

# Working at Height Policy

## General Information

### Work at Height Regulations 2005 includes:

- Work in any place, including a place at or below ground level where access equipment is required.
- Obtaining access to or egress from such place while at work, except by a staircase in a permanent workplace.

This will cover operatives working upon any purpose made access equipment.

Inner City Scaffolding Ltd will ensure that work is not carried out at height where it is reasonably practicable to carry out the work safely otherwise.

Where work is carried out at height, we will take suitable and sufficient measures to prevent, so far as is reasonably practicable, any person falling any distance that is liable to cause personal injury.

Where work at height cannot be eliminated / avoided, safe means of access / working and equipment used should be considered by the following:-

- What is the working at height equipment to be used for?
- What type of equipment will be used?
- What loads are to be carried?
- What will be the duration of the work?
- Prevention and consequences of falls
- Wear and tear of the equipment
- Other suitable access equipment
- Frequency of access
- Training and abilities of operatives
- Workplace, ground and site conditions including, access, egress and external factors e.g. weather and vandalism, as well as safety from electrical shocks

Inner City Scaffolding Ltd will ensure that the relevant Method Statement and Risk Assessments are carried out to identify risks associated with working at any height, bearing in mind that falls from height are the biggest cause of death at work.

Records of any accident trends and accident statistics will be maintained at the offices of Inner City Scaffolding at all times, in order to spot incidents of injuries and/or near misses.

All equipment should be used in accordance with manufacturer's instructions, with the following implemented:

- Should be placed at the correct angle
- Should be secured to prevent slippage
- Should be placed on firm level surfaces
- Users must have three points of contact at all times whilst climbing or dismounting any apparatus
- Only one person should climb or work from a ladder or a stepladder
- Do not overreach on any apparatus at height
- All equipment should be checked before the commencement of work and inspected regularly

### Falls from Apparatus

This is major cause of accidents in a wide variety of industry. Inner City Scaffolding Ltd constantly reviews and updates our Health & Safety policy regarding safety when working at height. All operatives are subject to training in order to keep them informed and aware of potential hazards.

## General Access Scaffolding

Only a competent scaffold erection company may be used to erect scaffolding. Scaffolding must be inspected by a competent person:

- Before it is put into use
- At seven day intervals until it is dismantled
- After bad or excessively dry weather or high winds or another event likely to have affected its strength or stability
- After any substantial additions or other alterations

A written report must be prepared by the competent person. The report must utilise the format laid down in the Construction (Health, Safety and Welfare) Regulations 1996 and appended to this policy statement.

A copy of the report must be kept on site in an appropriate place. A further copy must be retained for a period of three months from the completion of the work in the office of the person on whose behalf the inspection was carried out.

A holder of the CITB Advanced Scaffolding Inspection Certificate or equivalent will be accepted as being competent to carry out general access scaffolding inspections. Written proof of the competence of persons used to inspect scaffolding must be obtained by the person placing the contract for the work.

In the event that scaffolding fails inspection this must be verbally reported to the person responsible for placing the original contract as soon as possible by the person carrying out the inspection. The necessary remedial action must be carried out by the scaffolding company and a re-inspection carried out by the competent person before the scaffolding can be put into use, or further use.

Where scaffolding is erected in an area accessible generally by the general public, the following should apply:

- The minimum amount of equipment and materials should be stored on the scaffold
- Persons should be prevented from walking under or near the scaffold by means of physical barriers (not tape)
- All ladders at ground level should be removed when scaffolding is left unattended

## Tower Scaffolding

Adequate instruction and training should be provided for all those involved in tower scaffold erections and the persons erecting them must be competent to do so. Towers should rest on firm level ground with the wheels or feet properly supported.

For towers used outside, the height of the working platform should be no more than 3 x the minimum base dimension. For towers used inside, on firm level ground, the ratio may be extended to 3.5. Safe access to and from the work platform must be provided.

Suitable edge protection must be provided on all platforms where a person could fall more than two meters.

Guard rails should be at least 910mm high and toe boards 150mm high. An intermediate guard rail (or suitable alternative) should be provided so the unprotected gap does not exceed 470mm. Tower scaffolds must be inspected by a competent person:

- Before first use
- After substantial alteration
- After any event likely to have affected its stability

Competency in the case of tower scaffolding is defined as someone who has undergone training to erect the scaffolding. This training may be provided by the company supplying the tower scaffolding or some other external organisation. Retraining should be provided at least every five years. A record of the inspection must be made and kept for three months after dismantling the scaffold.

If the tower remains erected in the same place for more than seven days it should also be inspected and a further report made. Any faults should be put right before further use. Users of tower scaffolding must either be persons trained to erect the scaffolding or persons accompanied by a trained individual.

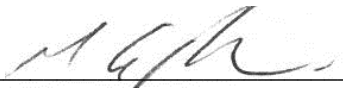
For tower scaffolding used in public places extra precautions are needed:

- Only the minimum amount of equipment and materials may be stored/used on the working platform;
- Barriers must be erected at ground level to prevent people walking into the tower;
- If the scaffolding is to remain in position unattended, unauthorised access to it must be prevented by removing or boarding over the access ladder.

Below are two links to HSE website, 1 for general scaffold and ladder access the other for Tower scaffolds:

<http://www.hse.gov.uk/pubns/cis49.pdf>

<http://www.hse.gov.uk/pubns/cis10.pdf>

Signed:  \_\_\_\_\_

**Matthew Phillips**  
**Managing Director**

**Dated: 6th September 2018**  
**Review Date: September 2019**

