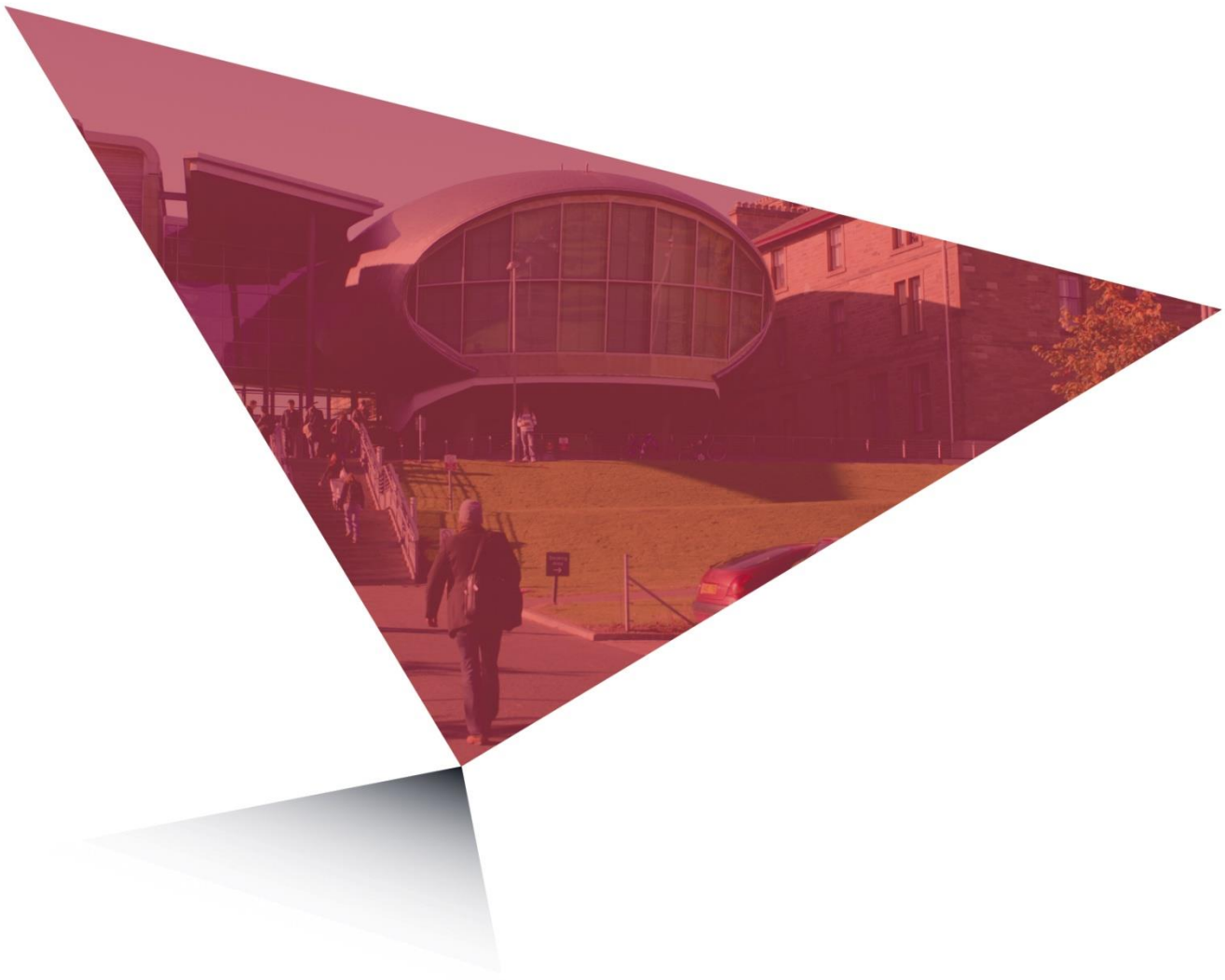
# Edinburgh Napier University
## Working at Heights Policy



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**Policy Statement**

The policy of Edinburgh Napier University is to provide and maintain safe and healthy working conditions, equipment and systems of work for all staff, students and others, and to provide such resources, information, training and supervision as needed for this purpose.

The University will provide resource and maintain appropriate management systems; systems of work and equipment to ensure that Working at Height risks are controlled. Suitable information, instruction, training and supervision will be provided to all those involved with Working at Height.

The University will adopt the principles of control as set out in the Work at Height Regulations 2005. Other publications, including those detailed in Section 9, will also be used to source best practice guidance where appropriate.

The management of Working at Height risk will be a continual commitment by the University and will involve regular monitoring and progress meetings, a risk assessment programme, monitoring, inspection and record keeping.

This policy is formally accepted by the University.

The University will do all that is reasonably practicable to comply with its requirements, and will make the necessary resource available.

**Signed**

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# Working at Heights
# Policy

## 1.0 Executive Summary

Incidents involving employees Working at Height has consistently over the last 10 years, been responsible for the largest number of fatalities in the workplace. As a direct result the Work at Height Regulations 2005 were introduced to protect employees and others against risks to the health while working at height. During 2012 -2013 46 fatalities occurred as a direct result from working at height. 5700 serious injuries have occurred as a result of falling from height when at work.

This policy outlines the steps to be taken by Edinburgh Napier University to ensure that all staff, students and contractors do not work at height where it can be avoided and where it cannot suitable and sufficient controls are introduced following the appropriate hierarchy. To achieve this, the corner stone of this policy requires a suitable and sufficient risk assessment to be completed for all tasks which require working at height.

Since it is Edinburgh Napier University's policy to comply fully with such duties, Heads of School and Directors of Service must ensure that the requirements of the Regulations are discharged, and that the policy on working at heights is incorporated into its local safety statements. Individual staff who organise, arrange or lead such work must acquaint themselves with, and act upon, the requirements of the local safety statement in force in their department. The effectiveness of these arrangements will be monitored periodically by the Health and Safety Department.

## 2.0 Introduction

The Work at Height Regulations 2005 places specific requirements to control any work at height. This Policy is a short summary of the regulations and should be read in conjunction with the regulations and the guidance produced by the Health and Safety Executive. It does not contain all the requirements and any line manager requiring staff to work at height must make themselves familiar with the regulations and the guidance. Advice can also be sought from the University's Health and Safety Department

## 2.1 Definitions

*'Work at height'* – work in any place where,if there were no precautions in place, a person could fall a distance liable to cause personal injury including a place at or below ground level; and fragile surfaces

*'Working platform'* – means any platform used as a place of work or as means of access to, or egress from a place of work and includes any scaffold, cradle, mobile platform, trestle, gangway, run, gantry, stairway and crawling ladder.

*'Work equipment'* – any machinery, appliance, apparatus, tool or installation for use at work.

*'Personal fall protection system'* – a fall prevention, work restraint, work positioning, fall arrest or rescue system other than those which are collective safeguards.

*'Fragile material'* – a material which would be liable to fail, if any reasonable foreseeable loading were applied to it.

## 3.0 Role and Responsibilities

### 3.1 Line Managers

It is the responsibility of all Line Managers to ensure that working at height is carried out in a safe manner, so far as is reasonably practicable. This includes following the hierarchy of control measures and justifying any work at height in the risk assessment for that task. Line managers shall ensure the following:-

- Always avoid working at height unless it is essential
- That safe systems of work are implemented and documented
- All staff required to work at height have been adequately trained, (including refresher training at suitable intervals, when necessary).
- All work at height has been adequately risk assessed
- That work at height is monitored to ensure that risk assessments are still valid, that the safe systems of work are adequate and to identify additional training needs.

### 3.2 Employees Responsibilities

The duties of employees mirror those in the Health and Safety at Work etc, Act 1974 and the Management of Health and Safety at Work regulations 1999.

Every member of staff shall:-

- Co-operate with their employer to enable them to carry out their duties.
- Take positive steps to understand the hazards in the workplace and comply with the safety rules and procedures.
- Ensure that their line manager is aware of any medical conditions that may affect working at height.
- Use the equipment provided, in accordance with the instructions and training they have been given.
- Not tamper with or modify any equipment. unless instructed and competent and qualified to do so, and any changes documented
- Report issues that they consider may lead to a dangerous occurrence.
- Not act in a reckless and/or careless way.

- If a member of staff can show that the work they are being asked to do is not safe, so far as is reasonable practicable, then they should inform their Line Manager. Advice on these matters can be sought from the University Health and Safety Team.

## 4.0 Control Methodology

### 4.1 Hierarchy of Controls

The regulations introduce a hierarchy of control measures starting with **avoidance**. Alternatives to working at height **must** be considered before the decision is made to work at height.

If the work at height cannot be avoided then work equipment or other measures must be put in place to prevent a fall,

Where it is not possible to eliminate the risk of a fall then action must be taken to mitigate the consequences of a fall. These can include safety netting, air bags or some other 'soft landing' system.

### 4.2 Competence and Monitoring

Any person who is to undertake work at height or plans work at height for others, must be competent to do so. Competence is defined as a combination of appropriate practical and theoretical knowledge, training and experience to enable the person to carry out the work in a safe manner, to be able to fully understand the potential risks relating to the work and detect any defects in the safe system of work.

All staff should receive training on the dangers of working at height, how to use equipment, the conditions in which the equipment is to be used, along with any inspection regimes they are required to carry out. The level of this training shall be such that for higher risk work, such as roof work, the level of training given shall be more in depth. The level of training required for each task shall be determined as part of the risk assessment process and records of all training must be maintained. Suitable update training should be provided as determined by the risk assessment.

Supervision should be such that inexperienced staff are closely monitored by a competent person until they are themselves deemed to be competent. Line Managers should monitor their staff at regular intervals to ensure that they are working in the correct manner and keep a record of this monitoring. The Line Manager shall address any short fall in a persons competence immediately.

### 4.3 Risk Assessment and Planning the Work

Every task that involves work at height or where a person could fall through a fragile material, **must** be risk assessed, the assessment should cover the likelihood of materials or objects falling from the work platform which could cause injury.

Risk assessments may be generic for activities regularly undertaken, for example, where the working practice remains unchanged, e.g. stocking shelves, using ladders. However, for any work that falls outside the generic risk assessment, a specific assessment must be made. This would normally be the case where either the location of that type of work and/or the work

methods change. It is important that the risk assessment be formally recorded. Should an accident occur the risk assessment will be scrutinised by the investigating officer to ensure that it was suitable and sufficient and the working practices will be examined.

### 4.4 Dealing with Emergencies and Rescue

During the planning process it may be necessary to consider procedures to deal with emergencies and if necessary execute a rescue where a person has fallen from access equipment. These procedures must be documented and the line manager shall ensure that all staff understand the procedures and that they are given training on the same. Practice drills shall be conducted at regular intervals and these should be documented.

### 4.5 Selection of Work Equipment

When deciding on the type of most suitable equipment to be used when working at height, priority has to be given to ‘collective protection measures’ rather than ‘personal protective measures’. Collective measures are those which protect all staff from the fall from height such as mobile elevated work platforms, scaffolding with the correct guard rails etc. or roof edge protection, whereas personal protective equipment only protects one individual, such as the harness and anchor point of a fall arrest system.

The selection of work equipment for that task must form part of the risk assessment and taking into account the following:-

- Working conditions in which the equipment will be used.
- How the equipment is to be used, including the tasks to be performed from the equipment.
- The risk to the safety of all those at the place where the equipment is to be used.
- In the terms of the access and egress to the equipment - the distance to be negotiated.
- The distance and consequences of the fall.
- Duration and frequency of use.
- The need for easy and timely evacuation and rescue in an emergency.
- Any additional risk posed by the equipment by the use, installation or removal of the work equipment.

Certain equipment such as guards’ rails, fall arrest systems, ladders and other working platforms must also comply with the schedules attached to the Work at Height Regulations.

Note: - Floor surfaces and type of feet on the access equipment being used can be a major risk factor to be considered

### 4.6 Inspection of Work Equipment

Procedures need to be documented on the inspection of equipment. Guard rails, toe boards, barriers or other similar structures, scaffolding, fall arrest system, rope access or ladders/stepladders must be inspected prior to each use by a competent person. In addition to this, formal checks will have to be made on certain types of equipment. These inspections will be determined by legislation and via the risk assessment process.

For example ladders and stepladders should be inspected before use, with a formal recorded inspection on an annual basis. The inspection system used within Edinburgh Napier University is the Scafftag system, all access equipment must have a completed and current tag , more information for inspections of ladders and step ladders is available at http://www.hse.gov.uk/falls/preusechecks.htm'.

Scaffolding should also display a completion/inspection tag, if situated for an extended period of time should be inspected by a competent person, after inclement weather and on a weekly basis. Any modifications or alterations recorded. The findings of these inspections must be recorded.

Fall arrest equipment must be checked prior to use and subject to a formal recorded inspection every six months.

Eyebolts must be tested every twelve months by a competent person.

Advice on inspection regimes can be sought from manufacturer and the University Health and Safety Team.

### 4.7 Inspection of the Place of Work

The regulations require that the surface conditions and other permanent features where work at height will be taking place are checked before work starts in order to identify obvious defects. For example, this would include the checking of ground conditions on which a tower scaffold or portable ladder was to be placed. This can be carried out by the competent person and would not have to be recorded, unless a serious defect was identified.

### 4.8 Control of Contractors

Any work specified by anyone working on behalf of Edinburgh Napier University shall include details of the hazards involved with the work and this will be passed to the contractor to enable the contractor to conduct a suitable and sufficient risk assessment.

Contracts should specify that the work to be undertaken will comply with all relevant legislation and codes of practice etc., in particular the work at height regulations. The contractor should provide details of how the work will be undertaken at the ordering/tender stage. All contractors must be monitored against the standards set in the regulations and guidance in order that any defects in their working practices are identified and dealt with.

## 5.0 Safe Use of Access Equipment

Falls from height represent the largest cause of accidental deaths in the UK. Many of these deaths are from falls less than 2 metres and in work areas that are not normally associated with this type of accident.

The definition of working at height is ’work at any place where a person could fall a distance liable to cause personal injury’. Clearly this definition now takes in far more work activities than those traditionally thought of, such as those in the construction industry and includes falling through fragile materials.

Most accidents involving falls can be prevented if the correct equipment for the task is selected and then properly used.

This guidance outlines the steps to be taken in assessing a job which involves working at height, the appropriate equipment and its safe use.

### 5.1 Types of Work at Height

All work activities must be risk assessed and working at height is no exception. In some circumstances the consequences of a fall from height are so severe that special measures need to be employed. However, any work at height must be controlled to ensure that the likelihood of a person falling is kept to a minimum. The type of work activities can be far ranging. It is expected that all the following must be adequately controlled and in some cases, access equipment will be required to ensure that work can carry on at height without the chance of falling off the equipment. This is not an exhaustive list.

- **Roof work**
- **Tree work**
- **Getting in and out of high vehicles**
- **Loading and unloading of vehicles**
- **Building maintenance work**
- **Changing light bulbs**
- **Filling shelves**
- **Putting up displays**
- **High level filing**
- **Cleaning windows**
- **High level cleaning**
- **Work from mobile elevated work platforms**
- **Putting up decorations**

### 5.2 Avoidance

Before any work is undertaken careful consideration must be given as to whether or not the work at height has to be done at all. Every line manager must be able to justify any decision to work at height. This should not be seen as an excuse to ban working at height or working from a ladder or step ladder.

If there is no other reasonably practicable way of carrying out the work, then this must be recorded in the risk assessment.

### 5.3 Risk Assessment

As a minimum, the following issues must be addressed in the risk assessment.

- The task to be carried out – this would include the extent of the task, its complexity, its duration and frequency and if the task is regarded as light work. The tools and materials will be required and whether or not the work involves lone working and those activities which must be carried out by two people.

- The environment and conditions of the work area – this would include its location, access and egress to and from the site, weather and ground conditions, including whether or not the work is being undertaken on a fragile surface and the risks relating to other activities taking place in the work area. How far could someone fall, onto what type of surface and the likely consequences of the fall all need to be determined.

- The people involved – the numbers involved in the work, the degree of their exposure to the risk, the competence of the people carrying out **and** planning the work and the level of supervision required. If the work is being undertaken by a young person, (under 18 years of age) or by someone on work experience, then an extra duty of care must be given, which may involve extra procedures, training or equipment to be put in place. Will the work affect any one else, such as pedestrians or other people in the work area?

- The work equipment and/or other structure to be used – the suitability of existing structure for work at height, including the presence of fragile materials. The selection of work equipment to be used, any risk involved from pre or post use of the equipment, for example, the erecting and dismantling of scaffolding.

### *5.*4 Planning the Work

Any work at height must be properly planned. No work shall go ahead until a suitable and sufficient risk assessment has been carried out.

Whenever work is being carried out which does require work at height, it is essential that consideration is given to the task and its location.

Where access equipment is required, where possible, work should not be carried out where three points of contact with the access equipment cannot be maintained, unless the equipment itself will prevent a fall, e.g. work platforms with guard rails/barriers etc.

The general rule is that if you require the use of both hands to carry out the task then, a ladder, step ladder or kick stool is not suitable, however this must be determined by the risk assessment and any additional control measure put in place as necessary.
Work at height shall only take place when the weather conditions are not likely to jeopardise the health and safety of the people involved in the work.

A danger zone needs to be established to identify where materials or objects could fall on someone passing by. Addition precautions may be required to prevent injury such as barriers to stop unauthorised access to the area.

### 5.5 Using Access Equipment

The first choice when working at height must be to use any existing structure which allows safe access and provides a safe working place. If it is not possible to work safely from an existing structure, an appropriate safe working platform must be used.

### 5.6 Other Systems

If the work platform still presents a risk of a person falling from it, other systems should be adopted as well. For example, a fall arrest system (harness) should still be used with mobile elevated work platforms. Other systems may be appropriate such as air bags to reduce the risk of injury, roped access and safety netting.

### 5.7 Selecting the Appropriate Working Platform

When deciding what type of working platform to use, it is important that you consider the following:-

- The space available on the ground – each type of platform requires a minimum amount of space, so that it can be erected properly.
- The type of work to be carried out. Will heavy loads need to be placed on the platform? Will the task require the use of both hands?
- How long will the work last?
- What risks will there be during the erection of the working platform?
- How difficult will the working platform be to maintain?
- How many people will it require to do the job / how many people will need to use the equipment?
- Can the equipment be stabilised?

There are several types of safe working platform. Included below is an outline of each, together with the correct procedures to be adopted when using the equipment:-

### 5.8 Kick Stools

Because the work platform is small, it is easy to slip or over balance. Careful consideration must be made to providing a more suitable piece of equipment, such as a pair of small step ladders with a larger platform and a hand rail.

### 5.9 Ladders and Step Ladders

Every year there are between 3000 and 4000 accidents involving ladders in the UK, approximately 50 of these are fatal. The majority of these accidents are caused by misused or damaged ladders. This document sets out the procedure to be adopted for completing the Universities ladder inspection.

Although ladders are versatile and easy to put up, they may not always be the correct piece of equipment for the job. Ladders are best used as a means of getting to a workplace rather than the working platform.

Ladders and step ladders must only be used in the workplace if:-

- The work is light and of short duration
- Where possible, the work only requires one hand to be used or additional safe guards are put in place, for example, using ladders belts.
- The work can be reached without stretching.
- The ladders can be secured to prevent slipping.
- A good handhold is available.

### Ladder Standards

If a ladder is to be used, you must always ensure that it conforms to the correct British Standard.

**NOTE:** Even though a piece of equipment conforms to the correct standard, this does not mean that it is safe to use in a given situation. Safe systems of work including the correct use of equipment must be determined by the risk assessment.

| **Kitemark** | **Standard** | **Maximum Static Vertical Load/Duty Rating** | **Details** |
|---|---|---|---|
| ***BS 2037 Class 1*** | Industrial | Max Static Vertical Load - 175kg (27.5 stone). Duty Rating - 130kg (20.5 stone) | These are the strongest types of ladder that you can buy. Industrial ladders are designed to be used on building sites for long periods of time and to withstand almost constant use. |
| ***EN131*** (Formally known as BS2037 Class 2) | Trade | Max Static Vertical Load - 150kg (23.5 stone). Duty Rating - 115kg (18 stone) | EN131 is the new UK trade standard replacing the old Class 2 standard. This is the most common ladder standard in the UK for trade and domestic use. |
| ***BS 2037 Class 3*** | Domestic | Max Static Vertical Load - 125kg (19.5 stone). Duty Rating - | This is the lightest standard in the UK and is designed for occasional use around the house. These ladders are not designed to be |

| | | | |
|---|---|---|---|
| | | 95kg (15 stone) | used by tradesmen or on building sites; in fact using them will contravene Health & Safety regulations. |

**NOTE:** Ladders / steps complying to BS 1129 (class 3) or BS 2037 (class 3) are for domestic use only and ***are not permitted*** for work activities carried out by Edinburgh Napier University staff.

Note: Edinburgh Napier university has proactively removed all wooden ladders/step ladders from use within its estates .

Every time a ladder is used, it should be visually checked first for the following:-

- Aluminium ladders for mechanical damage.
- Loose, broken, worn or missing rungs or treads.
- Loose or missing screws, nuts and bolts to fittings such as hinges or hooks.
- Non slip feet/measures fitted and level

The safe use of a ladder depends on its positioning. This is especially important when the weight of a person is near the top. Reference should be made to Schedule 6 of the Work at Height Regulations for the specific requirements, however, in general the following should be followed:-

- Ensure that the ladder is placed the right way round. The narrowest section of the ladder should be facing the user.

- The base of a ladder should rest on a firm, level, non-slippery surface. Do not stand ladders on moveable objects such as bricks to increase the height.

- A portable ladder shall be prevented from slipping by providing an anti slip (or equivalent) device or by securing the upper or lower stiles to a secure point.

- Where possible the ladders should be secured at the top. If this is not possible then it can be secured at the base. The ladder should be footed by another employee as a last resort, and only if the ladder is less than 5m in length.

- The angle of rest should be approximately 75 degrees. The foot of the ladder should be one unit from the vertical face for every four units in height.

- The top of the ladder should be brought into contact with a firm surface. Gutters or window sashes for example are not safe resting points.

- When used for access the ladder should rise at least one metre (3’6”) above the step off point, unless there is a separate handhold.

When positioning step ladders the following setting up instructions should be observed.

- Step ladders should not be used to provide a work platform over 2m in height, unless additional safe guards have been provided such as outriggers and in some situations using stepladders that have 'built in' guard rails.

- Step ladders are fixed with chains or ropes to prevent overspreading. These should be extended to their fullest before using.

- Place the step ladders on an even surface so that all four feet are evenly supported.

- Where it is possible ensure that the step ladders are at right angles to the work area.

- The top step should not be used unless the supports extend higher.

**All ladders and stepladders must be subject to a formal system of inspection every twelve months and the recording of that inspection is required.**

### 5.10 General Access Scaffolds

- Any general access scaffold must be designed, erected and dismantled by a competent person.

- If the erection of scaffolding may put anyone at risk, including members of the public walking in the area, additional measures must be taken, such as providing barriers or a protected walkway.

- Any scaffold must always be erected on firm, level ground. The ground must be capable of supporting the weight of the scaffold and the load to be placed upon it.

- The scaffold must always be braced and tied into a permanent structure.

- Ensure that the scaffold is capable of supporting the loads to be placed on it.

- Always make sure that:-

    a) you inform the supplier before sheeting the scaffold.
    b) platforms are fully boarded and wide enough to work from.
    c) there is a safe ladder or other means of access onto the working platform.
    d) the platform is fitted with toe boards and a double hand rail.
    e) **the scaffold is suitable for the job, and has been checked by a competent person at the required frequency.**

- **MATERIALS OR OBJECTS MUST NOT BE THROWN FROM THE WORKING PLATFORM.** Suitable chutes and containers must be provided if this is required.

### 5.11 Tower Scaffolds

**When using a tower scaffold:-**

Any person erecting tower scaffold must be competent to do so. This will require the person to hold a PASMA certificate or equivalent.

First ensure that the equipment is in good condition. If you have any concerns you should report them immediately to your Line Manager.

- Always follow the manufacturers instructions for erecting, use and dismantling.
- The tower must be vertical and the legs should rest properly on firm level ground.
- Ensure that all wheels and outriggers are locked.
- Always make sure that there is a safe way to get to and from the working platform i.e. internal ladders. DO NOT CLIMB UP THE OUTSIDE OF THE TOWER.
- Ensure that guard rails and toe boards are fitted to all platforms which are intended to be worked from (including for storage of materials).
- Tie the tower to the structure it is serving, or provide additional support if the tower:-

  a) is going to be sheeted.
  b) is going to be exposed to strong winds.
  c) is going to be used for grit blasting or water jetting.
  d) is going to have heavy materials lifted up the outside of the tower.

- **DO NOT:-**

  a) work from a footed ladder positioned on the working platform.
  b) overload the working platform.
  c) move the tower by applying force at platform level.

- No tower scaffold should be used unless it has been subject to a formal inspection every twelve months.

**<u>Standards For Mobile Scaffold Towers</u>**

The standard for scaffold towers in the UK is BS EN1004. This standard applies to trade and industrial strength towers.

Both BS EN1004 & WAHR require mobile scaffold towers to have:

- Stabilisers or outriggers fitted where necessary to guard against overturning.
- Ladder access to the platform (either vertical ladders or inclined).
- Trapdoor platforms for safe access from the ladder to the platform.

- Toeboards fitted around the working platform
-

When moving a mobile tower always check for power lines, overhead obstructions or holes in the ground. No persons or materials must remain on the tower scaffold whilst it is being moved.

**5.12** ***Mobile Access Equipment***

Where it is not possible to work from the existing structure and the use of scaffolding is not appropriate, Mobile Elevating Working Platforms (MEWPS) can be used.

MEWPS must only be used by those people who are trained , and certificated to operate them. In addition, a suitable fall arrest harness must also be worn when using MEWPS

- **Before any work using a MEWP starts, always ensure that:-**

  a) a handover certificate has been provided by the supplier.
  b) there is a current examination report for the equipment.
  c) the area around the MEWP is barricaded off. This will prevent anyone from being struck by the platform or falling materials.
  d) the MEWP has been provided with toe boards and barriers.
  e) it has been positioned on firm level ground.
  f) it's tyres are properly inflated.
  g) any outriggers are fully extended and chocked

- **<u>DO NOT:-</u>**

  a) operate a MEWP close to overhead cables.
  b) move the equipment with the platform raised or with a person on the platform, unless the manufactures has stated it can be used in this way.

If large items of equipment or materials need to be transported onto the safe working platform, these should be winched up and down. Trying to man handle these items could lead to falls or manual handling injuries.

## 6.0 Inspection of Ladders

### 6.1 Ladder/Stepladder Standards

The first check that should be undertaken, either in a visual inspection or the annual inspection, is to ensure that the ladders or stepladders comply with the relevant British Standard.

| **Aluminium ladders/steps** | **Type of use** |
|---|---|
| BS 2037 (class1) | Heavy duty |
| BS EN 131 | General / Occasional |

**DO NOT USE** - Ladders / steps complying to BS 1129 (class3) or BS 2037 (class3). These are for domestic use only and are not permitted for work activities by Edinburgh Napier University employees.

If the ladders or stepladders do not comply with the British Standard or it can not be determined what standard they conform to, they should be replaced. However, if they are fit for the purpose as determined by the risk assessment and in sound condition, it is not feasible to replace them all at once. If the ladder or stepladder has passed the annual inspection, they can still be used; however, they must be replaced within a reasonable amount of time, as a planned program of replacement. It is suggested that a reasonable amount of time would be within three years.

### 6.2 Visual Inspection

Every time a ladder is to be used it should be visually checked first for the following: -

- Aluminium ladders for mechanical damage.
- Loose, broken, worn or missing rungs or treads.
- Loose or missing screws, nuts and bolts to fittings such as hinges or hooks.
- Feet for splitting.

If you find any of the above faults with your ladder or step ladder you should stop using it immediately and report the situation to your supervisor or line manager.

### 6.3 Annual Ladder Inspection

A number of staff should be trained to carry out the annual ladder inspection. For further information on this training or details of those who are competent to complete the inspection, contact the.Property &Facilities helpdesk on ext 5000

Each new or existing ladder should be logged on the ladder inventory (attached) and given an identity number from which a record will be kept.

An annual inspection should be carried out on each ladder and step ladder owned and used by the department/service. This is to include information on the type of ladder and the date it was purchased, date of inspection, findings of the inspection, record of any remedial repairs, along with the signature of the person inspecting.

The inspection should check:

- For wear, decay, cracks, splits
- For loose or missing rungs
- That ropes and chains are in good condition and fixed securely
- That ropes and chains are the correct length
- For splinters and sharp edges on stiles and treads
- Aluminium ladders for excessive wear, distortion, oxidation or corrosion

Further information on the checks to be undertaken are contained within the 'Ladder Inspection Checklist', attached to this document.

### 6.4 Defective Ladders

Defective ladders should be taken out of use immediately and appropriately labelled until repaired.

Corrective measures include: -

- Defective or missing components replaced.
- Working parts lubricated.
- Cords, chains and ropes to be replaced if necessary.
- Missing or defective pads, caps or sleeves if defective to be replaced.
- Any painted ladders to be disposed of.

Any ladders, which cannot be repaired, should be destroyed.

### 6.5 Transporting and Storage of Ladders

Much of the damage caused to ladders and step ladders is due to incorrect transporting and storage methods.

When ladders are handled, ensure that they are not dropped. Exercise caution when carrying ladders, e.g. when approaching blind corners.

If the ladder is too long or too heavy for one person to manage safely, two people should carry it. Support the ladder as close to the ends as possible to reduce the risk of damage to persons or equipment.

When storing ladders or step ladders it is important to observe the following:-

- Ladders should be supported horizontally, above the ground on an adequate number of supports.
- Do not hang a ladder from its rungs or from one stile, or place flat on the ground.
- Ensure that all ladders are stored undercover,
- Do not store aluminium ladders near wet lime or cement as these can cause corrosion.
- Pulleys on extension ladders and the hinges of folding step ladders should be kept lubricated.

**7.0 Roof Access**

Any roof area can be particularly hazardous in that they may house mobile phone antennas, fumes from extraction system, fragile roof areas, plant room areas, cables and weather conditions etc, in addition where it is possible to sustain a fall, suitable roof edge protection should be provided.

To ensure the University fulfils its duty of care and under health and safety legislation, the following points need to be considered and implemented:

a) Access to all University roof areas will only be permitted by a **completed and authorised Permit to Access Roof Area form.**

b) The School /Service **must, prior to any access to roof areas or working at heights,** carry out a full risk assessment of the work to be carried out and ensure.

c) suitable and sufficient control measures, systems of work, emergency procedures, etc. are in place before any permission to access is given. Any staff/students must be aware of the identified hazards and must follow safe systems of work.

d) Any requirement for access to a roof area must be notified to security in advance.

e) Roof access will only be through keys held by designated personnel, i.e. Security and **by the Permit-to-Access system (sign in, sign out)** to ensure that the whereabouts of the person(s) is known in the event of an emergency evacuation or accident.

f) All roof access doors/hatches will have locks fitted and appropriate signage.

g) Bad weather increases the risk presented by working at height in the open, therefore no access to the roof spaces should occur where the weather may compromise safety, i.e. during high winds.

h) Ensure that where any roof areas are accessed, that they are load bearing and suitable to walk on. Identification of fragile roof areas or fragile roof lights must be provided and protected by suitable signage and a physical barrier, i.e. guardrails. (Further information can be obtained from Property and Facilities – ext 5000).

i) Suitable edge protection or suitable control measures should be provided where there are exposed edges and where it is possible to sustain a fall.

j) Suitable and sufficient means of access to and from the roof spaces should be provided where required and where there is ladder access, they should be suitably secured and maintained in a safe condition.

k) Specific procedures for contractors working on the roof should be agreed before work commences, including a Permit-to-Work/Access.

l) Areas on the ground at risk from activities being undertaken at roof level should be cordoned off with no public access allowed.

m) Where roof work is required in the vicinity of mobile phone antennae, then measures should be taken to ensure:-

- That there are appropriate hazard information and warning signs and the appropriate area around each antennae is marked off as a restricted area as necessary.

- Safe working practices are carried out when working on or in close proximity to the installation and transmitters are turned off in cases when it is so required.

## 8.0 Monitoring Compliance

Any Management system, if left alone, will deteriorate over time: where working at height is concerned this could prove fatal. It is therefore a requirement of this Policy that where such activity is necessary, The Health and Safety Department will periodically monitor that this statement remains relevant and effective, and will, from time to time, require certain information from Heads of School and Directors of Service. This will include (inter alia): copies of statements of local safety statements; risk assessments relating to working at height; systems of work (including permits to work); equipment inspection records.

## 9.0 Further Guidance

INDG401(rev 2)– ‘’Safe use of ladders and stepladders’’ (HSE Publication)

*INDG284(rev 1) – ‘’Working on Roofs”* (HSE Publication)

“Height Safe – Essential health and safety information for people who work at height” (HSE Publication)

HSG33 (fourth edition)- “Health and Safety in Roof Work” (HSE Publication)

HSG150 (third edition) - “Health and Safety in Construction” (HSE Publication)

“Tower scaffolds” HSE Information Sheet No. 10 (HSE Publication)

“General access scaffolds and ladders” HSE Information Sheet No. 49

“Permit-to-work systems” HSE leaflet IND(G)98 (rev3)

British Standard BS2037:1994 (British) aluminum ladders, steps, trestles and lightweight staging

https://books.hse.gov.uk/hse/public/home.jsf

http://www.hse.gov.uk

Work at Height Regulations 2005