



THE
NEW GUILD
TRUST

Working at Heights Policy

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Statement of Intent

We recognise that there may be an increased risk to the health and safety of employees when working at heights. This policy has been established to identify risks and manage the risks accordingly.

The New Guild Trust has a duty under the Health and Safety at Work etc. Act 1974 and The Management of Health and Safety at Work Regulations 1999, to ensure, as far as is reasonably practicable, the health, safety and welfare of employees. The New Guild Trust also has obligations under the Work at Height Regulations 2005 (as amended).

Within this policy 'working at height' refers to situations where staff, in the course of their duties, work at heights and are physically isolated from colleagues, possibly without immediate access to assistance.

1. Legal Framework

- 1.1. This policy has due regard to relevant legislation, including, but not limited to the following:
 - The Health and Safety at Work etc. Act 1974
 - The Work at Height Regulations 2005 (as amended)

2. Definition

- 2.1. The school adopts the definition of the HSE, which defines work at heights as any place where, if there were no precautions in place, a person could fall a distance liable to cause personal injury or death.

3. Working at Heights Procedure

- 3.1. The Headteacher is responsible for ensuring suitable procedures are in place for undertaking risk assessments for all situations requiring work at height. These procedures must ensure that all involved are aware of the precautions and methods of work to be followed, including emergency action to be taken if necessary.
- 3.2. Working at height should be avoided, where it is practicable to do so, but where work at height is necessary a risk assessment should be made and guidelines followed. This includes:
 - Taking into account weather conditions that could compromise safety.
 - Undertaking as much work as possible from the ground.
 - Checking that the place where work at height is to be undertaken is safe. Each place where people will work at height needs to be checked each time, before use.
 - Preventing materials or objects from falling or, if it is not reasonably practicable to do so, taking suitable and sufficient measures to make sure no one can be injured.
 - Ensuring that workers can get safely to and from where they work at height.
 - Ensuring equipment is suitable, stable and strong enough for the job, maintained and checked regularly.
 - Storing materials and objects safely to ensure they won't cause injury if they are disturbed or collapse.
 - Workers ensuring that they don't overload or overreach themselves when working at height.
 - Taking precautions when working on or near fragile surfaces.
 - Considering emergency evacuation and rescue procedures.
- 3.3. It is the responsibility of the individual concerned to ensure all necessary precautions and methods are adhered to at all times, in accordance with their instructions and training.
- 3.4. Any person, who becomes aware of circumstances involving work at height, where the existing control methods are ineffective, must report this.
- 3.5. Risk assessments must be undertaken when working at height.
- 3.6. Work equipment should be assembled and/or installed according to the manufacturer's instructions and in keeping with industry guidelines.
- 3.7. Where the safety of the work equipment depends on how it has been installed and/or assembled, it should not be used until it has been inspected in that position by a competent person.
- 3.8. All equipment should be inspected at suitable intervals appropriate to the environment and use.
- 3.9. A record will be maintained of any inspection for types of work equipment used.
- 3.10. Any equipment, such as a mobile elevating work platform (MEWP), which has come from an external supplier, must be accompanied by a clear indication to everyone involved, when the last thorough examination has been carried out.

4. Risk Assessment

- 4.1. The school's risk assessment will include the following considerations:
- Safety of the pupils, staff, visitors, contractors and the general public.
 - Hazardous nature of any general work at height on the site (i.e. environmental conditions).
 - Required competency level of staff to undertake work at height.
 - Required level of competence and ability to use access equipment.
 - Required level of supervision.
 - The safest equipment to use on site.
 - The condition of access equipment and its maintenance.
 - Other methods of safe access for higher risk or time-consuming jobs at height.

5. Control Measures

- 5.1. In order to manage general risks, the following control measures have been put in place. Members of staff working at height must:
- Not undertake work for which they are not trained.
 - Take responsibility for their health and safety.
 - Never work alone.
 - Know, and follow, safe working procedures.
 - Follow the New Guild Trust's Health & Safety Policy.

6. Training

- 6.1. The Headteacher will ensure the appropriate training by an accredited trade organisation.
- 6.2. Where staff members are currently undergoing training, they should work under the supervision of somebody competent to work at heights.
- 6.3. Where a member of staff finds that they are required to use an item of access equipment on which they have not had instruction/training, or where they are unsure of correct or safe use, then they are to contact the Headteacher prior to use.
- 6.4. The Headteacher will maintain a record of all instruction and training given to staff members.

7. Monitoring and Review

- 7.1. The policy will be reviewed annually.