

# Work at Height

Procedure ref:	Health and Safety
Procedure author /holder	Head of Health, Safety and Assurance
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## 1 Introduction

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### 1.1 What is Working at height?

**Work at height (WAH) means:**

Work in any place where, if there were no precautions in place, a person could fall a distance liable to cause personal injury. You are working at height if you:

- are working on a ladder, scaffold, MEWP or flat roof
- could fall from an edge, through an opening or fragile surface
- could fall from ground level into an opening in a floor or a hole in the ground.

WAH does not include a slip or a trip on the level, as a fall from height has to involve a fall from one level to a lower level, nor does it include walking up and down a permanent staircase in a building.

### 1.2 What is the purpose of the Work at Height Regulations

The purpose of [The Work at Height Regulations 2005](#) is to prevent death and injury caused by a fall from height. If you are an employer or you control work at height (for example facilities managers or building owners who may contract others to work at height) the Regulations apply to you.

Employers, and those in control of any work at height activity, must first assess the risks, make sure work is properly planned, supervised and carried out by competent people. This includes using the right type of equipment for working at height. Low-risk, relatively straightforward tasks will require less effort when it comes to planning.

Employees have general legal duties to take reasonable care of themselves and others who may be affected by their actions, and to co-operate with their employer to enable their health and safety duties and requirements to be complied with.

### 1.3 Why is it so important to us at LiveWest

We are totally committed to ensuring the health and safety of our colleagues, our customers and our contractors undertaking work on our behalf. At the same time, building new homes, improving and maintaining our existing homes are both key focuses of our overall business. The work we undertake is hugely diverse and, for every single job we plan and complete, we need to ensure that we have given full consideration to the risks involved, the skills needed to undertake the work and the arrangements we need to have in place to ensure the health and safety of everyone involved.

So, anyone undertaking, overseeing or planning a piece of work which involves working at height needs to understand when the work at height regulations apply and what their role and responsibilities are for ensuring that the project is undertaken in a coordinated, safe way, ensuring that the risks involved are properly assessed and managed.

LiveWest must do all that is reasonably practicable to eliminate the need to work at height and prevent anyone falling. The hierarchy of control for managing WAH is as follows:

- Avoid WAH wherever reasonably practicable by altering the tasks or the way they can be carried out; you could use drones or telescopic cameras instead of climbing ladders for inspections etc.
- Use work equipment or other measures to prevent falls where WAH cannot be avoided, ie. MEWPs, guardrails etc.
- Where the risk of falling cannot be eliminated, use work equipment or other measures to minimise the distance and consequences of any fall, ie. nets, internal birdcage scaffold, airbags etc.

If you need further information or clarification, please contact the health and safety team.  
[healthandsafety@livewest.co.uk](mailto:healthandsafety@livewest.co.uk)

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## 2 Definitions

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### 2.1 Work at Height (WAH) means:

Work in any place where, if there were no precautions in place, a person could fall a distance liable to cause personal injury. You are working at height if you:

- are working on a ladder, scaffold, MEWP or flat roof
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WAH does not include a slip or a trip on the level, as a fall from height has to involve a fall from one level to a lower level, nor does it include walking up and down a permanent staircase in a building.

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## 2.2 Safety Assurance Framework (SAF)

The purpose of the safety assurance framework is to ensure that:

- We provide assurance to Board, Executive and operational teams that the services delivered guarantee the safety of our customers, our employees and any contractor or, supplier who work for us.
- Our policies and standards always meet all relevant regulation and legislation and that they are quickly adapted when required to reflect changes.
- Processes and plans are consistent with policies and standards developed by delivery teams, through regular audits and inspections
- We provide ongoing, continuous assurance in key areas through routine checks on performance, on data and on reconciling process to policy and standards
- Audits and inspections provide depth, using subject matter expertise (internal and external) to support and challenge our own internal findings.
- We promote continuous improvement by using the feedback from audits and inspections to inform ongoing training, coaching and awareness programmes.
- The framework will help shape the nature and scope of training and expertise needed in key areas
- There is a clear reporting and governance in place to promote informed and timely decision making in key areas.

<b>Short duration work</b>	Work that is measured in minutes rather than hours. LiveWest have determined that this will be work that lasts no longer than 30 minutes. It includes jobs such as replacing a few tiles, making minor adjustments to equipment, inspections and access to other areas/locations. WAH is still dangerous even if it lasts for a short time and appropriate safety measures are essential.
<b>Safe System of Work</b>	A method of undertaking a task, which identifies hazards and controls risks. Typically, this is included in a risk assessment and method statement. All safe systems of work must include a rescue plan for any persons working at height.
<b>Ladders</b>	Fixed ladders, all portable ladders, section ladders, extending ladders, combination ladders and stepladders.
<b>Working platform</b>	Any platform used as a place of work or as a means of access or egress from/to a place of work, eg. scaffolding, hop up, mobile platform, etc.
<b>Competent person</b>	An individual who possesses the required skills, knowledge, experience and training to deliver work at height safely and to the required standard.
<b>Emergencies</b>	Any unplanned, responsive works to make safe only.
<b>PASMA</b>	Prefabricated Access Suppliers' & Manufacturers' Association Ltd (PASMA)
<b>IPAF</b>	International Powered Access Federation

<b>Personal Fall Protection System (PFPS)</b>	An assembly of components or equipment to protect the individual whilst working at height (including gaining access/egress from the working position).
<b>Fall Prevention System</b>	A system that doesn't use a harness which is connected to an anchor to prevent a person reaching an area where the risk of a fall exists.
<b>Fall Protection</b>	A work equipment system or an existing feature which provides either fall prevention or fall arrest.
<b>Fall Arrest system</b>	A PFPS which uses a body holding device connected to a reliable anchor to arrest and restrict a fall so as to prevent the collision of the user with the ground or structures whilst limiting the forces onto the body.
<b>Rescue System</b>	A PFPS by which a person can carry out a rescue, rescue themselves, or be rescued from a height or depth by pulling, lifting, lowering or self-ascent/descent.

### 3 When to use this procedure

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- 3.1 When a risk assessment has been completed using the hierarchy of control for managing WAH and the need for WAH is unavoidable.
- 3.2 LiveWest's aim is for zero harm, illness and damage, and has a very good track record with regards to safe work at height, but work at height incidents are still encountered, all of which are preventable.
- 3.3 This procedure applies to all work at height activities and is relevant to all employees, visitors, contractors and where applicable, customers of LiveWest.

### 4 Key roles and responsibilities

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#### 4.1 Directors and Heads of Department:

Will ensure that:

- They fully understand the requirements of this procedure and are competent to fulfil any duty asked of them;
  - All employees under their control are familiar with this procedure and where they are responsible for planning WAH, they do so with a diligence expected of them;
  - All necessary resources are made available to employees under their control in pursuit of LiveWest's legal duties;
  - Any necessary training is identified for themselves and employees under their control and that arrangements are made to deliver such training;
  - All equipment provided by LiveWest for WAH, meet the specified minimum standards applicable for the equipment;
  - The inspections on WAH equipment and PFPS are being carried out;
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- WAH risk assessments are reviewed regularly and any incidents that may be attributed to WAH are fully investigated and concluded;
- All employees under their control who have the need to plan work at height, possess the necessary skills, knowledge, experience and training to do so;
- They lead by, and set a good example.

## **4.2 Safety, Health and Environment Team**

Will ensure that:

- A Safety Assurance Framework for WAH is designed, documented and distributed within the organisation that outlines the required standard for WAH;
- The framework enables others to deliver the requirements to the expected standard;
- They regularly check the framework and other teams' compliance with it providing feedback and continual improvement opportunities to the wider organisation;
- They provide advice, guidance and support to other employees for all WAH related matters;
- They impartially review any written safe systems of work for WAH activities;
- Any training required as part of the WAH framework is proportionate to the role, delivered appropriately and supported fully by the learning team and individual teams;
- They formally inspect work sites, record findings and assign any corrective actions with prescribed timescales using the relevant system;
- They set a good example.

## **4.3 Heads of Department/Supervisors**

Will ensure that:

- They fully understand the requirements of this procedure and are competent to fulfill the duty asked of them;
- All employees under their control, who have a responsibility for executing WAH activities, have received the correct and appropriate training, are deemed competent, experienced and can do so without direct & continual supervision for them to execute their roles diligently and in line with the requirements of this procedure;
- Any necessary training is identified for themselves and employees under their control and that arrangements are made to deliver such training;
- All necessary resources are made available to employees under their control in pursuit of LiveWest's legal duties;
- They are competent to write suitable and sufficient risk assessments and those risk assessments are implemented for all work activities undertaken that involve WAH, and that they are communicated to employees;
- They provide adequate supervision when persons are working at height;
- Suitable emergency and rescue arrangements are implemented for any persons working at height and recorded within the risk assessment.

- Persons who work at height are provided with adequate information, instruction and training with regards to identifying and controlling risks associated with working at height;
- Consider the risk of falling items such as materials, tools, equipment and include necessary controls to ensure the safety of others below.
- Ladders are the last consideration for work at height activities. Alternative safer equipment must be investigated first, and if not selected, reasons why should be outlined within the risk assessment;
- Suitable arrangements are made for the regular inspection of WAH equipment and to keep it in efficient working order and in good repair;
- They inspect all issued access equipment every six months and record the findings using the access equipment inspection checklist and the ladder hop up register;
- All records of formal inspections are recorded and maintained in the relevant electronic system.
- Any identified or reported defective access equipment is removed from use, quarantined and either repaired or replaced.
- They set a good example.

#### **4.4 Employees**

Will ensure that:

- No WAH is undertaken where it is avoidable;
- Where WAH is not avoidable, it has been properly planned and organised by their supervisor/line manager and that they have received and read risk assessments and method statements (safe systems of work) associated with activities involving WAH;
- Where WAH is necessary, they are competent, they have been provided with appropriate information, instruction and training for the tasks and equipment to be used;
- Where working at height is necessary, the risks from WAH are properly assessed and implement all outlined control measures in order to reduce risk to as low as reasonably practicable;
- Any items of access equipment are appropriate, inspected before each use and any defects reported to line management and removed from use and used correctly;
- Consider the risk of falling items such as materials, tools, equipment and include necessary controls to ensure the safety of others below.
- Wear safety harnesses when instructed to do so, or when training, risk assessments and method statements have identified their use;
- They always behave in a safe and appropriate way, maintain their own safety and that of others who could be affected by their acts or omissions;
- They report any health, safety or environmental issues to their supervisor or manager immediately, and to the health and safety team if necessary;
- They use all plant, equipment and personal protective equipment in the prescribed manner;
- They do not undertake any work that they are not competent to execute;

- They raise any training deficiencies with their manager or supervisor;
- They set a good example to others.

## 5 Procedures

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- Edge Protection
- Fall Prevention, Fall Arrest, Fall/Work Restraint equipment
- Training
- General Access Scaffolds
- Tower Scaffolds
- Mobile Elevating Work Platforms (MEWPs)
- Ladders/ Hop-Ups

### 5.1 Edge protection

Livewest will ensure that edge protection is installed wherever required. This must meet the minimum legal standards and consist of:

- A main guard rail at least 950mm above the working platform;
- An intermediate guard rail or other barrier so that there is no gap greater than 470mm
- A toe board at least 150mm high.

Edge protection must be strong and rigid enough to prevent people from falling and be able to withstand other loads likely to fall on them, eg. stored materials. They must be tied to a structure for adequate support.

### 5.2 Fall Prevention, Fall Arrest, Fall/Work Restraint equipment

The risk of a fall must, wherever possible be designed out. If the risk of a person falling remains, you must take sufficient measures to minimise the distance and/or consequences of a fall. This can be done using the below hierarchy when selecting Personal Fall Protection System (PFPS) equipment.

- Prevention - guardrails, barriers, safety decking
- Passive Arrest - safety nets, fall arrest mats
- Active arrest - cable and track systems
- Mitigation of any consequences of an accident

It is LiveWest's Standard that:

- Only competent employees whose combination of skills, knowledge, experience and training can use PFPS.
- All work involving a PFPS will have a detailed risk assessment which has been adequately communicated to all relevant persons.

- A rescue plan is written and in place as part of the risk assessment, ensuring that anybody that is suspended after a fall is rescued as soon as safely possible remembering that suspension trauma will cause difficulties after approx. 20 mins.
- PFPS selected must be suitable for the work being conducted and hired by one of LiveWest's approved suppliers. Information and instructions on all equipment must be provided by the supplier.
- Only competent persons should install PFPS such as nets, barriers, cable and track systems.
- PFPS must be stored correctly to prevent damage.
- PFPS are totally reliant on being attached to a suitable anchorage. To ensure the safe performance of the system, the likely loads that would be transferred into the anchorage and the ability of an anchor point and any supporting structure to resist those forces, must be established.
- If any PFPS has been exposed to a fall, this equipment should NOT be used and be replaced immediately.
- If any PFPS has been exposed to chemicals or grit blasting, acidic or alkaline environments they should not be used and be replaced immediately.
- If there is any doubt about the equipment's safety, it will be replaced immediately.

Inspections will take place and retained by a competent line manager as follows:

- Prior to each use.
- If the same PFPS equipment is used for more than three months, then a detailed inspection must be completed, and records kept.
- Personal protective equipment against falls from height should also be examined at least 12 monthly. Manufacturer's instructions should be followed and inspected more frequently if directed to do so, ie. arduous conditions.

The equipment inspection reports should note any defects or matters that could give rise to a risk to health and safety and any corrective actions taken, even when those actions are taken promptly, as this assists with the identification of any reoccurring problem.

### 5.3 Training

Persons undertaking work at height must have the appropriate knowledge, information, instruction, skills, training and experience to work safely, or be under the supervision of a designated competent person. Competence must be assured in the following areas:

- Be able to recognise the risks and necessary controls to complete the work safely;
- Be fully conversant with the agreed safe system of working, including where necessary the installation/wearing of safety harnesses, requirements/installation of edge protection and operation of mobile access platforms, etc.;
- Safe operation of equipment.

- Anybody that is required to direct work at height must have completed either SSSTS or SMSTS course.
- Anybody who directs or carries out work at height must have completed the LiveWest online working at height training module and the ladder safety module.
- Wherever there is a need for the use of harnesses and lanyards a more in-depth course must be taken by a professional training provider. The Learning team can provide information on this.
- Anybody that is required to direct work using a MEWP, and anybody that is required to use a MEWP must have completed and passed an IPAF (international Powered Access Federation) course.
- Anybody that is required to inspect a scaffold as part of their job should complete a basic scaffold inspection course.

All such, training should be recorded in Kallidus via the learning team and repeated as necessary.

#### 5.4 General access scaffolds

Scaffolds are a great alternative to using ladders or other equipment such as MEWPs. They are a temporary structure that will support access or working platforms. They are commonly used in construction work so workers have a safe, stable work platform for tools and equipment when work cannot be done at ground level or on a finished floor.

It is LiveWest's standard that:

- Only competent, third-party scaffold contractors are engaged to erect and dismantle all general access scaffolds.
- The contractor must be pre-qualified via our procurement process and appear on our Supplier Contractor Report held by the procurement team.  
([procurementlivewest@livewest.co.uk](mailto:procurementlivewest@livewest.co.uk))
- All persons who require to order a scaffold will ensure that:
  - They request a handover certificate of the scaffold from the contractor once it has been erected, to ensure it has been built to TG20:13 standard (technical guidance) and that a scafftag is present, that it contains the subcontractor's contact information and is signed by the contractor (although a scafftag is not a legal requirement, LiveWest requires this as proof of safety).
- All scaffolding must be inspected by a competent person from the contractor whose combination of skills, knowledge, experience and training is appropriate for the type and complexity of the scaffold. Inspections will take place as follows:
  - Following completion of erection/ before first use,
  - At an interval of no more than seven days thereafter,
  - Following any circumstances liable to jeopardise the safety of the installation, eg. high winds or after alteration.

The scaffold inspection report should note any defects or matters that could give rise to a risk to health and safety and any corrective actions taken, even when those actions are taken

promptly, as this assists with the identification of any reoccurring problem. On completion of the inspection, the scafftag will be updated.

Any person accessing the scaffold will report any defects to the subcontractor immediately. If at any time there is a defect with the equipment, or an inspection document is not in date, the scaffolding is not to be used and work is to **immediately stop** and the scafftag removed from the scaffold. Report immediately to the contractor and project manager to have any problems rectified.

## 5.5 Tower Scaffolds

Tower scaffolds, sometimes referred to as access towers or a scaffold tower, are highly useful alternatives to ladders when there's a lot of work to be done at height. They provide a larger working platform for the worker, tools and materials whilst at the same time being both rigid and stable.

It is LiveWest's standard that:

- Only competent employees whose combination of skills, knowledge, experience and training can erect and dismantle tower scaffolds.
- The tower scaffold selected must be suitable for the work being conducted.
- A risk assessment must be written for all uses of tower scaffolds and will be communicated to all relevant persons.
- The tower scaffold must be provided by one of LiveWest's approved suppliers. When delivered, an instruction manual explaining the erection sequence, including the bracing requirements, must be provided by the supplier with every tower scaffold.
- Approved suppliers will deliver the scaffold to site but will not erect the tower scaffold. This will be arranged by the person in charge of the work.
- Ensure the tower scaffold has been inspected following assembly. Stop work if the inspection shows it is not safe, and put right any faults. The result of an inspection should be recorded and kept until the next inspection is recorded.
- The tower is to be erected and dismantled the same day. No towers are to remain erected overnight.
- If left unattended for a period, no longer than eight hours it will be secured in such a manner to stop unauthorised access, for example removing ladders at ground level

### 5.5.1 Using and moving

Make sure everyone involved is aware of, and follows, these simple rules. **Never** use a tower scaffold:

- In strong winds
- As a support for ladders, trestles or other access equipment
- With broken or missing parts; or
- With incompatible components.

When moving a tower scaffold, you should **always**:

- Reduce the height to a maximum of two metres
- Check that there are no powerlines or other obstructions overhead
- Check that the ground is firm, level and free from potholes and obstructions
- Push or pull using manual effort from the base only
- Never move a tower scaffold with people, tools or materials on the tower, or in windy conditions.

Any person erecting or accessing the scaffold will report any defects to the supplier immediately and their line manager. If defects are found, the tower must not be used under any circumstances. If at any time there is a defect with the equipment, or an inspection document is not in date, the tower scaffold is not to be used and work is to **immediately stop**. Report immediately to the contractor and Line Manager to have any problems rectified. Should produce an inspection document for assure then identify above where to go for the inspection sheets.

## 5.6 Mobile Elevated Work Platforms (MEWPs)

MEWPs can come in many different forms and names such as scissor lifts, cherry-pickers, self-propelled boom, vehicle-mounted boom and trailer-mounted boom. They can be very useful where scaffolds cannot be erected, and/or ladders cannot reach.

It is LiveWest's standard that:

- Only competent employees whose combination of skills, knowledge, experience and training can use a MEWP.
- All work involving MEWPs will be carried out using a minimum of two people.
- All work involving a MEWP will have a detailed risk assessment which has been adequately communicated to all relevant persons.
- A rescue plan is written and in place as part of the risk assessment. MEWPs selected must be suitable for the work being conducted. The MEWP must be provided by one of LiveWest's approved suppliers.
- When delivered, an instruction manual and a clear indication when the last thorough examination has been carried out. Suppliers will deliver the MEWP to site but will not operate the MEWP for LiveWest unless specifically requested to. This will be arranged by the person arranging the works. Any person ordering the use of a MEWP will keep a record of any inspection for the MEWP for the duration of the work. Any defects or cause for concern are raised immediately to the supplier of the MEWP, that the MEWP is **not** used under any circumstances and the line manager informed.
- The MEWP must be inspected by a competent person whose combination of skills, knowledge, experience and training is appropriate for the type MEWP.

Inspections will take place as follows:

- Upon receipt of the equipment from the supplier
- Before first use

- Daily visual inspection or as per manufacturers recommendations
- Following any circumstances liable to jeopardise the safety of the equipment, eg. high winds or after unauthorised access.

The equipment inspection report should note any defects or matters that could give rise to a risk to health and safety and any corrective actions taken, even when those actions are taken promptly, as this assists with the identification of any reoccurring problem. On completion of the inspection, the inspection log will be updated.

## 5.7 Ladders/ Hop ups

Ladders and hop-ups are not banned under health and safety law. In fact, they can be a sensible and practical option for low-risk, short duration tasks, although they may not automatically be your first choice. Make sure you use the right type of ladder or hop-up for the task and you know how to use it safely.

It is LiveWest's standard that:

- Only competent employees whose combination of skills, knowledge, experience and training will use ladders/ hop-ups for work.
- Users read and understand the manufacturer's instructions relating to safe use- especially when using telescopic ladders.
- Ladders will only be used for work at height when:
  - A risk assessment has shown that using equipment offering a higher level of fall protection is not justified.
  - It is for low risk and short duration work (less than 30 minutes).
  - There are existing workplace features which cannot be altered.
  - Short duration is not the deciding factor in establishing whether use of a ladder is acceptable or not; you will first consider the risk. As a guide, if your task would require staying up a leaning ladder or stepladder for more than 30 minutes at a time, it is recommended that you consider alternative equipment.
  - You should only use ladders in situations where they can be used safely, eg. where the ladder will be level and stable, where the base of the ladder can be placed on a non slip surface i.e. free from algae and moss externally or laminate flooring and tiled surfaces internally and where it is reasonably practicable to do so, the ladder can be secured with non-slip mats (stabilisation device).
  - Ladders must be secured at all times by following the ladder heirachy.
  - TIE – secure the top of the ladder by both tying both stiles against a suitable anchor point.
  - STABILISE – use of additional stabilising devices such as ladder stand-offs, outriggers at the base of the ladder, or anti slip-devices.
  - WEDGE – Use the environment around you to place the base of the ladder agaisnt a wall or heavy load to prevent the base from slipping away once accessed.
  - FOOT THE LADDER – last resort within the heirachy and should only be employed where the above are not acheivable. This can be used to allow for the top of the

ladder to be secured (two persons required) or for extremely short duration tasks like changing a light bulb.

Should the methods above not be achievable, then the ladder must not be used and alternative access methods employed.

Ladders and hop-ups must be provided by LiveWest's procurement team. LiveWest will only use ladders that conform to EN 131 Professional Standard (January 2018). Ladders and hop-ups will also be fitted with an inspection tag.

Any ladders within LiveWest that were procured before January 2018 and are in good condition, inspected, tagged and appear on a register, will not need to be replaced, but when they need replacement, the new ladder will adhere to the EN 131 Professional standard.

A ladder register is kept by the line manager/ supervisor to record the all ladders and hop ups in the business via an asset tag number. This will ensure there is an accurate record of equipment within the business for control and auditing purposes.

The ladder/hop-up selected must be both suitable for the work task and in safe condition before use.

Inspections will take place as follows:

- Ladders/hop-ups will be visually inspected prior to first use of the day by the person using the equipment and any defects reported immediately to the line manager; with arrangements for the disposal and purchase of the new ladder made as soon as possible.
- All ladders/hop-ups in LiveWest must be inspected by the line manager every six months and recorded on the ladder tag attached to the equipment and the ladder register.

If at any time there is a defect with the equipment, or an inspection document is not in date, the equipment is not to be used and work is to **immediately stop**. Report immediately to the line manager to have any problems rectified.

## **6 Performance monitoring**

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### **6.1 Active monitoring**

LiveWest will engage an external consultant to assist with active site monitoring. Reports will be generated by the consultant and forwarded to the health, safety and assurance team for review.

Most issues found during any visit to LiveWest sites are expected to be addressed at the time and noted on the report.

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The LiveWest health, safety and assurance team will ensure that any identified non-conformances that are not addressed on-site at the time of the visit are addressed within prescribed timescales:

- Urgent/Major/imminent danger:  
Stop work immediately and rectify. Work must not re-start until control measures have been verified by a health and safety colleague.
- Intermediate finding:  
A finding where something needs to be done as soon as possible but is not an immediate danger to life. Rectified within 48 hours and verified by a health and safety colleague.
- Minor finding:  
A finding that goes against a prescribed standard but is not detrimental to the safe delivery of work in any way. Rectified within 48 hours to one week.

The LiveWest health, safety and assurance team will be conducting site inspections in all parts of the business. The reports are submitted on the Assure reporting system and any corrective actions are assigned to managers with timescales.

## **7 Record keeping**

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Inspection documents for any WAH equipment should be recorded in the relevant electronic system but must be easily accessible in the event of an audit or an investigation. Any WAH training should be recorded via the learning team on the Kalidus System.

## **8 Linked/associated policies and other references**

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- [Ladder/ Hop Up Register](#)
- [Ladder/ hop up inspection checklist](#)
- [Health & Safety At Work Act 1974](#)
- [Work at Height Regulations 2005](#)
- [Provision and Use of Work Equipment Regulations 1998 \(PUWER\)](#)
- [Lifting Operations and Lifting Equipment Regulations 1998 \(LOLER\)](#)
- Risk Assessment Procedure
- Work Equipment Procedure
- PPE Procedure
- Risk Assessment Module in Assure
- Training Procedure

**VERSION CONTROL:**

<b>Version Ref:</b>	<b>Date of change</b>	<b>By whom</b>	<b>Reason</b>
1.1	14.05.2021	CB	Section 5.7 Ladders/ Hop ups updated regarding the use of non-slip mats
1.2	23.09.21	SP	Section 5.7- Reading manufacturer's instructions prior to ladder use