Work at height PPE is manufactured and tested against standards that govern the overall weight of a person, including their clothes, equipment and tools that can safely use that equipment. Current standards detail tests at 100kg, although many manufacturers produce tested and certified equipment rated to 130kg and above. The person in charge is to ensure that all members of the climbing team are issued with the appropriate PPE and that the overall weight of a climber does not exceed the stated value for any items of PPE in use unless it is a horizontal fall restraint which does not permit the wearer to be suspended in the harness.
- 6.4.6 The practice known as 'free climbing', ie. where a climber is not protected by passive fall protection or any other fall arrest equipment is prohibited except for low risk, short duration ladder work/access.

Table 6.1 Climbers Requirements

	Occasional Climber	Advanced Climber
Training	Awareness only	Formal
Experience at height	Employer assessed	Demonstrated in logbook
Additional Skills	As required	Rescue from height First aid training RF monitoring (if required)
Formal Medical Examination	Not required	Certified by Medical Practitioner
Fitness	Fitness self certification	Fitness self-certification
Climbing Limits	RHPs incorporating hoops and platforms at 6m max spacing to a max height of 12m above ground level.	Limited by experience/risk assessment

6.5 Medical Examination and Fitness

- 6.5.1 Work at height activities can be physically and mentally demanding. Consequently advanced climbers, who access RHPs, are to have periodic medical examinations in order to identify any condition that might affect an individual's ability to climb. These examinations must be carried out by competent medical practitioners. A sample letter for their guidance is located in Annex C.
- 6.5.2 The permits are signed by each member of the climbing team to confirm that they are fit to carry out their duties on the day. This is separate from any medical that may be required where strenuous activities are to be undertaken.
- 6.5.3 It is the responsibility of the person in charge of a climbing team to ensure that all advanced climbers have valid documentation.
- 6.5.4 The recommended frequencies for medical examination for advanced climbers are;

Age	Frequency
up to 45	every 5 years
45 to 55	every 2 years
over 55	annually

- 6.5.5 Minor illnesses may result in life threatening situations for those working at height and therefore individuals should not climb if they do not feel fit enough to do so.
- 6.5.6 Following any sickness absence of two weeks or more or at the request of their supervisor, when there is any reason to suspect that an individual may have difficulty undertaking their work, the individual should seek clarification from a medical practitioner that they may continue to work at height.

6.6 Climber training

- 6.6.1 Advanced climbers are to have formal training in order to work at height. This training is to include, as a minimum: relevant H&S legislation, climbing and access techniques, selection and inspection of work equipment and PPE, risk assessments, emergency planning, rescues, first-aid and record keeping. Training records to be available for inspection. See also Table 6.1 for climber's requirements.
- 6.6.2 Occasional Climbers/access personnel are to receive height awareness training including as a minimum: ladder safety, ladder climbing techniques, relevant H&S legislation, risk assessments and emergency planning. See also Table 6.1 for climber's requirements.
- 6.6.3 Training for other WaH activities will be as required for that specific task.
- 6.6.4 Formal training should be carried out in accordance with the requirements of BS 8454: 'Code of practice for the delivery of training and education for work at height and rescue'.
- 6.6.5 For less strenuous activities but at the discretion of the AE/AP a medical examination might not be required. The team members however will still need training for the actual at height location/task and also be fit to work on the day.

6.7 Climber's Logbook

- 6.7.1 Advanced climbers are required to maintain a logbook to demonstrate their acquired levels of competence. This requirement is optional for occasional climbers.

6.7.2 The following details should be included:

- Climbing log (with details such as type of structure, unusual weather, equipment used)
- Training Records
- Evidence of Medical Examination.

6.8 Hazards at Height

6.8.1 Radio Frequency (RF) hazards may be encountered. Where the radiating properties of any antenna cannot be established then it should be deemed as hazardous.

6.8.2 All personnel access within the vicinity of a hazardous antenna should be denied unless: the antenna has been electrically isolated or RF monitoring has been carried out by a competent person and no significant risks were found in the proposed work location.

6.8.3 Falling objects, especially where deflected can travel large distances. An exclusion zone with a radius of half the maximum working height should be put in place, up to a maximum of 25m.

6.8.4 Environmental and weather conditions. WaH should not be undertaken when the environmental conditions are such that they would present an unreasonable risk to the personnel involved. This will depend on many factors but the final decision must be made by the person in charge.

	Max mean wind speed (mph)	Wind Description	Visual description
Occasional Climber	10	Gentle breeze	Leaves and small twigs in constant motion Small flags extended
Advanced Climber	20	Fresh breeze	Small trees in leaf begin to sway Crested wavelets on inland waters.

Note that the maximum gust wind speed (measured by an anemometer) may be 1.5 to 2 times the mean value.

6.8.5 Lightning is one environmental condition of particular concern to climbers. Weather conditions should be continually monitored and advanced warnings from reliable sources sought prior to works being carried out.

6.8.6 All residual hazards should be recorded on the 'Residual Hazard Register' (Form H3) for each restricted work at height location.

6.9 Work Equipment and Personal Protective Equipment

6.9.1 Suitable work equipment and PPE for work at height to be selected as determined by the task risk assessment and utilised as determined by the method statement and in accordance with the manufacturer's instructions.

6.9.2 Work and personal fall protection equipment to comply with BS 8437: and all equipment and PPE to comply with relevant British and European Standards.

6.9.3 Advanced climbers and occasional climbers, when trained in their use, to wear full body harnesses on restricted high places where the task risk assessment and method statement require it.

6.9.4 All members of the team to wear climbing helmets/hard hats with chin straps. All personnel on the ground (within the designated site perimeter or exclusion zone) are to wear head protection.

6.9.5 Eye protection to be worn where the task risk assessment and method statement require it.

6.9.6 Protective clothing to be worn suitable for the work activity being undertaken and for the prevailing environmental conditions. Overalls are preferred as there is less chance of clothing becoming loose and flapping about. However it is important that all clothing is comfortable and does not restrict movement. A high visibility jacket may be worn on top if required.

6.9.7 Pockets should be closed with fasteners to prevent items falling and small tools should be kept in a bag or attached by means of a carabiner.

-
- 6.9.8 Footwear is to provide firm support to the foot and ankle. It is to have a well defined instep and patterned sole to prevent slipping. Steel toe caps are always to be used and where long climbs are involved or if the work involves standing on a ladder rung or bracing, strengthened soles are recommended.
 - 6.9.9 Protective gloves are to be available and worn when appropriate for the work activity being undertaken. In particular they are to protect against heat, cold, sharp edges, protective coatings, splinters and bird droppings.

7 NOTES ON OTHER ASPECTS OF WORK AT HEIGHT

7.1 General

7.1.1 This section covers work at height activities using temporary access methods or those activities not covered adequately elsewhere in these procedures.

7.2 Scaffolds

7.2.1 This applies to both traditional scaffolds and mobile tower scaffolds.

7.2.2 Scaffolds should be designed to protect the public. This includes preventing materials falling, ensuring they are strong enough to carry the loads required, ensuring that traffic and pedestrians are in safe areas especially during erection and dismantling and preventing unauthorised access especially when unattended.

7.2.3 Scaffold design, erection and dismantling should be carried out by competent staff under competent supervision. Scaffolds should be adequately braced and securely tied or otherwise supported. Additional ties may be required if the scaffold is sheeted or used for hoisting or loading materials. Uprights bearing directly on the ground should have base plates and timber sole plates if required.

7.2.4 Scaffold work platforms should be fully boarded, with the boards arranged to avoid slips and trips and stair or ladder access should be suitable and secure. Ladders should be angled at around 75° to the horizontal, (ie. one out for every four up), to minimise the chance of sliding. Where practicable ladders should extend a minimum of 1m above work platforms to provide safer access. There should be double guardrails and toe boards fitted.

7.2.5 Scaffolds should be inspected by a competent person before first use, after any changes have been made and at regular intervals not exceeding 7 days. Ladders should also be checked regularly for defects, as set out in the Method Statement or Safety Management Plan. No changes to the structure should be carried out except by a competent person and care should be taken that they are not loaded beyond design levels.

7.2.6 For mobile tower scaffolds; the maximum height to minimum width ratio should be 3:1 unless the manufacturer's instructions state otherwise, (this will usually involve the use of outriggers). The wheels must be locked when in use and the scaffold unoccupied when being moved. Tower scaffolds should never be used to support ladders. Mobile tower scaffolds are to be made secure when not attended to prevent unauthorised access and use.

7.2.7 For the erection and certification of mobile tower scaffolds the competent person is to have PASMA or equivalent training and certification.

7.3 Mobile Elevated Working Platforms

7.3.1 This section covers all types of MEWPs including scissor lifts and platforms at the ends of boom, (more commonly known as cherry pickers). The booms may be telescopic or articulated and may be lorry mounted, trailer mounted or self propelling.

7.3.2 MEWPS can provide a quick and easy positioning solution for someone who needs to work at height. There is however many different types available and it is essential to use the right type for the job to be done. When choosing a MEWP, consideration should be given to the height and reach of the work, the ground conditions, the type of fuel (if indoors), the nature of the work and the number of workers required.

7.3.3 The operators of any MEWP should be properly trained and hold current IPAF or equivalent certification. In addition the machinery itself should have a valid examination certificate, (equivalent to an M.O.T.) valid for 6 months. Daily checks should also be carried out prior to use and normally weekly inspections are carried out.

7.3.4 The Risk Assessment for the task will determine whether or not the users are required to be restrained when at height. That said, for carrier platforms (cages) on booms it is good practice for harnesses to be worn, with a restraint lanyard, (ie. a fixed lanyard without a fall-arrester fitted), attached to a solid anchor at low point within the carrier platform. This is to prevent falls from the carrier platform which could topple the machine. MEWPs should be fitted with double guard rails and toe boards.

- 7.3.5 Following the Task Risk Assessment a rescue plan will be drawn up prior to the commencement of the work. If there is any doubt as to the effectiveness of the rescue plan, (eg using an unfamiliar machine for the first time), then it should be proved by a practice run.
- 7.3.6 Exclusion areas should be introduced below and around the MEWP to protect others from falling objects. Effective barriers and signs should also be in place to prevent collisions with other vehicles, which could topple the machine.
- 7.3.7 Generally MEWPs are used for work positioning only. They are not to be used for gaining access to a fixed workplace such as a roof unless the carrier platform has been adapted to allow users to walk directly to a safe area of the roof. They should always be used within their loading capabilities which vary depending on the height and reach required. A MEWP must never be used as a crane.
- 7.3.8 Some MEWPs have outriggers which act as stabilisers. These are generally the lorry or trailer mounted machines which usually have a greater reach. Operators of these machines require additional training and this will be indicated on their IPAF certificates.
- 7.3.9 Other dangers arise when the carrier platforms are moved or when the whole machine is moved. If MEWPs are moved in the raised position then a banksman should be used on the ground. It is essential that the MEWP is kept on firm ground at all times as any vertical movement, even in one wheel will become amplified and could cause the machine to topple. Depressions as shallow as 75mm have been known to cause overturning and particular care is required where inspection covers are present. When the carrier platform is moved the operator may be at ground level or on the carrier platform. In either case there is a danger of impact between those on the carrier platform and the structure. There should always be an adequate method of communication between the ground and those on the carrier platform. This is particularly important in a machinery breakdown/rescue situation. Some machines will cut out should any part become wedged beneath a structure. In this case they can only be brought down by an operator on the ground.
- 7.3.10 Weather conditions must be considered prior to the commencement of work with a MEWP even if the work is indoors as doors and windows may be opened. Forecast wind speeds are normally mean wind speeds as the actual gust speeds measured on site may be twice these values. Lightning is a potential risk especially when the platform is at a local high point. Forecasts for lightning prediction are to be obtained before using a MEWP outdoors.
- 7.3.11 Assess other alternative work methods if the operations are required on soft ground or near steep slopes or excavations, when the weight of the machine can affect the ground and cause soil failures or slippages.

7.4 Portable Ladders

- 7.4.1 Portable ladders, where used, are best used as a means of getting to a workplace. They should only be used as a workplace for light work of short duration.
- 7.4.2 This light work will involve using one hand only and be easily reached without stretching. The ladder must be fixed to prevent slipping and a good handhold available.
- 7.4.3 Many ladder accidents occur during work lasting less than 30 minutes. The chance of an accident also increases with the length of the ladder, they become harder to handle, more flexible and difficult to foot effectively. If the ladder work is carried out in a number of locations, whereby the ladder is constantly moved and set-up, there will be an increased risk of carelessness creeping in.
- 7.4.4 Make certain there is no better means of performing the task before using a ladder.
- 7.4.5 Where ladders are used to access work platforms they should, where practicable, extend 1m beyond the platform.
- 7.4.6 Both hands must be free for use when climbing ladders, to ensure three points of contact, therefore any light tools should be attached to a belt or within a shoulder bag.
- 7.4.7 Ladders (including step ladders) should be in good condition and strong enough for their intended use, (DIY ladders for use at home may not be strong enough for site work, as they are often lightweight and not designed for frequent use). Ladders should be unpainted and inspected thoroughly before first use, on each site, and then whenever required by the Method Statement or Safety Management Plan. As with other safety equipment a formal inspection should be carried out and recorded at intervals not exceeding 6 months. To facilitate this, ladders must be adequately labelled for identification. The inspection should

cover the rungs and stiles and their connections along with the treads, crossbars, welds, screws, hinges and any anti-skid or built-in stability devices.

- 7.4.8 A ladder should rest on a firm level surface. It should also be secured so that it does not fall or slide away from the wall nor does it run sideways along the wall. The best place to secure it is at the top. If it cannot be fixed or whilst being fixed, the ladder should be footed by a second person. The correct angle of 75° will help minimise the risk of the ladder sliding away from the wall. The top of the ladder should also rest against a solid surface and not against plastic guttering or cement roof sheeting.
- 7.4.9 Step ladders provide a free-standing means of access, however they require careful use. They are not designed for any degree of side loading and are relatively easily overturned. It is imperative therefore that any work is within easy reach. When used for access eg to a loft, these ladders are particularly dangerous as users may be tempted to stand on the top step. This is when the ladder is most unstable and can easily overturn. The highest step to be used on a step ladder should be around $\frac{3}{4}$ of the height of the highest step.
- 7.4.10 Where there is a risk of electrocution do not use metal ladders.
- 7.4.11 Ladder stability devices and ladder levellers are available and may offer additional means of achieving ladder stability where it is not reasonably practicable to use other methods. Their performance however may not have been thoroughly tested and this fact should be borne in mind.
- 7.4.12 All users of portable ladders to be trained in their use.

7.5 Working on Roofs

- 7.5.1 In the construction industry falls account for more deaths and injuries than any other cause and roofers account for a high percentage of those killed in falls from height. Accidents also occur during roof maintenance, cleaning and inspection operations. A high proportion of work at height accidents involve falling from or through roofs and frequently involve fragile roofs.
- 7.5.2 As with all work at height there is a systematic hierarchy which should be followed when planning the work. Refer to section 2.1. Remember that fall prevention takes precedence over fall-arrest measures and within each category, collective measures take precedence over personal measures. This is because collective measures are passive in that they do not require the user take any action. With personal protection not only does the user have to remember to use the equipment, it must also be used correctly.
- 7.5.3 Getting on and off a roof is a major risk. A secure means of entry is essential. Access or tower scaffolds are suitable, in front of preferably with stair access. The use of a properly secured ladder is the minimum. Consider whether the work could be carried out more safely from below.
- 7.5.4 For those on the roof the first line of defence is adequate edge protection to prevent falls occurring. The main guard rail should be at least 0.95m high (preferably 1.1m high) with an intermediate rail at mid height. Where there is a risk of objects being kicked off or a person sliding underneath a toe board (also known as a kicker plate) should be fitted.
- 7.5.5 If the roof itself cannot provide an adequate platform either because of its pitch or fragility then other measures are to be considered such as using a MEWP so that the work can be carried out from the carrier platform (cage) or a platform installed.
- 7.5.6 Where adequate fall prevention measures cannot be provided consider collective passive systems such as nets, airbags and bean bags to minimise the consequences of a fall.
- 7.5.7 Nothing should be thrown from a roof or scaffold. Enclosed chutes should be used or the rubbish lowered to ground in a controlled manner within a container. Particular care should be taken to protect the public from falling objects either from the roof or from the means of access. If they cannot be kept at a safe distance then additional protection measures are required.
- 7.5.8 Unauthorised and public access should be prevented at all times. When considering signage remember that this is ineffective with young children.
- 7.5.9 All those working on a roof should be competent to do so and have adequate training for their particular duties. The various types of training could include installing edge protection, operating a MEWP, manual handling, tower scaffold erection or the use of harnesses and rescue procedures.

- 7.5.10 Weather conditions can endanger lives particularly during windy conditions when loose objects can get blown around or those carrying sheeting may be blown over. Rain snow and ice can cause slips and the cold can cause numbness and the increased likelihood of people losing their grip or dropping objects. Ensure loose objects are not left at height when the site is unattended, eg at evenings and weekends, in case the wind picks up. Lightning is also a significant risk.
- 7.5.11 Short-duration roof work could include inspections, replacement of a few tiles or a minor adjustment to a TV aerial. The work should be carried out in minutes rather than hours and it may not be practicable to provide full edge protection. However the following two minimum requirements always apply:
- A safe means of access and egress to and from the roof level
 - A safe means of working on a roof. (This may involve properly constructed roof ladders or personal restraint systems however it should be remembered that MEWPs can be appropriate for short duration work).
- 7.5.12 Fragile roofs are those that cannot safely carry the weight of the people and materials on it. Where they are known to exist adequate warning signage should be fixed on the approaches and adequate precautions taken such as the introduction of a permit system and anti-climb measures provided.
- 7.5.13 In assessing fragility there are a number of factors to consider:
- Material thickness
 - Span between supports
 - Sheet profile
 - Type, number and quality of fixings
 - Support design including purlins
 - Structure age and condition (any roof can become fragile with time)
 - The vicinity of roof lights.
- 7.5.14 The fragility assessment should be carried out by a competent person. It may be that the whole roof is fragile or it may be just in small areas such as roof lights. Roofs can also be temporarily fragile eg at certain stages of construction.
- 7.5.15 Where work on a fragile roof cannot be avoided the area must be made safe with staging to distribute the loads along with adequate edge protection and safe platforms. Any staging or platform members fitted should span at least two purlins (if structurally adequate) or between other supports and not rely upon the support of the fragile surface. Where valley or parapet gutters are used for access, fixed covers should be provided extending far enough to prevent anyone falling on them or from falling through the roof.
- 7.5.16 Any fall protection measures used should have good anchorages and the use of nets below the roof is a possibility. Where there are only small areas of fragile material they should be fenced off or securely covered with warning notices displayed. For short duration work on fragile roofs it may be that the use of harnesses and permanent running-lines may be adequate.
- 7.5.17 Where work on a flat roof is at least 3m back from the roof perimeter and edge protection is not provided, the working area and access to it should be marked out with continuous physical barriers. This method of protection will require tight supervision.
- 7.5.18 Where nets are fitted they should be installed by a competent person, securely attached and as close as possible beneath the roof surface or edge.
- 7.5.19 On traditional pitched roofs most falls are over the eaves. Edge protection along the eaves will have to be strong enough to restrain someone falling against it and therefore the length of the slope and steepness of the pitch must be considered. On large or steep roofs it may be that intermediate protection is required. If work is to be carried out within 3m of the gables then edge protection will be provided here too.
- 7.5.20 On sloping roofs work should not be carried out directly on slates or tiles as they do not provide a safe footing, particularly when wet. Use roof ladders and proprietary staging to enable safe passage in addition to the edge protection.

- 7.5.21 Fixed fall restraint systems are common on roofs. Anyone using such a system should be trained in its use along with the use of the work equipment worn. The system itself should have current certification and have been inspected, by a competent person, as per the manufacturer's recommendations, which is usually at a maximum interval of 12 months. The use of any fixed safety line system should be controlled by a work at height permit.

7.6 Working with Excavations

- 7.6.1 Anyone working near an excavation is working at height if there is a risk of a fall. Additionally anyone in an excavation is at a risk of materials falling. A typical soil density is 1.5 g/cm³ therefore a cubic metre of soil will weigh 1.5 tonnes.
- 7.6.2 All excavations should be supervised and inspected at least daily by a competent person. If more than 2m deep then it should be inspected for every shift. A thorough formal inspection, (with results recorded), should be carried out every 7 days, unless a risk assessment identifies more frequent inspection.
- 7.6.3 Shoring must be available for all excavations and must be used if the depth exceeds 1.2m except where the sides are battered and safe and even at lower depth if sides are unstable.
- 7.6.4 Signs and barriers should be used for all excavations.
- 7.6.5 Use detection equipment and as-built drawings to locate buried services and use only careful hand digging, (ie. no picks), in their vicinity until their precise position has been established.
- 7.6.6 Keep spoil heaps, vehicles and other materials at a safe distance from the edge of the excavation. Ensure that stop blocks are used to guide tipper drivers. Remember that additional surcharges will increase the chance of soil failure, particularly during wet weather.
- 7.6.7 Ladders used for access and egress must be non-static inducing so that sparks are not created that could ignite any dangerous gases. Where there is a risk of dangerous gases occurring ensure that any tools used are intrinsically safe.
- 7.6.8 Some excavations can be classed as confined spaces and may require the use of a gas monitor and a permit provided by the authorised person for confined spaces.
- 7.6.9 Where excavations are considered as confined spaces the Confined Spaces Regulations will cover the safe system of work required.

7.7 Rope access and steeplejack techniques

- 7.7.1 These methods of working at height will generally be considered as more unsafe than the use of scaffolding or a MEWP however the risk assessment may dictate that they are necessary. These activities are only to be carried out by highly trained and competent people who will hold current qualifications by IRATA or similar associations.
- 7.7.2 Rope access and positioning techniques must involve a system comprising of two individually anchored lines. One, known as the working line, is the primary means of access with the other as the safety line. Further details are given in paragraph 10.1.9.
- 7.7.3 Access and work activity using these methods should be covered by the working at height permit system. Whilst acknowledging that as this work is highly complex and carried out by professionals, although the AP will not have the same level of knowledge of the procedures he will still be the facilitator and have a greater local knowledge of the site. The AP will ensure that only competent personnel form the access team.

7.8 Window cleaning

- 7.8.1 This section gives advice on the options available for window cleaning activities.
- 7.8.2 To avoid working at height window cleaning should be carried out from the ground or from inside the building eg if the windows were designed to rotate.
- 7.8.3 If the risk cannot be avoided then the choice of access equipment will be determined by the height to be negotiated, the site conditions, the duration and extent of work and the frequency of required access.
- 7.8.4 For powered access equipment refer to paragraph 7.3.
- 7.8.5 For suspended access equipment such as cradles the whole system should have a current certificate of thorough examination and maintenance records. Access to the cradle must be safe, preferably from the ground, as climbing over roof edges is unacceptable. In some cases

a safety wire system can be used to access the cradle at height. A safe system of work is to be drawn up with special consideration given to communications and emergency rescue or breakdown procedures. This work activity should be controlled by a work at height permit.

- 7.8.6 Before commencing work activities from suspended access equipment checks should be carried out to ensure that it is safe and appears in good physical working condition. Key points include: safety devices, control buttons, anchorage points, the electrical system, signs of physical damage, corrosion or wear and the condition of ropes, pulleys and drums.
- 7.8.7 Operators of suspended access equipment should be fully trained in its use. They should ideally ensure that the equipment runs smoothly prior to starting work. The operators should wear full body harnesses that can be connected to a designated anchorage. They should ensure that the equipment is not overloaded, that tools are secured with lanyards, the area below the cradle cordoned off, signs posted if necessary and if the windows are capable of opening outwards, the building occupants informed of the activities. It may be advisable to carry out these activities at quieter times of the day such as evenings or weekends and the equipment should not be used during adverse weather such as high winds.
- 7.8.8 Once the work activity is complete the suspended access equipment should be stored safely and securely with the power disconnected to prevent unauthorised use.
- 7.8.9 Travelling ladders or gantries are sometimes found across large areas of glazed roofing and can be powered or manually operated. As with the suspended access equipment the operators must be fully trained in its use, wearing the correct PPE, including a full-body harness and rescue procedures put in place. Key aspects of concern for this particular type of equipment are the method of access, the need to ensure that users don't overreach, that the equipment can be locked in place when being used and whether there is a possibility of unauthorised persons controlling it. The fall-arrest systems should be checked that they lock in the event of a fall, especially with vertical sliding systems.
- 7.8.10 In some cases such as domestic or small commercial properties the risk assessment may show that because of the short duration work and features on the building that cannot be altered portable ladders may be the only realistic option. Their use is described in paragraph 7.4. The HSE information sheet MISC613 gives further information.
- 7.8.11 Rope access methods are now being used more frequently in window cleaning. The methods are however complex and it became clear to the HSE that not all the companies involved fully understand these complexities. Rope access methods are generally not considered as safe as suspended access equipment or MEWPs. The HSE information sheet MISC612 gives further information.
- 7.8.12 Those in control of buildings must recognise that because of poor design or other factors it will not always be possible to ensure that all windows can be cleaned in relative safety. It should be borne in mind that not cleaning certain windows is preferable to exposing workers to unnecessary risks.

8 AUDITS & MONITORING

8.1 General

- 8.1.1 Auditing is the structured process of gaining independent information on the efficiency, effectiveness and reliability of the management system and drawing up plans for corrective action.
- 8.1.2 Monitoring is the observation process followed to ensure that procedures are being operated correctly
- 8.1.3 The audit regime has two purposes:
- to ensure procedures and safe working systems are kept under review and changed to adapt to circumstances and developments
 - to secure implementation and compliance.
- 8.1.4 Any assessments whether for interview or audit shall consider the individuals competence. The HSE identifies the following five elements: Training, Knowledge, Qualifications, Skills and Experience.

8.2 Audit Requirements

- 8.2.1 The AE is to assess each AP under their control annually to confirm their continued suitability and identify any training requirements.
- 8.1.1 The CAE is to arrange and oversee regular monitoring and periodic audit of the application of these procedures by the Authorising Engineers.
- 8.1.2 The AE is to generate a programme for their audits, a copy of which will be sent to the CAE. Upon completion of an audit the AE is to complete a report of the findings, which will be submitted to the site within 28 days with a copy sent to the CAE.
- 8.1.3 If necessary an action plan, to redress any identified weakness, is to be compiled by the AE and agreed by the APs. This will be submitted to site within 28 days of the Audit Report submission with a copy sent to the CAE.
- 8.1.4 AE to conduct interim audits at any site, within 6 months of the previous audit, when it is deemed necessary. This will usually but not always follow the issue of a corrective action plan. Interim audits are formal reviews but essentially part of the ongoing informal monitoring process.
- 8.1.5 Where one or more AP covers a number of sites the AE is to ensure that his audits cover all sites within a three year period.
- 8.1.6 CAE to issue an annual report on the AE audit programme and to identify any resource issues.
- 8.1.7 AE to carry out audits on site and to consider the following as a minimum:
- Appointment Records
 - Risk Assessments (submitted)
 - Method Statements (submitted)
 - Maintenance Records
 - Documents Register
 - Any relevant construction drawings or certification
 - APs Log Book
 - APs Training both of the procedures and also on site equipment and systems
 - Safety Documents.

9 TRAINING

9.1 General

- 9.1.1 It is a pre-requisite for those individuals described in these procedures to have undertaken training relevant to their position and be familiar with the concepts of Risk Assessments, Method Statements, Safety Programmes and other relevant safety documentation for their sites. The AEs, APs, advanced climbers and IPAF ticket holders should all be in possession of an up to date personal logbook.
- 9.1.2 Advanced climbers are, as a minimum, to have completed and passed a climbing course such as the 2 day 'Advanced Industrial Climber' course and be in possession of current certification. This climbing aspect of the course is valid for three years whereas the rescue element of the course may only be valid for 1 year. Climbers with current IRATA certification are deemed to be of a higher standard than 'industrial climbers' as they are generally working at height regularly and have been through much more rigorous training, rescue techniques and assessment.
- 9.1.3 Occasional climbers may have completed a 1 day 'Occasional Industrial Climber' course but this is not compulsory and relevant tool-box talks followed by an informal assessment of their competence for the task is often adequate. Refresher training is required at periods not exceeding 3 years or as defined by a Risk Assessment undertaken by the Authorising Engineer.
- 9.1.4 Authorised Persons are to have completed and passed relevant 'Working at height' training. This should cover the various aspects of Work at Height, including relevant legislation along with an introduction to the implementation of permit systems. This course does not include a physical climbing element, nor is this necessary. The course certification is generally valid for up to 3 years or as stated by the training authority.
- 9.1.5 Authorising Engineers are to have completed and passed the same relevant training as the Authorised Persons but in addition will have attended courses on the implementation of a permit system.
- 9.1.6 Training for aspects of work at height that does not include climbing are identified within Section 7.

10 MISCELLANEOUS

10.1 Work at Height Regulations -Terminology

- 10.1.1 **Safe existing place of work:** This is a place, (including the means of access), that although at height, is already safe as it has adequate permanent protection usually in the form of parapet walls or guardrails. This situation is highly desirable in the hierarchy as work at height has been avoided.
- 10.1.2 **Collective fall prevention:** If an existing place of work (ie. a safe place) cannot be utilised then work equipment is to be utilised to prevent falls. This work equipment includes; temporary guard rails, scaffolds, tower scaffolds and MEWPs. This is the preferred situation when work equipment is required for three reasons:
- Falls are prevented
 - All workers are protected
 - When set up does not require any specific input from the user, (ie. passive).
- 10.1.3 **Collective fall arrest:** If fall prevention measures are not reasonably practicable or do not eliminate the risk of a fall then work equipment should be used to mitigate the effects of a fall. Work equipment includes nets and airbags or other equipment that provides a soft landing and does not require any specific input from the user.
- 10.1.4 **Personal Fall Protection Systems:** This covers a variety of safety systems including work restraint, personal fall prevention, work positioning, rope access, fall-arrest and rescue systems.
- 10.1.5 **Work Restraint:** Is a personal fall protection system that uses a body holding device connected to a reliable anchor to prevent a person from reaching an area where there is a risk of a fall. The body holding device will usually consist of a lanyard and harness or waist belt.
- 10.1.6 **Personal Fall Prevention:** Is a personal fall protection system that does not use a body holding device or anchor but prevents a person from reaching an area where there is a risk of a fall. An example is the valley gutter frame walker, which the user picks up and carries, as this prevents a fall through an adjacent fragile surface.
- 10.1.7 **Work Positioning System:** Is a personal fall protection system that normally includes a harness and rope connected to a reliable anchor to support the user in a way that a fall is prevented. The rope typically moves through a pulley as in the case of a bosun's chair in order to position the user. Work positioning systems must also have a back-up system to prevent or arrest falls. The back-up system may involve the use of nets, edge protection or a second rope attached to the user.
- 10.1.8 **Rope access system:** Is a personal fall protection system that uses a harness connected to two ropes, with each rope secured to a separate reliable anchor. One line is the working line with the other being the back up. The working line is equipped with a safe means of ascent and descent and has a self-locking system to prevent the user falling should they lose control of their movements. The safety line is equipped with a mobile fall protection system that is connected to and travels with the user. This system does not involve pulleys as the ropes are static and the user positions himself by moving up or down the rope. Typical uses for this system are structural inspections and window cleaning. Single lines are never used unless the risk assessment indicates that the use of a second line could be riskier. This is sometimes the case in rescue situations involving the police.
- 10.1.9 **Fall-arrest system:** Is a personal fall protection system that uses a harness connected to a reliable anchor to arrest and restrict a fall, whilst limiting the forces on the body. This is done by incorporating an energy-absorbing device into the system. In the worst case, a fall-arrest system may take up to 6 metres to deploy and therefore there must be adequate clearance available. The energy-absorbing device will often be built into the lanyard but could take the form of an inertia reel when the user is more or less directly below the anchor point. Waist belts are not acceptable as parts of fall-arrest systems.
- 10.1.10 **Rescue system:** Is a personal fall protection system that facilitates a rescue. The rescue may be carried out by a rescuer or by stranded person and may involve lowering, lifting, or ascent/descent by either party.

10.2 Selection, use and maintenance of work equipment

- 10.2.1 Collective fall prevention measures take priority in the Work at Height hierarchy over personal fall prevention measures just as collective fall arrest takes priority over personal fall arrest. However it should be noted that personal fall prevention measures take priority over collective fall arrest measures.
- 10.2.2 Collective measures take priority because they protect more than one person and are passive systems whereas personal systems protect an individual and are active systems in that they require the involvement of the user, whether this is donning a harness correctly, adjusting equipment or clipping on.
- 10.2.3 Personal fall protection systems are therefore far more onerous in terms of training, inspection and maintenance. Work restraint is a personal fall prevention method and a fall arrest system is a personal measure mitigating the consequences of a fall. Both require the users to be properly trained in the use of the equipment and require safe systems to be implemented for its inspection (including pre-use), storage and maintenance.
- 10.2.4 Any personal fall-arrest equipment that has been used to arrest a fall must be discarded.
- 10.2.5 Personal fall protection systems are a complex area as there are often only subtle differences between the various techniques and some components of the systems can be interchangeable, eg an energy absorbing lanyard can be used for work restraint as well as for fall arrest.
- 10.2.6 When selecting work equipment there are a number of principles to be taken into account including:
- Ladders become less suitable with height, therefore provide stairs or tower scaffolds
 - Nets and airbags become less reliable in preventing injury the higher the fall
 - Fall arrest lanyards are unacceptable if the fall height is less than the deployment length required
 - If evacuation from a deployed fall arrest system is going to be difficult choose other work equipment eg a MEWP
 - The reach of a MEWP may be preferable where ground conditions are poor
 - The additional risk of installation and removal of work equipment. For example a scaffold, or tower scaffold erected and dismantled by 2 or 3 people for the use of 1 person to work safely may involve greater risk than 1 person at height using a MEWP.
- 10.2.7 Finally, if it is not reasonably practical to prevent or mitigate the effects of a fall, duty holders should identify and provide additional training and instruction or take other additional and suitable measures to prevent a fall. We are now at the bottom of the Work at Height hierarchy. Portable ladders and stepladders do not prevent or mitigate the effects of a fall, however if used by trained operators in appropriate circumstances their use can be justified. The training will not only cover 'safe use' but also ensure that 'safe systems' are implemented whereby the ladders are correctly stored, maintained and inspected.
- 10.2.8 As well as selecting the correct work equipment the duty holders should ensure that it is well maintained and regularly inspected. Schedules 2 to 6 of the Work at Height Regulations set out the requirements for particular work equipment. For maintenance refer to Regulation 5 of the PUWER.
- 10.2.9 For non-construction work there are no prescriptive dimensions for guard rail and toe board heights in the Work at Height Regulations. They have to be of sufficient dimension for the purpose for which they are being used. The Building Regulations requirement is for 1.1m high guardrails or barriers in some locations. The general policy on this matter for non-construction work is to specify the same as for construction, ie. a top guardrail height of 0.95m, but preferably 1.1m high, with a mid-rail so that no gap is greater than 0.47m with a 100mm height for toe boards.
- 10.2.10 Edge protection should be rigid enough to prevent a person or load falling. Chains are not rigid enough to provide adequate edge protection. Where work is done a safe distance from the edge, (usually > 3m), demarcation barriers may be used. Access will still have to be controlled and supervision is required to ensure that no one goes beyond the barriers.

10.3 Procurement and control of contractors

- 10.3.1 When choosing a contractor the duty holder should assess the contractor's competence for working at height. References should be checked and asking for Risk Assessments and Method Statements to define how the contractor will carry out the work at height safely.
- 10.3.2 Before contractors arrive on site the duty holder will have informed them of the site rules and hazards in order that these can be integrated into the contractors safe working systems.
- 10.3.3 The client should always be aware when the contractors are on site. This is normally done via a signing in and out system. The client should also check that the contractor's work is proceeding as planned in the Method Statement.
- 10.3.4 It is recommended that a disciplinary system for contracting companies and their individual employees who fail to work safely is implemented. This could ultimately involve removal from tender lists, loss of contracts, removal from site or financial penalties.

APPENDIX A

Model Forms

- H1 Restricted High Places Register
- H2 Restricted High Places Datasheet
- H3 Register of Residual Hazards
- H6 Permit to Climb
- H7 Register of Permits to Climb/Standing Instructions
- H8 Serious Fault Notice
- H10 Standing Instruction

RESTRICTED HIGH PLACE DATASHEET

RHP Reference No	
Location	
Description	

Access information

Details of access arrangements		
Provide details of fixed work restraint system, lifelines or fall arrest system etc (where applicable)		
Provide details of anti-climb device(s), locks and keys		
Date of last inspection		
Comment from access observation or inspection report		Date:

AP (WaH) Name	Organisation	Signature	Date

Document distribution

Original: AP (WaH) Document Register

**RESTRICTED HIGH PLACE
REGISTER OF RESIDUAL HAZARDS**

RHP Reference No	
Location	
Description	

Hazards	Possible consequence	Yes/No	Details
The structure; sharp edges, paint system, falling objects.	Cuts and other injuries.		
Electrical power supply and lighting equipment.	Electrocution.		
Fuel and flammable liquid (fire and fumes).	Burns, suffocation, slips.		
Feeder and other cables, RF.	Burns, electrocution.		
Transmitting antennas, RF.	Burns, electrocution.		
Machinery, moving parts, pulleys and blocks.	Injury.		
Warning sirens, speakers and sudden noise.	Deafness		
Liquid tanks (fire, fumes and explosion).	Drowning, burns and suffocation.		
Air conditioning units.	Injury, disease.		

continued on page 2

WORKING AT HEIGHT PERMIT						PERMIT NUMBER			
Person in Charge:			Company Name:			Tel No:			
PTW Start Date:		PTW Start Time:		PTW End Date:		PTW End Time:			
1 Location and Work Activity details									
2. Documents provided by Authorised Person to Person in Charge (where applicable)									
<input type="checkbox"/> Form H2 – Database		<input type="checkbox"/> Form H3 – Register of Hazards		<input type="checkbox"/> Form H8 – Serious Fault Notice		<input type="checkbox"/> Inspection Certificate (Masts/ towers/ fixed accessways)			
3 Supporting Documents Attached									
Risk Assessment		Method Statement		Rescue Plan		Weather Check		RF Isolations	
Risk Assessment – Suitable & Sufficient				Yes / No		Method Statement		Yes / No	
Rescue Plan – Suitable & Sufficient				Yes / No		Emergency Services No			
4 Access Equipment to be used									
Fixed Ladders / Masts / Towers			Tower Scaffolding / Fixed Scaffolding			MEWP / Cherry Picker / Mobile Boom			
Portable Ladders			Mansafe Restraint / Fall Arrest			Others			
5 Training Certificates Checked									
Advanced Climber / Occasional Climber / IRATA / Steeplejack			Scaffolding Training			MEWP / Cherry Picker / Mobile Boom Training			
Portable Ladder Training			Harness Training			Others			
6 Confirmation Signatures									
Risk Assessment Ref:				Method Statement Ref:					
Acceptance by ALL Competent Persons involved in the works: ALL PERSONS WHO ARE PART OF THE CLIMBING / ACCESS TEAM MUST SIGN ON TO THE PERMIT TO WORK									
I understand the work that is to be carried out and the safety precautions that are necessary to complete the work safely as outlined in the Risk Assessment and Method Statement. I am medically fit to undertake these works today.									
Name of person carrying out works				Post				Sign / date	
Name of person carrying out works				Post				Sign / date	
Name of person carrying out works				Post				Sign / date	
Name of person carrying out works				Post				Sign / date	
Name of person carrying out works				Post				Sign / date	

WORKING AT HEIGHT PERMIT	PERMIT NUMBER
Issue by Authorised Person	
I hereby authorise the works specified to be undertaken on the dates / times stated and I have checked the safety arrangements and confirm that they adhere to this Permit and are adequate	
Name of Authorised Person:	Signature:
Date Authorised:	Telephone Number:

Receipt by Person In Charge	
I accept responsibility for carrying out / supervising the work identified in this permit this in accordance with the risk assessment and method statement provided.	
Name of Person in Charge:	Signature:
Date:	Telephone Number:

Permit Completion by Person in Charge	
I declare that the work described in this permit has been satisfactorily completed* / stopped* (*Delete as appropriate) Comments in box at bottom of page if required	
Name of Person in Charge:	Signature:
Date work completed:	Time work completed:

Permit Cancellation by Authorised Person	
I declare that the work described in this permit has been satisfactorily completed* / stopped* (*Delete as appropriate) Comment in box at bottom of page if required	
Acceptance of Completion by Authorised Person:	Signature:
Date Permit Cancelled:	Time Permit Cancelled:

Additional Comments:

SERIOUS FAULT NOTICE

RHP Reference No		
Location		
Description		
<p>When a Serious Fault is identified by any member of the Climbing / Access Team, the PiC is to notify the AP (WaH) as soon as is practicable. The AP (WaH) is to, in turn, inform the AE (WaH). The PiC and the AP (WaH) are to take appropriate and immediate action to make the RHP secure and prohibit further climbing.</p>		
Date and Time serious fault identified:	Date:	Time:
Person who identified serious fault:	Name:	
Description of fault:		
Action taken by PiC:		Action taken by AP (WaH):
Date and time AP (WaH) notified	Date:	Time:
PiC Name		Signature:
AP (WaH) Name		Signature:
Date and Time AE (WaH) notified	Date:	Time:
AE (WaH) Name		Signature:
Date Serious Fault Rectified	Date:	
AE (WaH) Name		Signature:

Document distribution
Original: AP (WaH) Document Register
Copy 1: AE (WaH)
Copy 2: Person in Charge

WORKING AT HEIGHT STANDING INSTRUCTION		Standing Instruction No:
Person in Charge:	Company Name:	Tel No:

SI Start Date:	SI Start Time:	SI End Date:	SI End Time:

1 Location and Work Activity details

2. Documents provided by Authorised Person to Person in Charge (where applicable)

Form H2 – Database
 Form H3 – Register of Hazards
 Form H8 – Serious Fault Notice
 Inspection Certificate (Masts/ towers/ fixed accessways)

3 Supporting Documents Attached

Risk Assessment		Method Statement		Rescue Plan					
Risk Assessment – Suitable & Sufficient				Yes / No		Method Statement		Yes / No	
Rescue Plan – Suitable & Sufficient				Yes / No		Emergency Services No			

4 Access Equipment to be used

Fixed Ladders / Masts / Towers		Tower Scaffolding / Fixed Scaffolding		MEWP / Cherry Picker / Mobile Boom	
Portable Ladders		Mansafe Restraint / Fall Arrest		Others	

5 Training Certificates Checked

Advanced Climber / Occasional Climber / IRATA / Steeplejack		Scaffolding Training		MEWP / Cherry Picker / Mobile Boom Training	
Portable Ladder Training		Harness Training		Others	

6 Confirmation Signatures

Risk Assessment Ref:		Method Statement Ref:	
----------------------	--	-----------------------	--

Acceptance by **ALL** Competent Persons involved in the works:
ALL PERSONS WHO ARE PART OF THE CLIMBING / ACCESS TEAM MUST SIGN ON TO THE STANDING INSTRUCTION

I understand the work that is to be carried out and the safety precautions that are necessary to complete the work safely as outlined in the Risk Assessment and Method Statement. I am medically fit to undertake these works.

Name of person carrying out works		PIC? (Y/N)		Sign / date	
Name of person carrying out works		PIC? (Y/N)		Sign / date	
Name of person carrying out works		PIC? (Y/N)		Sign / date	
Name of person carrying out works		PIC? (Y/N)		Sign / date	

WORKING AT HEIGHT STANDING INSTRUCTION		Standing Instruction No.	
Issue by Authorised Person			
I hereby authorise the works specified to be undertaken on the dates / times stated and I have checked the safety arrangements and confirm that they adhere to this standing instruction and are adequate			
Name of Authorised Person:		Signature:	
Date Authorised:		Telephone Number:	

Receipt by Person In Charge			
I accept responsibility for carrying out / supervising the work identified in this standing instruction this in accordance with the risk assessment and method statement provided. I confirm the following: that the members of my team will be fit to undertake the task, trained and competent and not under duress to carry out the work. All persons will wear the appropriate work equipment and PPE for the activity, that valid RAMS and rescue plans shall be in date for the duration of this standing instruction and that the weather forecast shall be checked prior to each WaH activity.			
Name of Person in Charge:		Signature:	
Name of Person in Charge:		Signature:	
Name of Person in Charge:		Signature:	
Name of Person in Charge:		Signature:	

Standing Instruction Cancellation by Authorised Person			
I declare that the work described in this standing instruction has been closed			
Acceptance of Completion by Authorised Person:		Signature:	
Date Standing Instruction cancelled:		Time Standing Instruction cancelled:	
Additional Comments:			

APPENDIX B

Model Signs

1. All signs are to be in accordance with the Health and Safety (Safety Signs and Signals) Regulations and BS5499.
2. The model sign below is for guidance only and is not shown to scale.



3. All signs are to be clearly displayed on or in the vicinity of each RHP and to be easily visible on the approach to the fixed access.
4. AP (WaH) contact details are to be added in accordance with establishment policy.
5. Additional hazard signs may be added where appropriate, eg RF Hazard as shown below.



APPENDIX C

Request for Medical Examination

(Sample letter to a Medical Practitioner)

*Maintenance Management Organisation
Name and Address*

*Medical Practitioner
Address*

Telephone:

Fax:

Date:

Our Ref:

Your Ref:

REQUEST FOR MEDICAL EXAMINATION
CLIMBING AND WORKING AT HEIGHT

Name of Person requiring examination: _____

The above named member of our staff has been selected to undertake duties that will require him/her, to climb fixed ladders and work at height up to x metres. This could involve working out of doors in exposed conditions, undertaking climbing activities that require suitable levels of strength, stamina and mobility. The individual is required to wear and use personal protective clothing, including a full body harness, and carry equipment.

As part of our duty to satisfy ourselves that the above named is fully capable of undertaking these activities, I should be grateful if you would undertake a medical examination to determine the above named individual's suitability, and advise me of your findings.

The information you supply is to be received in strict confidence.

(Signed)
Maintenance Management Organisation

APPENDIX D

References and Associated Publications

Health and Safety at Work Act

Management of Health and Safety at Work Regulations 1999

Work at Height Regulations 2005 (including Amendment Regs)

Workplace (Health and Safety and Welfare) Regulations

Construction (Health Safety and Welfare) Regulations

The Provision and Use of Work Equipment Regulations

Personal Protective Equipment at Work Regulations

Lifting Operations and Lifting Equipment Regulations

Construction (Head Protection) Regulations

Control of Substances Hazardous to Health (COSHH) Regulations

Construction (Design and Management) Regulations

The Building Regulations

Health and Safety (First Aid) Regulations

Health and Safety (Safety Signs and Signals) Regulations

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations

BS EN 355: PPE against Falls from Height. Energy absorbers

BS EN 358: PPE Positioning and prevention of falls from height. Belts for work positioning and restraint and work positioning lanyards

BS EN 361: PPE against falls from height. Full body harnesses

BS EN 363 PPE against falls from height – Fall arrest systems

BS EN 397: Specification for Industrial Safety Helmets

BS EN 1263: Safety Nets

BS 8437: Code of Practice for Selection, Use and Maintenance of Personal Fall Protection Systems and Equipment for Use in the Workplace

BS 8454: Working at Height Training

EN ISO 14122 Permanent means of access to machinery

BE EN 13586: Cranes - Access

HSE Information Sheet 611 Safety in window cleaning using suspended and powered equipment

HSE Information Sheet 612 Safety in window cleaning using rope access techniques

HSE Information Sheet 613 Safety in window cleaning using portable ladders