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| **CAL-HS-PD-3111** |
| **Working At Height** |
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| **Procedure** |
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| Revision History | | | | | |
| This document should be reviewed at least every 12 months to maintain its effectiveness.  Record the details of any changes made as a result of these reviews in the table below: | | | | | |
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# PURPOSE

1. The purpose of this procedure is to protect persons from the risks presented by:

* Falls of persons from height
* Falls of materials from height

# ASSESSMENT

1. The company must, under the “Management” Regulations, make a suitable and sufficient assessment of the task to identify the risks to employees.
2. Consideration should be given to special category employees, such as young persons, as well as to the physical and mental ability of the individual.
3. The significant findings of the assessment must be recorded.
4. The findings of the assessment must be communicated in a comprehensible form to those who may be affected. This is achieved by use of the Procedure Summary.

# INFORMATION, INSTRUCTION AND TRAINING

1. Sufficient information on the risks and the measures introduced to control these must be given to the exposed employee. This is contained in the “Procedure Summary, forming part of this document.
2. The employee at risk must be given sufficient information, instruction and training to ensure the effectiveness of any protective control measures.
3. The supervisor responsible for allocating work at height tasks will ensure that those carrying out the tasks are trained, experienced and competent in the task.

# CONTROL MEASURES - GENERAL

1. No work at height will be carried out without the approval of management.
2. Work at and access to, height will be:

* carried out only where no safer alternative is practicable.
* carried out from a secure and stable place.

1. Where a safe and secure working place or access is not practicable, provision will be made to prevent falls.
2. Where fall prevention is not practicable, provision must be made to minimise:

* the distance and consequences of a fall.
* or where the distance cannot be minimised, the consequences of a fall.
* collective measures shall be given precedence over those protecting only an individual.

# ISOLATIONS

1. Where working at height on or near machinery, all necessary power and machinery isolations should be identified and completed prior to commencement.
2. Contractors working on premises or Sites
3. Contractors working at height will submit method statements and risk assessments prior to commencing operations.

# PLANNING

1. All work at height will be planned by the relevant supervisor in accordance with the principles of procedure.
2. Where additional guidance is required, the safety manager should be consulted.
3. Record significant measures additional to the standard procedure.
4. Consider all physical hazards such as overhead power sources, etc.
5. Plan for emergency action, including resources, time and training.

# SUPERVISION

1. Each operation will have a designated competent supervisor.

# WEATHER CONDITIONS

1. All work at height will be dependent on safe working conditions being maintained in the prevalent or transient weather conditions.
2. Weather conditions should be monitored at the workplace during work at height operations. A handheld anemometer is available for use on site.
3. Weather conditions must be taken into account before any work at height. If wind speeds are in excess of 10 metres per second (23 miles per hour) do not work at height.
4. Managers/ supervisors must check the weather forecast pre work and if windy weather is forecast, consider carrying out alternative work which does not involve working at height.

# FRAGILE SURFACES

1. Clear signage will be erected at the approach to any fragile surfaces.
2. All fragile surfaces through which a person might fall will be covered or fenced prior to work being carried out adjacent to them.

# PPE

1. The company standard PPE will be worn as a minimum.

# LADDERS

1. Where ladders or stepladders are to be used, they must be checked over prior to use to ensure that they are fit for purpose.

# EDGE PROTECTION FENCING

1. All edge protection fencing must comply with the following: -

* A top rail at least 950mm above the platform for construction, but 1100mm or all other applications.
* A toe board to at least 150mm above the platform.
* No gap between the above exceeding 470mm.

1. Fencing shall be of sufficient strength to withstand imposed loads.

# SCAFFOLDING

1. Scaffolding will be erected to the relevant standard, currently BS EN12811.
2. Scaffolding will be erected only under the supervision of a certificated “Advanced” scaffolder.
3. All scaffold will be inspected on completion of erection, after any alteration and repair, after adverse weather or possible damage and at least weekly.

# TOWER SCAFFOLDS

1. Tower scaffolds will be erected and used in accordance with their specific safe working procedure.

# FALL MITIGATION EQUIPMENT

1. Nets, air bags, bean bags or other soft-landing systems must be erected or installed by competent operatives.
2. A sufficient clearance must be provided and maintained below any net installed.
3. Soft landing systems must be inspected before use and weekly.

# FALL ARREST EQUIPMENT

1. Where fall arrest equipment is required, they will be used in accordance with their specific safe working procedure.
2. All fall arrest equipment must be checked for dfects before use. If any defects are found, do not use.
3. Fall arrest equipment could be:

* Personal harness
* Fixed length or adjustable lanyard
* Inertia reel
* Man block
* Fixed anchor point

1. All fall arrest equipment must have a Safe Working Load suitable for the individual wearing it.

# DROPPED OBJECTS

1. Barriers must be erected around the area where work at height is taking place. This would prevent anyone from walking under any scaffold/ mobile tower where there is a potential for dropped objects to strike them.
2. Barriers maybe existing parts of a building and/ or crowd control barriers or similar.
3. Signage may be required to alert others of the work at height and potential for objects/ materials to be dropped and to therefore remain out with the area.

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