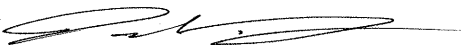
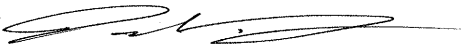
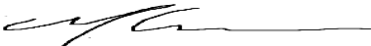




Working at Heights Policy

Amendment Schedule for Policy Review

Serial Number	Amendment Number	Amendment Date	Amendment Details	Signature
HS.D.72	01	21.08.14	Full Review	
HS.D.72	02	25.08.16	Full Review	
HS.D.72	03	21.08.18	Full Review	
HS.D.72	04	19.08.20	Full Review	



Working at Heights Policy

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1 Statement of Intent

- 1.1 We are committed to the development and implementation of policies and procedures that establish high standards of health, safety and welfare.
- 1.2 We fully recognise and accept that we must provide our employees with a healthy and safe working environment.
- 1.3 We will take all necessary and appropriate action to reduce and eliminate potential work related risks affecting the wellbeing of employees and the public.
- 1.4 We are concerned that nationally falls from height remain one of the largest causes of workplace deaths and one of the main causes of major injury. We will implement the requirements of the Work at Height Regulations 2005 (WAHR), which apply to all work at height where there is a risk of a fall liable to cause personal injury, and take all practicable measures to prevent falls and encourage safe working practices.
- 1.5 We will use the following definition for work at height:
 - a place is at height if a person could be injured falling from it, even if it is at or below ground level; or
 - work includes moving around at a place of work (except by a staircase in a permanent workplace).

2 Outline of Service

Supporting Legislation and Regulations

- 2.1 The Health and Safety at Work Act 1974 (HSAWA) states that employers must ensure the health, safety and welfare of their employees. This includes the provision and maintenance of safe equipment, plant and systems of work. The act also places duties on designers, manufacturers, importers, suppliers and installers to make sure that this equipment is safe without risks to health. In addition, there is information, instruction and training regarding associated hazards and precautions provided. To comply with the HSAWA we will provide training and instruction, including risk assessments, for all our employees who are required to work at heights.
- 2.2 The Provision and Use of Work Equipment Regulations (PUWER) provide more explicit information with reference to the general duties outlined above. These regulations apply to all work equipment including second-hand, hired or leased equipment.

- 2.3 The PUWER state that all work equipment must be suitable for its intended purpose. The equipment should be maintained in an efficient state and logs of maintenance kept; inspected when installed, before use and if relocated, to ensure its safe use. Where work equipment poses specific risks only trained, competent persons are exposed to those risks. Adequate information, instruction and training should be provided for all employees who use the equipment with proper supervision of work equipment. The equipment should conform to EC standards. To make sure we comply with PUWER all ladders and equipment used for working at heights will be inspected before use and at least twice a year. On Construction Design and Management (CDM) sites equipment will be checked on a weekly basis and details recorded in the PUWER Register.

Implementation of Regulations

- 2.4 As a result of the regulations we will make sure:
- all work at height is properly planned and organised;
 - those involved in work at height are trained and competent, insofar as that they understand the hazards from working at height and the appropriate control measures to undertake;
 - the risks from work at height are assessed and appropriate work equipment is selected and used;
 - the risks from fragile surfaces are properly controlled; and
 - equipment for work at height is properly inspected and maintained.
- 2.5 We will make sure that where no suitable and sufficient risk assessment exists, managers will complete a risk assessment for all work at height using the Risk Assessment at Appendix 1, which will be forwarded to the Health and Safety Manager for monitoring purposes. A risk assessment must be obtained and completed before work at height starts. The risk assessment process will assist in the identification of any training employees may need to attend before they can safely work at height.
- 2.6 We will make sure that there is regular inspection and maintenance of equipment used for working at heights (see Appendix 2).
- 2.7 We will make sure that the regulations giving requirements for existing places of work and means of access for work at height, collective fall prevention, collective fall arrest, personal fall protection and ladders are strictly adhered to.
- 2.8 We will adopt the hierarchy within the regulations for managing and selecting equipment for work at height and will impress upon our employees the need to:
- **Avoid work at height where they can** (when working at height account shall be taken of a risk assessment under Regulation 3 of the Management Regulations. (See Appendix 1 for generic risk assessment). No work shall be carried out at height where it is reasonably practicable to carry out the work safely otherwise than at height.
 - **Use work equipment or other measures to prevent falls where they cannot avoid working at height** (work equipment will be provided

which will minimise the distance and consequences of a fall. We will provide such additional training and instruction or take other additional suitable and sufficient measures to prevent, so far as is reasonably practicable, any person falling a distance to cause personal injury.

- **Where they cannot eliminate the risk of a fall**, use work equipment or other measures to minimise the distance and consequences of a fall should one occur. (Where work is carried out at height, suitable and sufficient measures to prevent, so far as is reasonably practicable, any person falling a distance liable to cause personal injury).

2.9 We will make sure that working at height shall be:

- properly planned;
- appropriately supervised;
- carried out in a manner, which is so far as is reasonably practicable, safe;
- shall include planning for emergencies and rescue; and
- only carried out when the weather conditions do not jeopardise the health and safety of persons involved in the work.

2.10 We will make sure that no person shall be engaged in any activity, including organisation, planning and supervision, relating to work at height or work equipment for use in such work unless they are competent to do so or, if being trained, is supervised by a competent person.

Work Equipment

2.11 When purchasing work equipment for use at working at height, we, in our selection process, will take account of:

- giving collective protection measures priority over personal protective measures;
- the working conditions and the risks to safety of persons at the place where work equipment is to be used;
- in the case of work equipment for access and exit the distance to be negotiated;
- the distance and consequences of a potential fall;
- the duration and frequency of use;
- the need for easy and timely evacuation and rescue in an emergency;
- any additional risk posed by the use, installation or removal of the work equipment or evacuation and rescue from it;
- the training needs of those erecting, dismantling and using the equipment; and
- any other provisions of the WAHR.

2.12 We will make sure that ladders shall only be used for work at height if a risk assessment under Regulation 3 of the management regulations has demonstrated that the use of more suitable work equipment is not justified because of the low risk and the short duration of use, or the existing features on site cannot be altered. This also takes into account the use of tethered ladder and harness systems.

2.13 Scaffolding

- Scaffolding to comply with the standards set out within National Access and Scaffolding Confederation (NASC) Guidance document TG20:13 and BSEN 12811-1 – Guide to Good Practice for scaffolding with tube and fitting.
- Scaffolding to be erected maintained and dismantled in line with our guidance on planning, erection, dismantling and maintenance of general purpose scaffolding on refurbishment sites and new build sites.
- Scaffold erection, alteration and dismantling shall be subject to risk assessment and method statement.
- Scaffolding shall be erected only by those who hold a current Construction Industry Scaffolder's Record Scheme Card (CISRS).
- Scaffolding shall be suitable for the purpose for which it is intended.
- Scaffolding shall be made of good strong sound materials and checked before use by the scaffolder. Tubes shall not be split, cracked, rusty, bent or distorted, and the timbers used for boarding shall be of the right type.
- Where there are any extensive or unusual scaffold conditions the health and safety manager shall be consulted.
- All scaffolds shall be straight and square. Standards shall be placed on a base plate and, if necessary, also on a timber sole plate to make sure there is a firm foundation.
- Scaffolding shall only be erected on firm ground, away from overhead obstructions and excavations. Where obstructions exist, they shall be subject to risk assessment and suitable control measures should be put in place, before proceeding with the erection of the scaffold.
- A competent person shall inspect the scaffolding before being taken into use for the first time, after any substantial addition, dismantling or other alteration, after any event likely to have affected its strength or stability, and at regular intervals not exceeding seven days since the last inspection. All inspections shall be recorded. Proof of competency shall be required.
- Before each use the employee or contractor, accessing the scaffolding shall carry out a basic check, completing a Housekeeping Scaffold Inspection Checklist Form (see Appendix 4 for copy of form).
- The scaffolding contractor shall give to the site manager a handover certificate once the scaffold is complete. The site manager shall inspect the scaffolding with the contractor to check for any faults before accepting the hand over certificate.
- On receipt of the hand over certificate details shall be entered in the inspection register where scaffolds are to be erected for more than seven days or more. Handover Certificate to be in line with NASC Guidance Note SG35 Handover of Scaffold Structures.
- Site activities shall not be undertaken on the scaffolding until the site manager is satisfied with the standard of scaffolding.
- Only competent persons shall carry out alterations to any scaffold, any alterations must be requested through the site manager.
- Working platforms shall only be used for the purpose they are intended and shall not be overloaded which could affect its safe use.

- Guardrails and toes boards shall be fitted to any exposed edges of working or access platforms. The only exception being for reasons of access and so on. Where this is necessary, the additional risks, must be controlled by additional means and included in a revised risk assessment (exclusion zones and so on). Depending on the nature of the work activities, there may be a requirement to install a third guard rail.
- Brick guards shall be installed where there is a risk of falling materials and equipment from the working platform.
- All working platforms and decking shall be closely boarded to their full width and free from tripping hazards. Where scaffold boards overlap then bevelled strips shall be used to reduce potential tripping hazards. The width of the working platform shall be suitable for the activity being carried out, for example five boards wide (1050 millimetres) for bricklaying.
- Boards must be supported every 1.2 metres and comply with BS2482:2009 specification for timber scaffold boards. Boards to be free of defects and warped boards to be replaced.
- Ledger bracing shall be fitted as required. Putlog or single couplers shall only be used on scaffolding that does not have to hold a lot of weight.
- Platforms boards shall be supported (a maximum span of 1.2 metres and a maximum overhang of 150 millimetres for 38 millimetre boards).
- Ladders shall be in good condition, secured at the appropriate angle and extend 1.05 metres above the stepping off point; ladders to the first lift shall be removed from the scaffold at the end of each working day.
- Ladders shall be tagged and a record of inspection held.
- Loading towers are classed as special structures and a design drawing shall be provided. Suitable gates shall be provided and used on the loading side; preferably the up and over type shall be used.
- Ties shall be fitted as the scaffold is put up and be in line with current technical guidance. Where ties cannot be provided, the method used to support the scaffold shall be recorded. Where scaffolds are fitted with sheeting, tarpaulins and so on these will be under more stress due to wind pressure and shall need more ties. Fire retardant materials shall be used.
- Tube joints in bays or lifts shall be staggered and as close to the standard connection as possible.
- Swivel couplers shall be used for standard (upright) bracing, face bracing and the splicing of face bracing joints.
- Standards positioned near doorways and or walkways shall be suitable protected with foam which is secured at the top and the bottom. All rough or cut edges and exposed bolts and fixings and so on, to be protected with plastic caps.
- When working on occupied premises there may be a requirement to install additional boards above the doorways, this will depend upon the activities undertaken and the potential risk from falling objects.
- Scaffold incomplete signs shall be erected on scaffolding that is not suitable for use, access onto the platform shall be denied. Signage shall be displayed adjacent to the ladder access point.
- The site managers shall inform the health and safety manager immediately of all unauthorised access onto the scaffold by third parties.

- All scaffolds shall be checked at the end of each working day to make sure the platform is left in a safe condition and children cannot climb onto them.
- Persons working on or in the vicinity of scaffold shall wear safety helmets.
- All scaffolding will be erected or dismantled in line with SG4:15.
- When using rubbish chutes to aid waste removal from roofs, the bottom two sections of the rubbish chute shall be removed at the end of the working day.
- Weather conditions to be monitored and work activities ceased where deemed necessary. Managers /supervisors are to complete the scaffold check for use in the event of high winds (Appendix 5).
- Reference to be made to Maximum Wind Speed Guidance document – Appendix 3.
- All scaffold solutions shall be designed and detailed with sufficient drawings unless they can be shown to be in accordance with a TG20:13 compliance solution sheet.
 - Independent scaffolding compliance sheets Design 1 to 5.
 - Pavement lift compliance sheet Design 6.
 - Bridge compliance sheets Design 7 to 8.
 - Cantilever protection fan compliance sheet Design 9.
 - Ladder access tower compliance sheet Design 10.
 - Loading Bay compliance sheet Design 11.
 - Interior birdcage compliance sheet Design 12.
 - Putlog scaffold compliance sheet Design 13.
 - Tower compliance sheet Design 14.
- Any scaffolding solution which cannot be designed in full accordance with the TG20:13 compliance solution sheets will require an appropriate design including calculations and drawings using design standards; all carried out by a suitably qualified person.

2.14 Mobile Tower Scaffolds

- Mobile towers shall be erected by PASMA (Prefabricated Access Suppliers' and Manufacturers' Association) trained persons and an inspection report completed before use.
- Mobile towers shall be erected in line with the manufacturer's recommendations (maximum height base width ratio and outriggers fitted).
- Mobile towers shall be suitable for the purpose and made of sound materials. Towers shall be checked for defects before erecting.
- A check for overhead electricity cables and other obstructions shall be carried out before the tower is erected.
- Mobile towers shall be erected on stable ground of sufficient strength capable to support the structure and load.
- Where necessary and in accordance with manufacturers recommendations, the tower shall be tied to the structure using secure points. This applies especially in windy or exposed conditions. Towers shall not be used in adverse weather conditions.

- Access onto the working platform shall be by a ladder fitted to the inside of the tower which is fixed to the narrowest side. Frame members shall not be used (unless specifically designed as a ladder) for climbing the tower.
- Casters or wheels, if fitted shall only be used on level ground and fitted with brakes that shall always be used while the tower is stationary.
- Trap doors shall be kept shut when the platform is in use.
- Tower's erected outside occupied properties shall be removed each day to prevent unauthorised access.
- When moving a tower, no person(s) or loose materials shall be on the platform. When moving the platform pressure shall be applied at or near the base of the tower.
- Incomplete towers shall be signed 'incomplete' and not used.
- A scaff tag shall be displayed at the ladder access point, the scaff tag will confirm details of the last inspection and whether or not the platform is fit to use.
- Towers that are erected for seven days or more will be inspected by a trained competent person and details recorded in the Inspection Register.

2.15 Mobile Elevating Work Platforms

- The term mobile elevating work platform covers pedestrian controlled, self-propelled power operated mobile elevating work and access platforms.
- Mobile elevating work platforms shall be used as a temporary working platform which can easily be moved from one location to another.
- When using a mobile elevated work platform we shall comply with the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER).
- Only trained and authorised people shall be permitted to work from and operate this equipment.
- Equipment shall be checked before use and operated in line with the manufacturer's recommendations.
- Electrical supplies shall be safe and connected to the main supply in an approved way by a competent person.
- Where possible, all movement controls shall be operated from the platform.
- Emergency stop isolation switches shall be clearly marked, and operators and those using the equipment shall be informed of the emergency procedures (Appendix 8).
- Workers are not permitted to exit and work outside the working platform whilst working at height.
- The safe working load specified by the manufacturer shall not be exceeded. The safe working load shall be displayed on the equipment together with maximum number of persons.
- Checks shall be carried out before use to make sure there are no obstructions, especially overhead cables, in the areas where the platform is to be taken or used.
- Safety devices shall be checked to make sure they are fitted and working correctly.

- Mobile elevating work platforms shall only be used on level from ground. Where rough-terrain equipment is used, manufacturer's guidance on ground support requirements shall be followed. A check for potholes, uneven ground, access chambers and slippery ground shall be checked before work activities start.
- Clear areas shall be provided around the equipment, warning signs, barriers, cones and so on shall be used.
- The equipment shall not be used in wind speeds exceeding those specified by the manufacturer.
- Where it is not possible to make full use of outriggers necessary arrangements shall be made to keep the equipment stable.
- Good visibility and lighting shall be provided whilst work is being carried out.
- Safety harnesses shall be worn at all times and fixed to designated anchor point within the platform. Harnesses shall be checked prior to use by the wearer and details recorded in the inspection register; six monthly inspections shall be carried out by the manager or line manager using the inspection template; and in addition six monthly thorough examinations shall be carried out in line with manufacturers recommendations by a competent person. Wearers of harnesses shall be appropriately trained.
- Where there is a danger of tools being dropped by the operator from the platform, pedestrian access beneath the platform shall be prevented.
- Platforms that are not in use or unattended, shall be secured at ground level.
- Mobile elevating work platforms shall not be used as:
 - jacks, props, ties or supports;
 - primarily for the transfer of goods or materials;
 - as a crane or lifting appliance, other than for persons tools and lightweight materials associated to the work task, such as ducting, electrical equipment and so on;
 - platforms shall only be used for the work they are intended for; and
 - safe access onto the platform shall be provided at ground level.
- Weather conditions shall be monitored and activities ceased where deemed necessary.

2.16 Roof Work

- All work at height shall be preceded by a risk assessment and specific method statement detailing how falls of persons or materials shall be prevented. For short duration repairs a dynamic assessment will be completed by the operative on site to ensure that all risks present have been identified and control measures put in place (see Appendix 6 for dynamic assessment).
- For all works that require access to roofs appropriate fall arrest equipment shall be used, in line with the Method of Working attached to this policy.
- Where new roofs are constructed adequate protection shall be provided. Safety nets, bean bags, safety decking, scaffolding and so on shall be considered for use.
- Appropriate edge protection shall be fitted to prevent materials, tools and so on falling from the roof area.
- Where safety nets and bean bags are used these shall be manufactured and erected to the requirements of the European Standard and shall be suitable for the purpose in which they are used.
- Safety nets shall be overlaid with an appropriate fine debris mesh which shall offer protection to those who work or pass below.
- Where safety nets and harnesses are used a test certificate shall be provided and regular inspections carried out.
- All inspections shall be recorded.
- Suitable barriers shall be erected around fragile materials on the roof, where this is not possible, crawling ladders or boards shall be used to cross these materials. Relevant warning notices, such as 'fragile roof' and 'hole below' shall be displayed. There may be a requirement to install fall protective measures beneath the fragile roof such as a scaffold platform.
- Work shall only take place if the weather conditions are suitable, the effects of high wind, rain, ice, snow and so on shall be taken into account.
- All personnel working on, near or below work that is being done on the roof shall wear safety helmets.
- Suitable equipment shall be used to move tools and materials to and from the roof area.
- Materials that are being stored on the roof before use shall be spread out so that no part of the structure is overloaded. Weight of materials should be known prior to starting work to ensure the structure is not overloaded.

2.17 Step Ladders

- Only to be used for short duration low risk work, as detailed through a risk assessment.
- Only industrial use (Class 1 or BSEN131) ladders shall be used within WDH.
- Equipment shall be in good condition and fit for purpose.
- When working on electrical circuits, wooden or fibreglass ladders shall be used.
- Equipment shall be checked for faults prior to use and at regular intervals.

- Equipment shall be inspected at maximum six monthly intervals by the manager or supervisor and the inspections recorded.
- Step ladders shall be tagged.
- The area around the equipment shall be kept clear at all times used on a firm level base, away from excavations and possible impact.
- Treads, hinges, bolts, screws and fixings shall be sound and secure.
- Top tread of the step ladder shall not be used as a working platform, unless it has been constructed as a platform, with a secure handhold.
- Step ladders should be used facing the work where possible.

2.18 Ladders

- Where ladders are used as a working platform, a risk assessment must be in place to justify its use.
- Ladders to be of sufficient strength, in good condition and suitable for the purpose for which they are used.
- Ladders to be industrial use (Class 1 or BSEN131) ladders shall be used within WDH
- Ladders to be inspected prior to use by the person using the equipment and at maximum six monthly intervals by the manager or supervisor.
- Ladders shall be tagged.
- Ladders shall be erected on firm level base, away from excavations, and placed in a position where they are not causing a hazard or where they may be struck or dislodged.
- Ladders used as a means of access onto a scaffold shall be secured at the top and at the base to prevent the ladder slipping, swaying or falling and be long enough to extend 1.05m above the stepping off point to provide a safe hand hold.
- Ladders shall be placed at an angle of 1:4 ratio (one metre out for every four metres high).
- Ladders shall not be placed on or leant against any fragile surface.
- Area around the base of the ladder and the stepping off point shall be kept clear at all times.
- Where there is a possible risk of impact, barriers shall be provided around the foot of the ladder.
- When climbing or descending ladders, both hands shall be kept free for holding onto the ladder.
- Three points of contact must be maintained at all times, the use of harnesses and belts can be used comply with this requirement.
- Where ladders are used as a working platform, ladder permit to be completed on CDM sites and a dynamic assessment to be completed for work activities carried outside by repairs, maintenance and voids team and the scope of CDM.

2.19 Hop Ups

- Only specifically designed equipment shall be used (milk crates and saw stools or similar are strictly prohibited).
- Safe working limits shall be clearly marked and adhered to.
- Where applicable, locking systems shall be firmly fixed in position.
- Hop ups shall be sited on firm, level ground.
- Area around hop up shall be clear and free of materials and debris.
- Pre user check and six monthly inspections carried out by the manager or supervisor shall be carried out.
- Hop ups to be tagged.
- If excessive over reaching or stretching is required, alternative methods should be sought.

2.20 Soft Landing Systems (bean bags)

- Bags should be used where other fall prevention methods such as platforms cannot be used.
- Bags shall be used and inspected in line with manufacturer's instructions.
- Bags shall be closely packed and clipped together.
- Bags to cover the area for which protection is required.
- Where air bags are used, compressor to be kept running all the time that fall-arrest is required.
- Bags to be subjected to daily and weekly inspections.
- When not in use, bags to be safely stored in a suitable area away from vehicle and pedestrian routes.

2.21 Use of Safety deck

- Use of safety deck shall be subject to risk assessment.
- Safety deck shall be installed, used and dismantled in line with manufacturer's instructions.
- Safety deck shall be installed and dismantled by trained competent persons.
- Contractor erecting the safety deck shall provide the manager or supervisor with a handover certificate. On receipt of the handover certificate details shall be entered in the inspection register were the deck is erected for seven days or more
- Safety deck shall be inspected prior to first use, following inclement weather and when erected for seven days more. Results of inspection shall be recorded in the inspection register.

2.22 Fragile Surfaces

We will make sure that:

- no person at work shall pass across or near, or work on, from or near, a fragile surface where it is reasonably practicable to carry out the work safely without doing so;
- where it is not reasonably practicable, that suitable and sufficient platforms, coverings, guard rails or similar means of support or protection are provided;
- where a risk of a person at work falling remains despite the measures taken in the preceding paragraph, suitable and sufficient measures must be taken to minimise the distance and consequences of the fall;
- prominent warning notices shall be affixed to the approach to the place where the fragile surface is situated; and
- where warning notices are not reasonably practicable persons must be made aware of it by other means.

2.23 Falling Objects

We will make sure that:

- suitable and sufficient steps shall be taken to prevent, where reasonably practicable, the fall of any material or object;
- suitable and sufficient steps shall be taken to prevent any person being struck by any falling material or object which is liable to cause personal injury;
- no material or object shall be thrown or tipped from height in circumstances where it is liable to cause injury to any person;
- materials and objects shall be stored in such a way as to prevent risk to any person arising from collapse, overturning or unintended movement of materials or object; and
- where a workplace contains an area in which, owing to the nature of the work, there is a risk of a person at work falling, or being struck by a falling object, which is liable to cause personal injury, the workplace shall be equipped with devices preventing unauthorised persons entering such an area and be clearly indicated.

2.24 Management Systems

We will put in place suitable management systems to make sure that:

- the inventory of all work equipment is kept up to date;
- no new work equipment for working at height is introduced into the workplace without having followed the guidance produced for the 'procurement of goods';
- all work equipment used for working at height are inspected, tested and maintained following the arranged regime;

- inspection, testing and maintenance records of all work equipment used for working at height are kept up to date and remain on record for two years;
- employees are able to report any defects identified during working at height through informal visual checks before use of equipment;
- the relevant persons have been provided with suitable and sufficient information, instruction and training on the use and/or maintenance of work equipment used for working at height; and
- the overall management arrangements for the use and maintenance of work equipment used for working at height is monitored and reviewed as necessary.

We will make sure that the following records are kept:

- equipment will be checked for defects prior to use by the user;
- inspections of work equipment used for working at height must be recorded and a copy of the inspection to be kept for two years; and
- thorough examinations of lifting equipment under Regulation 9 of LOLER.

Where an inspection is carried out the following details should be recorded:

- the name and address of the person for whom the inspection was carried out;
- the location of the work equipment inspected;
- a description of the work equipment inspected;
- details of any matter identified that could give rise to a risk to health or safety of any person;
- details of any action taken as a result of any matter identified;
- details of any further action considered necessary; and
- the name and position of the person making the report.

3 Specific Needs

- 3.1 We will take into account the specific needs, which may arise, of older and vulnerable people, people with disabilities, and black and minority ethnic groups, in a manner that promotes equality and inclusiveness.

4 Consultation

- 4.1 We will seek the views of employees on this policy in a variety of different ways including the use of employee or safety representatives.

5 Implementation

- 5.1 Our Board and Chief Executive are responsible for making sure that this policy is implemented.
- 5.2 Under the delegated authority contained within our Standing Orders it is the responsibility of all our employees and those working on our behalf to make

sure that their work is carried out in line with this policy and any related procedures.

6 Monitoring

- 6.1 Our Board will receive regular monitoring reports to evaluate the effectiveness of this policy in reducing falls from height and any resultant injuries.
- 6.2 We will monitor the implementation of this policy to make sure that safety procedures are in place and are being adhered to and that the WAHR are being followed.
- 6.3 Where relevant information is available we will benchmark our performance against other organisations to ensure the highest standards of service delivery.

7 Review

- 7.1 We will undertake a review of this policy whenever there are any relevant changes to legislation, case law or good practice that would impact on this policy or in the light of any required service improvements that have been identified.
- 7.2 We will constantly review service provision in line with best value principles and will undertake regular reviews to ensure continuous improvements and value for money in the delivery of our services.
- 7.3 Our Board will be responsible for making sure that reviews of this policy are carried out and that the policy contributes to, and complements, the strategic objectives contained within the association's corporate priorities.
- 7.4 In carrying out any such review account will be taken of our commitment to equality and diversity. For further information please refer to our Diversity and Inclusion Policy.

8 Risk

- 8.1 All risks that fall within the scope of this policy and its service areas have been identified and contained within our Risk Map and Management Plan with controls in place to make sure that the risks are managed effectively.
- 8.2 When reviews of this policy are undertaken, checks will be made against our Risk Map and Management Plan to make sure that the policy takes account of and addresses any relevant risks. Where the policy review identifies a material risk that is not contained within the Risk Map and Management Plan the risk will be notified to the risk and audit manager and appropriate controls put in place. For further information please refer to our Risk Map and Management Plan.

9 Legislation and Other Documents

9.1 Our Board will make sure that this policy complies with all relevant legislation and takes account of current best practice.

- Working at Height Regulations 2005.
- Health and Safety at Work Act 1974.
- Management of Health and Safety at Work Regulations 1999.
- Lifting Operations Lifting Equipment Regulations 2002.
- Provision and use of work equipment regulations 1998



Manager's Checklist

Management System Requirement	Service Operational Procedure Working at Height	Lead Officer
Make sure that the inventory of all work equipment used for working at height is kept up to date.		
Make sure that no new equipment used for working at height is introduced into the workplace without having followed the guidance produced for the 'Procurement of Goods'.		
Make sure that all existing items of work equipment used for working at height have a valid risk assessment identifying hazards and precautions in place.		
Make sure that all work equipment used for working at height are inspected, tested and maintained following the arranged regime.		
Make sure that all inspection, testing and maintenance records of work equipment used for working at height are kept up to date and remain on record for at least two years.		

Management System Requirement	Service Operational Procedure Working at Height	Lead Officer
Make sure that employees are able to report any defects identified during informal visual checks before use of equipment used in working at height.		
Make sure that the relevant persons have been provided with suitable and sufficient information, instruction and training on the use and / or maintenance of work equipment used in working at height.		
Make sure that the overall management system for working at height is monitored and reviewed as necessary.		

Code of Practice: Safe Working - Ladders and Stepladders

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Introduction

The primary objective of this document is to make sure that where work at height cannot be eliminated, all work at height is performed safely and that equipment has been appropriately selected. This code of practice relates to ladders and stepladders.

Where work at height cannot be eliminated or avoided, safe means of access and working should be considered. As far as ladders are concerned the following should be considered.

- Is the work of short duration? - Short duration is defined in the Health and Safety Executive's (HSE) guidance on working with ladders as up to 30 minutes for each task.
- What type of ladder is required?
- What is it to be used for?
- Is it suitable for the workplace, ground and site conditions including, access and exit and external factors, for example weather and vandalism as well as safety and electrical shocks?
- What loads if any are to be carried?
- Is the equipment in good repair? - Can it withstand the loads and the activities it will be used for?
- Have users been supplied with instructions and training to make sure they are competent in the safe use of ladders?

The following document explains what you need to know before using ladders as access equipment and how to make sure that ladders are used and maintained in a safe condition.

Assessing the Risk

Managers, in consultation with the employee, will consider whether the need to work at height is necessary and where possible **eliminate** the need to do so. Where this is not possible risks should be minimised, work should be planned and organised and work equipment should be suitable for the task. Before carrying out work on ladders, the following must be considered.

- Can work at height be eliminated?
- Can permanent access be provided?

Where the above cannot be implemented, appropriate temporary access should be provided following an appropriate risk assessment (Appendix 1), which considers:

The potential hazards:

- use near overhead cables;
- using a ladder for the wrong purpose;
- using wrong type or standard of ladder;
- inadequate securing of ladders;
- defective ladders;
- incorrect use of ladders;
- contact with ladder cause it to become unstable;
- adverse weather conditions; and
- weak surfaces.

The risks commonly:

- falls from height; and
- falling objects (such as tools and materials).

The control measures - some common precautions are outlined below:

When selecting and ordering ladders make sure that:

- a. Timber ladders, steps and trestles conform to BS1129.
- b. Aluminium ladders, steps and trestles conform to BS2037.
- c. BS EN131 applies to both timber and aluminium ladders and steps.
- d. Ladders and stepladders are of class one, (heavy industrial - these are suitable for use in heavy duty industrial applications and environments) which take a duty rating of 130 kg or 20 stone, and a maximum static vertical load of 175 kg or 27.5 stones: or
- e. Meet the standard of EN131 (light industrial – these are suitable for commercial light weight trade work), which have a duty rating of 115 kg or 18 stone and a maximum static vertical load of 150 kg or 23.5 stone. Existing ladders should be checked to make sure they conform to this standard – this being marked on the equipment itself. Ladders should be removed from service if they do not meet these requirements.



This ladder denotes the standard – Class 1 ladders usually have blue labels with instructions on their safe use as well as the standard.

Class EN131 usually have a green or yellow sticker

Make sure any work near electrical power supplies or cables is done from a wooden or fibreglass ladder, which does not have metal strengtheners in the stiles.

Storage

Where possible ladders should be stored under cover and kept reasonably cool and dry.

Ladders should be stored with rungs horizontal and supported as required (three supports for each 20 feet). They should not be hung or rested by their steps, rungs or stiles.

Aluminium ladders should not be stored with corrosive materials such as cement and concrete.

Inspection

Each ladder should be marked with a unique asset number.

All ladders should be checked on a six monthly basis by the manager or supervisor, before using new ladders and following any incidents involving ladders.

Ladders used on CDM sites shall be inspected weekly and details recorded in the Inspection Register.

Ladder tags to be displayed in a prominent location on the platform.

The inspection checklist which should be completed is attached in Appendix 2.

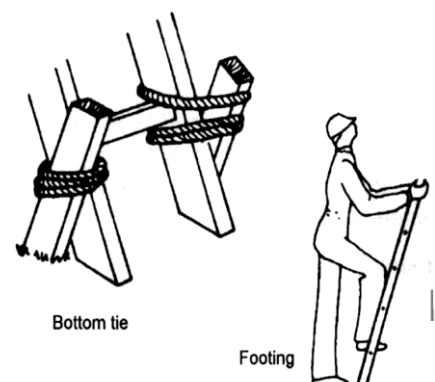
A pre-user check should be completed before using equipment. This does not have to be documented but is simply a visual check to make sure that the ladder is in good condition and clean.

If a defect is identified the manager or supervisor must be informed and the ladder withdrawn from service until it is repaired or disposed of.

The Task

Make sure that the ladder is the right strength (see selection) and height for the job. Ladders must extend at least 1.05 metres (or three rungs) above the landing point. You should not work off the top three rungs of a ladder or the top three steps of a stepladder unless there is a rail or handhold at the top and then the top two steps must not be used.

Do not tie ladders together to make them longer.



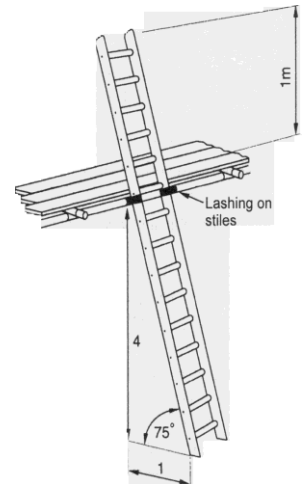
Make sure that the ladder is firmly secured at the base or ask someone to foot the ladder for you.

Set the ladder at the correct angle - one out to every four up (that is one foot out to every four up).

Make sure footwear is suitable, clean and in good condition.

Clean wet, icy or greasy rungs before use.

Carry light tools in a holster or a tool bag slung from a strap over the shoulder, or use a hoist line to hoist tools or other materials up to you after you have reached the top of the ladder.



Wooden ladders should never be painted as this could hide dangerous defects from view. A wooden ladder can be protected with clear varnish or transparent rot-proofer.

Make sure the stepladder is fully opened with the spreaders locked to keep the ladder stable.

Use your extension ladder so the upper section overlaps the lower section, and the overlap is on the climbing side with the rungs locked in place.

Always maintain three points of contact with the ladders or steps (feet and hand).

Short excursions are acceptable (that is to start a screw). Where it is not possible to maintain three points of contact primarily, it should be ascertained whether a working platform, such as a tower scaffold should be used instead. Alternatively, devices can be obtained which secure the worker by the waist allowing the hands to remain free.

Keep your belt buckle (navel) inside the stiles and both feet on the same rung.



P Maintaining three points of contact (securing omitted for clarity)



O Over reaching not maintaining three points of contact (securing omitted for clarity)

- ✓ use of a stand-off device to ensure a strong resting point. Do not rest a ladder against weak upper surfaces such as glazing or plastic gutters. Follow the manufacturer's instructions



- ✓ two hands need to be free for a brief period for light work. Keep two feet on the same step and the body (knees or chest) supported by the stepladder to maintain three points of contact. Make sure a safe hand hold is available



When working on stepladders you should avoid work that imposes a side loading such as side-on drilling through solid materials, by having the steps face the work activity. Where side-on loadings cannot be avoided you should prevent them from tipping over, for example, by tying them to a suitable point.



Provide barriers to prevent close approach of traffic and pedestrians. If ladders are to be used near doors or other openings, these should be blocked off where it does not impede emergency escape, otherwise a look-out must be used.

Stand the ladder on a firm level base and not on loose material or a slippery or icy surface. Do not place ladders on boxes or blocks to make it taller or set up a ladder on a scaffold to gain extra height.

Do not use metal or metal reinforced ladders near electrical cables. Wooden ladders may still have metal strengthening wires in the stiles so do not assume they are non-conductive – check the manufacturer's guidance.

Make sure that feet or rubber grips are in place and undamaged.

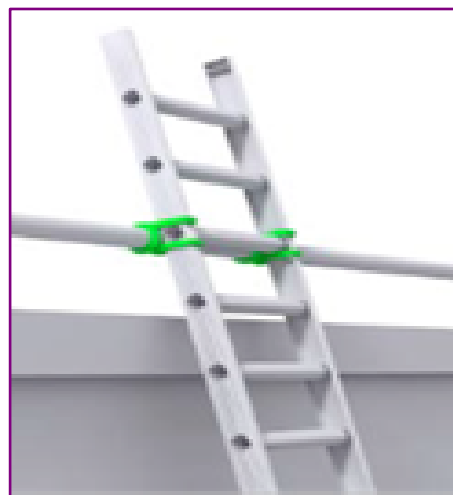
Do not rest ladders on weak surfaces such as plastic guttering and glazing. Use a spreader bar or ladder stay. Beware of slippery surfaces such as metal guttering – tie the ladder at the top or use a ladder stay.

Do not use ladders outside in adverse weather such as ice, rain, snow or anything above force six winds – if the branches of large trees are in motion

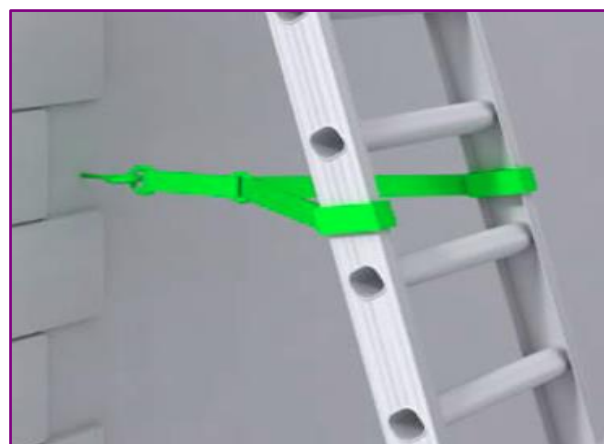
See that the ladder is firmly secured at the top by tying or the use of proprietary equipment.

Do not site ladders within opening distance of a window unless it is secured to prevent opening.

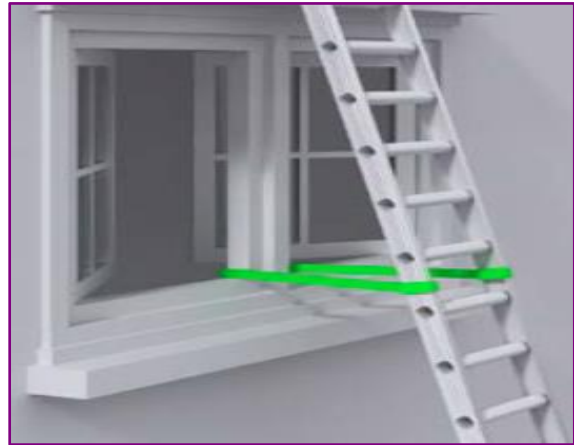
Correct – ladder tied at top stiles (correct for working off, but not for gaining access to a working platform / roof and so on)



Correct – tying part way down



Correct – tying near the base



Protective Equipment

Wear robust, sensible footwear with good grips such as safety shoes, boots or trainers. Make sure that laces are tied and soles are not hanging off. They should not be thick with mud or contaminated with oil.

Fitness for Task

An employee's health and fitness may prevent them from either using a ladder or carrying out activities (such as using machinery) on a ladder. Examples of this are:

- recurring dizziness;
- epilepsy;
- psychiatric conditions (for example, fear of heights);
- heart condition;
- severe lung conditions;
- alcohol or drug misuse;
- significant impaired joint function;
- some musculo-skeletal conditions which may make activities on a ladder difficult or cause involuntary muscular 'twinges' or spasms; and
- medication which suggests you should not operate machinery.

If you suspect someone is unfit either, suspend them from the task until they are able to carry out the activity safely (that is, after a course of medication), or speak with the health and safety manager or occupational health about the support available from them.

Training

Employees should have the necessary competence in the use of ladders. They should be made aware of the guidance in this code of practice and supervised by their manager to make sure they have understood the instructions for the safe use of ladders. Employees should particularly be aware of the signs of damage to ladders and the importance of carrying out visual checks before use. Mandatory training in working at heights and safe use of ladders is provided by the Health and Safety Team for all our employees required to work at heights and in addition Ladder and Fall Arrest training shall be provided by the Learning and Development Team.

Conclusion

In summary:

- ladders **can** be used for access and exit;
- ladders **can** be used to work for short work duration; and
- ladders **are** legal.

As long as:

- a **risk assessment** is completed for the task;
- ladders are **inspected** regularly; and
- employees are **fit** for the task and **competent** in the use of ladders.

Appendix 1: Health and Safety Risk Assessment Form

		Hazard Identification And Risk Assessment Sheet								
Activity: Working at Height – Ladders, Stepladders and Hop ups			Location: Various		Ref: 01		Prepared by:		Date:	
							Checked for adequacy by:		Date checked:	
No.	Hazard	Likely Consequences	Persons likely to be harmed	Severity (1 - 4)	Risk of Exposure (1 - 4)	Initial Risk Rating	Action to Control Hazard	Final Risk Rating		
1	Slip, trips and falls as a result of: Untidy work area. Falling objects. Uneven and unsuitable surfaces. Worn carpets. Defective equipment. Inappropriate use of equipment Overloading of platform	Fractures Cuts / bruises Sprains / strains		3	3	9	Equipment selected to be fit for purpose. Safe working load of equipment not to be exceeded Equipment to be used in line with manufacturers recommendations. Ensure that immediate work area is free from debris, other materials and debris should be removed from work area at the earliest opportunity. PPE operatives to wear the correct PPE for the activity carried out. Suitable footwear to be worn. Platforms to be free of residue. Ladders, steps and hop ups are to be inspected prior to use for defects by the user of the equipment Any defect in the immediate area of work must be brought to the attention of the manager or supervisor. Defective steps, ladders and hop ups to be remove from service. Weekly inspections to be recorded in the inspection register. In addition platforms shall be tagged. Rubber feet to ladders, steps and hop ups are present and undamaged.	3		

No.	Hazard	Likely Consequences	Persons likely to be harmed	Severity (1 - 4)	Risk of Exposure (1 - 4)	Initial Risk Rating	Action to Control Hazard	Final Risk Rating
	Working in adverse weather conditions (that is, rain, ice, snow or winds greater than force 6). Residue on the working platforms.						Ladders to be secured at the top by using spreaders, lashing or stay. Ladders should be footed at the base by a second operative or by a wooded stake. Ladders, steps and hop ups are not to be erected on weak or slippery surfaces; they must be erected on firm ground. Ladders should be used when working or accessing heights. At no time must chairs or milk crates be used. Barriers with warning signs to be placed round foot of ladder to close approach of traffic, pedestrians and any other authorised personnel from entering the work area. Where work is done near doors and windows, these should be secured when and where possible. Tools to be carried in a holster or on a tool belt. Operative receive regular training at working at height and the safe use of ladders. Supervisors or operatives to carry out a visual inspection before starting work. Only trained and competent operatives to carryout working at height. One in four rule to apply at all times when using ladders. Operatives to maintain three points of contact at all times on the ladder. Top and bottom of ladder are kept clean and clear if used for access at all times. Top tread of the step ladder shall not be used as a working platform, unless it is constructed as a platform with a hand hold. Treads, hinges, bolts and screw fixings shall be sound and secure. Operatives to position ladder, step ladders and hop ups to prevent over reaching.	

No.	Hazard	Likely Consequences	Persons likely to be harmed	Severity (1 - 4)	Risk of Exposure (1 - 4)	Initial Risk Rating	Action to Control Hazard	Final Risk Rating
							Employees suspected to be unfit should not carry out the activity or to work at height.	
							Weather conditions shall be monitored and work activities ceased where deemed necessary. Hand held anemometer to be used to monitor weather conditions. Apprentices shall not be permitted to work at height until they have attended a work at height training course. Refresher training in line with company policy. Operatives to be made aware of WDH work at heights policy.	
2	Manual handling injury as a result of: Lifting and carrying, pulling pushing and climbing. Incorrect lifting technique when carrying equipment onto or around properties or from the vehicle.	Sprains/strains Back injury Neck injury	2	2		4	Ladders over 25kg to be handled by two or more persons or by mechanical aid. Off load equipment as near to place of use as possible. Manual handling training for all operatives, refresher training to be carried out in line with Company Policy Operatives with reported back / neck injuries are not permitted to manual handle heavy / difficult to handle materials and equipment. Young persons are not permitted to manual handle heavy materials or equipment. Operatives not to lift / carry beyond their own capabilities, seek assistance where required. Access / egress routes to be free of obstruction. Operatives to adopt safe lifting and carrying techniques	2
4	Personal safety and violence	Home visits by operatives. Young persons playing in vicinity of work area.	3	1		3	From irate members of public or tenants. Tenants to be informed of work content and to keep young persons away from work area. Operatives to report to site office so site manager can give induction talk on health and safety. If operative not returning to normal work base then contact to be made with their supervisor.	3

No.	Hazard	Likely Consequences	Persons likely to be harmed	Severity (1 - 4)	Risk of Exposure (1 - 4)	Initial Risk Rating	Action to Control Hazard				Final Risk Rating
5	Safeguarding children	Abuse, physical or verbal from irate members of the public or tenants or employees.	3	3		9	Manager must assess the risks to children working in their areas taking into account all the risks identified above including specific risks to safeguarding them whilst working for WDH. Further information and guidance can be found on the Child Protection Policy on the WDH intranet site. Further guidance specific to safeguarding children will be available once agreed by the safeguarding children group.				3
Do the above measures adequately control the hazard and reduce the risk?							Yes	ü	No		If 'No', reassess.

Date of Assessment Review				Specific Assessment Required	Yes			No		
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Note **This assessment is not exhaustive and manager's must ensure that work not covered by this risk assessment should only be undertaken after a suitable risk assessment has been made. This assessment contains a safe system of work (method statement)**



Hazard Identification And Risk Assessment Sheet

Activity: Working at Height – Use of Scaffolding	Location	Ref: RA03 rev01	Prepared By:	Date:
			Checked for adequacy by:	Date checked:

No.	Hazard	Likely Consequences	Persons likely to be affected)	Severity (1 - 4	Risk of Exposure (1 - 4)	Initial Risk Rating	Action to Control Hazard	Final Risk Rating
1	Slip, trips and falls as a result of: Untidy work area. Unauthorised access onto platform Inappropriate use of platform Falling objects.	Fatality Fractures Sprains / strains Cuts / bruises	Employee contractor	4	3	12	Equipment selected to be suitable for task. Ensure that immediate work area and access and egress routes are free from obstruction. Debris to be removed on a regular basis. Guard rails, toe boards and brick guards to be fitted. Ladders used for access to be in good condition. Ladders to be tied at both sides and extend 1.05m above the stepping off point. Ladder gates to be fitted. Platforms to be fully boarded and wide enough for the work activities to be done and access considerations taken into account. Platforms are to be adequately supported so as to eliminate trips / slips / falls. Debris fans / hoarding / netting / brickguards or similar to be provided to protect the general public against falling materials where considered necessary.	4

No.	Hazard	Likely Consequences	Persons likely to be affected)	Severity (1 - 4	Risk of Exposure (1 - 4)	Initial Risk Rating	Action to Control Hazard	Final Risk Rating
1	Working in adverse weather conditions (for example, rain, ice, snow, high winds or sun						Access onto scaffolding to be prevented during out of working hours, preventing access by children or public, for example, remove ladder or board up. Loading bay gates to be fitted – up and over type preferred option. Scaffolding not to be erected / used in adverse weather conditions. Weather conditions to be monitored and activities ceased where deemed necessary, for example during high winds, heavy snow fall, icy conditions, and so on. Anemometer to be used to monitor wind speeds. Where high winds are experienced site manager / supervisor to undertake a check of the scaffold, details of inspection to be recorded on the standard form. Operatives using platform in hot weather conditions shall be advised to drink plenty of fluids, to cover up, wear appropriate sun cream SPF30 and take regular rests out of the sun. Operatives have attended work at heights training, refresher training in line with company policy	

No.	Hazard	Likely Consequences	Persons likely to be affected)	Severity (1 - 4	Risk of Exposure (1 - 4)	Initial Risk Rating	Action to Control Hazard	Final Risk Rating
2	Collapse of platform as a result of: Poor ground conditions. Poorly erected. Over loading. Use of defective materials. Incorrect use of platform. Vehicle contact. Unauthorised alteration of platform.		Employee Contractor Member of public	4	4	16	Equipment used to be fit for purpose and in good condition. Scaffold design to be produced where deemed necessary. Scaffolding to be erected / dismantled by a competent contractor in line with a safe system of work. Scaffolding to be erected / dismantled in line with TG20:13 and SG4:10. Operative erecting / dismantling / altering scaffold to hold appropriate CISRS card. Scaffolding to be erected on firm ground conditions, and not on soft ground, manhole lids, adjacent to excavations or other unsecured footings where collapse could occur. Scaffolds not to be overloaded. Loading bays to display weight limit signs, for example, pack bricks / tub mortar. Scaffolds being erected, altered and dismantled to have signs erected prohibiting the use of the scaffold. Scaffold tag system to be used. Scaffolding to be braced and tied to structure as necessary. Pull out tests to be carried out where required. Scaffolding to be altered by authorised competent contractor only. Scaffolding to be inspected by competent contractor prior to first use, after substantial alteration, dismantling or inclement weather. Details to be entered in the inspections register.	

No.	Hazard	Likely Consequences	Persons likely to be affected)	Severity (1 - 4	Risk of Exposure (1 - 4)	Initial Risk Rating	Action to Control Hazard	Final Risk Rating
							On completion of erection or after substantial alteration scaffold contractor to provide handover certificate. Daily checks to be completed by site manager/supervisor prior to use and details of checks to be recorded on the standard template. Traffic management system to be established and banksman to be used when operating mobile plant / vehicles in the vicinity of scaffold.	4
3	Personal safety and violence	Home visits by operatives. Young persons playing in vicinity of work area. Irate members of public.	2		1	2	Supervisors / managers to check IBS system. Tenants to be informed of work content and to keep young person away from work area. Operatives to report incidents of violence to supervisor / manager. Operatives not returning to normal work base then contact to be made with their supervisor. Operatives to attend induction health and safety training.	2
4	Safeguarding children	Abuse, physical or verbal from irate members of public or tenants or employees.	2		2	4	Manager must assess the risks to children in their work areas and identify risks to safeguarding them whilst working for WDH. Further information and guidance can be found on the WDH intranet site. Further guidance specific to safeguarding children will be available once agreed by the safeguarding children group.	2
Do the above measures adequately control the hazard and reduce the risk?							Yes ü No	If 'No', reassess.
Date of Assessment Review						Specific Assessment Required		Yes No

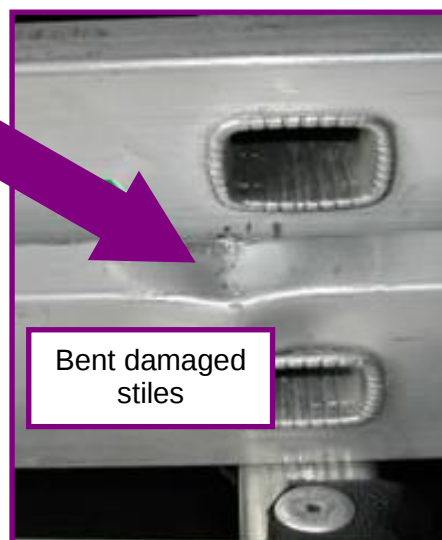
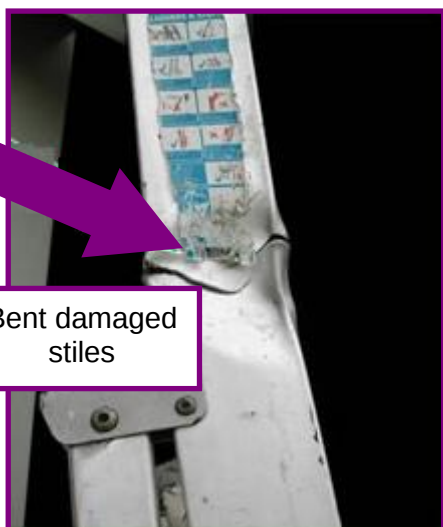
Appendix 2: Inspection Checklist

Ladder asset number:	
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Access Equipment Checklist	Compliant?		
	Yes	No	N/A
Ladders are marked with an approved standard? They should not be domestic ladders.			
Are all the rungs or steps in good condition? Do they fit snugly into the side rails / stiles? Damaged rungs may be bent, missing, loose or split. Stiles could be cracked or bent.			
Are metal ladders free of damage (for example, corrosion, pitting, sharp edges and dents)?			
Are wooden ladders free of damage (for example, warping, splitting and paint)?			
Are the side rails and steps free of wet paint, mud, oil or grease?			
Are the ladder's hardware and fittings secure and undamaged?			
Do moveable parts (that is 'stays' of stepladders) operate freely? Can the spreader be opened fully? Joints may need lubricating to reduce the risk of metal fatigue in moveable parts.			
Are caps, rubber fittings and footpads intact? Metal ladders should have slip resistant rubber or plastic feet.			
Are ladders stored securely in a dry, clean place, away from corrosive materials (for example, cement, concrete, and so on.)? Are they stored horizontally and not hung on stiles?			

Some common defects found with ladders

Do not use any ladder that has a defect of any kind



Fall arrest equipment - code of practice / method of working

Equipment required

Harness (one for each employee)

1 x cows tail
1 x carabineer and rope grab
1.8m lanyard
10mm eye bolt
15mm eye bolt
Ladder stand-off (microlight)
3 x ratchet straps
Non-slip mat / ladder level bag
10 m rope
8m rope

Harness

- It is your responsibility to check your harness prior to use on each occasion. If there are any visible signs of damage the harness should not be used and your Team Leader should be informed immediately. Checks that are carried out are to be recorded on the Harness Inspection Record Sheet (Appendix 8).
- Six monthly harness inspections are to be carried out by Supervisors, details of inspections to be recorded on the inspection template (Appendix 9).
- The harness has five points of adjustment:
 - two shoulder straps;
 - two legs straps; and
 - one chest strap.

All of these should be tightened prior to use as the training received.

- When removing the harness, the leg strap should unfasten completely. Do not step out of the harness as this can cause damage.
- Clip on to the D-ring of harness the carabineer on the cows tail (the loose end of the cow's tail should be attached to the chest strap not shoulder straps), also the carabineer and rope grab. The 1.8m lanyard should also be attach if the work is going to require you to move away from the ladder.

Setting up fall arrest equipment

1. Identify the location on the ground where the lower access ladder needs to be located and drill a 10mm hole about 1m above the ground (waist height) and screw in the 10mm eye bolt. If the brick work is in poor condition the 15mm eye bolt should be used in a T-junction of mortar. In pre-fabricated buildings the bolt should be secured to the brick course at ground level or to concrete on the ground.
2. The eye bolt must be inserted with the join facing downwards.

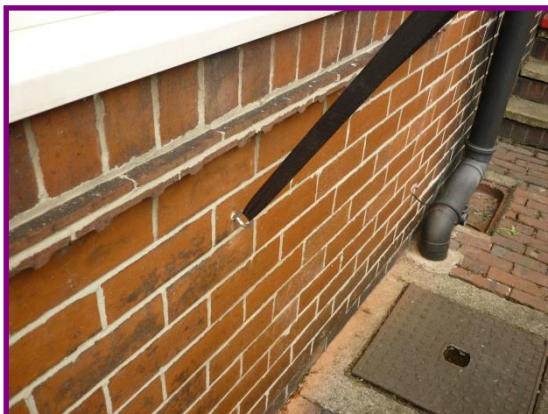
3. The ladder stand-off should normally be attached to the third and fourth rung of the ladder giving a metre above the stand-off as hand hold (if necessary it can be attached lower but no higher as this would not leave sufficient ladder above the stand-off as hand hold). The stand-off is attached by attaching the fixed hooks to the third rung and the spring clips over the fourth rung.
4. A short ratchet strap should be used on the bottom stanchion of the stand-off and the rung of the ladder; this should stop any movement of the ladder stand-off.
5. The rope should be attached to the ladder. This must **not** be attached to the top rung of the ladder - the third rung down is recommended. The rope needs to be attached behind the ladder and the rope brought over the top of the ladder.
6. The rope must be attached to the bottom rung of the ladder (see Picture 1).
7. The ladder is then put into place standing on either a non-slip mat or on un-even surfaces on the ladder level bag attached to the non-slip mat (see Picture 1).

Picture 1



8. A long ratchet strap is then used through the eye bolt and through the ladder rung (where the ladder has hollow rungs) or attached using **ladder attachment** if ladder does not have hollow rings. The strap should be at an angle of 65° (see Picture 2).

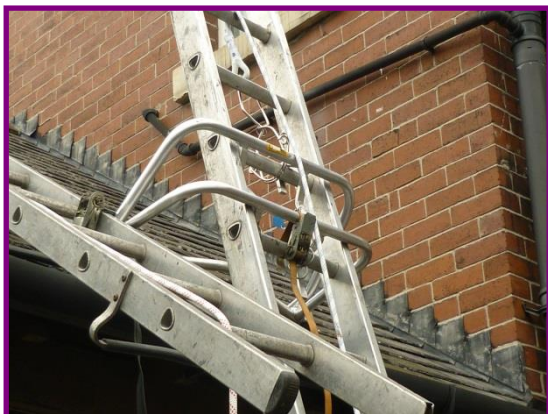
Picture 2



9. Attach 8m rope to the CAT ladder – this can be attached to the top rung of the ladder as any fall on this rope will be at an angle reducing the fall factor.
10. Put the ladder in position next to the original ladder.

11. Unattach the rope grab from carabineer on harness and attach to rope. This should be attached with the brake to the bottom and in the direction indicated by the arrows on the device. Reattach to carabineer.
12. Climb ladder until in a position to raise the cat ladder into position. Attach cow's tail to the ladder, leaving rope grab attached to the rope.
13. Raise the cat ladder and place in position over ridge of roof with the ladder resting on the wheel arch of the ladder stay. Use third ratchet strap to secure the cat ladder to the access ladder (see picture 3).

Picture 3



14. Leaving cow's tail in place unattach rope grab from rope on access ladder and attach to rope on cat ladder. When this is in place the cow's tail can be removed and the cat ladder can be climbed.
15. Work can then be carried out on the roof either using the cow's tail, or the 1.8m lanyard if it is necessary to move further away from the ladder. You must never attach the lanyards together and move more than 1.8m from the ladder. The ladder must be moved and steps 1 to 14 repeated for larger areas of work. When working the rope grab should be left attached.
16. When working your anchor point must always be above you, that is, you should not move higher than the point at which the cow's tail or lanyard is attached.
17. To descend the ladder the same procedure must be followed with the cows tail being used when moving from one rope to the next.

All the above information is as training received; unless you have received the training you should not use this system. If you are unsure as to the process above then you must discuss your problems with your manager or team leader.



Hazard Identification And Risk Assessment Sheet

Activity: Use of Fall Arrest Equipment	Location All	Ref:	Prepared By: Alan Poxon	Date:
			Checked for adequacy by:	Date checked:

No	Hazard	Likely Consequences	Persons likely to be harmed	Severity (1 - 4)	Risk of Exposure (1 - 4)	Initial Risk Rating	Action to Control Hazard	Final Risk Rating
01	Falls from height of people or objects as a result of: Use of inappropriate equipment Use of defective equipment Unauthorised use of equipment Placing ladders on uneven or poor ground conditions Adverse weather conditions Contact – pedestrians or vehicles	Fatality Head injuries Fractures Sprains / strains Cuts / bruises	Employee Member of public	4	4	12	Appropriate equipment to be selected for the job. Only authorised equipment to be used. Ladders to be of industrial quality (class 1). Equipment to be checked for defects prior to use (ladder and fall arrest equipment) and details of inspections recorded. Defective equipment must not be used and defects reported to supervisor. Ladders and harnesses to be checked on a six monthly basis by supervisor, equipment to be tagged. Prior to use of equipment ground conditions to be checked to ensure they are suitable. Access around the ladders to be free of obstruction. Place the ladder away from possible impact, if this is not possible erect barriers Tool belt to be worn and appropriate PPE including hard hat, high viz vest, gloves, safety footwear, harness, lanyard and goggles where required. Ensure footwear and rungs on ladders are clean.	4

No	Hazard	Likely Consequences	Persons likely to be harmed	Severity (1 - 4)	Risk of Exposure (1 - 4)	Initial Risk Rating	Action to Control Hazard	Final Risk Rating
							Operatives have attended work at heights training, refresher training in line with company policy. Operatives using the fall arrest system to be appropriately trained, refresher training where deemed necessary.	
							Equipment to be removed when not in use. Equipment to be safely stored. Weather conditions to be monitored and activities ceased where deemed necessary (high winds, icy conditions, snow).	
01	Manual handling of equipment - heavy / bulky	Neck / back injuries Fractures Sprains / strains Cuts / bruises	Employee	3	3	9	Avoid manual handling where possible Off load equipment as near to place of use as possible. Ensure access and egress routes are free of obstruction. Operatives to attend manual handling training, refresher training in line with company policy. Heavy materials and equipment to be handled by two or more persons, that is 25 kg. Operatives not to lift beyond own capabilities. Operatives with reported back and neck injuries are not permitted to lift/carry heavy materials and equipment. Split the load into small manageable sizes.	3
03	Contact with overhead electrical services	Electrical shock / burns Property damage	Employee	4	4	16	Check area for overhead services/obstructions prior to lifting / carrying and positioning ladder. Carry ladders horizontally when transporting from vehicle. Only extend ladder when at place of use.	4

No	Hazard	Likely Consequences	Persons likely to be harmed	Severity (1 - 4)	Risk of Exposure (1 - 4)	Initial Risk Rating	Action to Control Hazard	Final Risk Rating
							Position ladder away from electric cables, if the cables pose a risk inform supervisor.	

Do the above measures adequately control the hazard and reduce the risk?										Yes				No				If 'No', reassess.	
Date of Assessment Review										Specific Assessment Required				Yes		X		No	
Note	This assessment is not exhaustive and managers must ensure that work not covered by this risk assessment should only be undertaken after a suitable risk assessment has been made. This assessment contains a safe system of work (method statement)																		



Hazard Identification Checklist

Risk - The likelihood that a specified undesired event will occur, due to the realisation of a hazard by, or during, work activities or by the products and services created by work activities.

Hazard - The potential to cause harm, including ill health and injury; damage to property, plant, products or to the environment; production losses or increased liabilities.

A written assessment for risk rating purposes should be made. This is obtained by multiplying a '**probable frequency**' rating by a '**severity**' rating. The two scales are set out below.

Scoring Matrix for Risk assessment

Score the likelihood (risk of exposure) and severity of the hazard, using the descriptions for guidance.

If you are unsure as to what to score, seek a second opinion from a health and safety advisor, or other competent person.

Multiply the likelihood (risk of exposure) by the severity and put the total in the 'initial risk rating' box.

Use the matrix again after you have put your control measures in place and score the "final risk rating"

Follow the guidance given on total risk scores given below.

	Severity	Description
1	Minor injury	Minor injury, cut or abrasion, requires light first aid.
2	Medium injury (lost time)	Resulting in one to two days absence, outpatient visit and so on.
3	Significant injury (RIDDOR lost time)	Over seven days absence (including weekend, fracture, hospital stay. Physical and Mental.
4	Life altering injury or Fatality	Long term severe injury, physical or mental. Potentially career ending or high probability of death.

	Likelihood	Description
1	Highly unlikely	Possible, but only under the most extreme circumstances.
2	Likely / Even chance	Would be likely to happen if left uncontrolled.
3	Highly likely	Would be expected to happen sooner rather than later.
4	Certain	Absolute, guaranteed to happen at some point.

Risk Scoring Matrix

4	4	8	12	16
3	3	6	9	12
2	2	4	6	8
1	1	2	3	4
	1	2	3	4

1 - 2	Risk is low, monitor at appropriate frequencies, ensure controls are followed.
3 - 6	Attempt to reduce to amber levels, monitor frequently, ensure controls are followed strictly, control by other means.
8 - 16	Do not proceed at these levels, reduce to amber or green levels first, inform line manager / health and safety team.

Fire Protection Equipment

Hoses and extinguishers

Alarm Systems

Sprinklers

Access Routes, Roadways

Roads

Pavements

Crossing Points

Signs

Lifts

Stairways

Emergency routes

Access Equipment

Ladders

Stepladders

Trestles

Cradles

Materials Handling Equipment

Chains

Ropes

Forklifts

Specialised equipment

Transport

Cars

Internal vehicles

Road load vehicles

Containers

Disposal

Storage

Cylinders

Environmental Factors

Lighting

Dusts

Gases

Fumes

Noise

Hazardous Substances

Flammables

Acids and bases

Toxics

Carcinogens

Production Equipment

Machinery

Pipework

Conveyors

Power Generation Equipment

Steam equipment

Gas equipment

Generators

Electrical Equipment

Cables, circuits

Switches, sockets

Extensions

Personal Protective Equipment

Eye protection

Clothing

Helmets/head protection

RPE

Footwear

Hand protection

First Aid and Welfare

Washing facilities

Showers

Toilets

First Aid facilities

Stress

Appendix 3: Guide to maximum wind speed as details in HSG33

The Beaufort Scale

No	M/S	MPH	Description	Effects on Land
0	0	0	Calm	Smoke rises vertically.
3	4	8-12	Gentle breeze	Gentle breeze, small twigs in constant motion.
4	6	13-18	Moderate wind	Dust, leaves and loose paper raised. Small branches move.
5	8	19-24	Fresh wind	Fresh breeze. Small trees in leaf begin to sway.
6	10	25-31	Strong Wind	Strong breeze, large branches move. Whistling heard in phone wires. Umbrellas become difficult to use.
7	14-16	32-38	Very strong wind	Whole trees in motion.
8	18-20	39-46	Gale	Twigs break off trees. Difficult to walk.
9	22-24	47-54	Severe gale	Slight structural damage occurs – chimney pots and slates removed.
10	26	55-63	Storm	Trees uprooted. Structural damage.

Maximum wind speed for sheeting and decking

Roofing Activity	Wind speed at which activity should cease
All laying or handling of profiled single-skin sheets at roof level.	Mean (average) wind speed reaches 23mph (gusting to 35mph or over).
All laying or handling of sheets longer than 5m at roof level.	Mean wind speed reaches 17mph (gusting to 26mph or over).
Where multi-skin construction is in progress, for example, laying or handling lightweight materials (such as glass fibre, insulation boards, liner trays and so on) at roof level.	Mean wind speed reaches 17mph (gusting to 26mph or over).

Maximum wind speed for slating and tiling

Activity	Wind speed at which activity should cease
All laying or handling of slates, tiles, battens and felt at roof level.	Mean (average) wind speed reaches 23mph (gusting to 35mph or over).
Handling rolls of felt at roof level – extreme care should be taken.	Mean wind speed are in the region 17mph (gusting to 26mph or over).

Maximum wind speed for Reinforced Bitumen Membrane Roofing

Activity	Wind speed at which activity should cease
All laying or handling of felt and hot bitumen at roof level.	Mean (average) wind speed reaches 23mph (gusting to 35mph or over).
Handling rolls of lightweight felt and / or working with 'hot bitumen' – extreme care is necessary.	Mean wind speed are in the region 17mph (gusting to 26mph or over).

Maximum wind speed for work with Mastic Asphalt

Activity	Wind speed at which activity should cease
All laying or handling of mastic asphalt at roof level.	Mean (average) wind speed reaches 23mph (gusting to 35mph or over).
All laying and handling of felt, insulation boards or hot bitumen at roof level.	Mean (average) wind speed reaches 23mph (gusting to 35mph or over).
Handling rolls of lightweight felt and / or working with 'hot bitumen' – extreme care is necessary.	Mean (average) wind speed are in the region 17mph (gusting to 26mph or over).

Maximum wind speed for work with Membrane Roof Coverings

Activity	Wind speed at which activity should cease
All laying or handling of membrane roof covering at roof level.	Mean (average) wind speed reaches 23mph (gusting to 35mph or over).

Maximum wind speed for Cladding

Activity	Wind speed at which activity should cease
All fixing or handling of sheets more than 2m above ground level.	Mean (average) wind speed reaches 23mph (gusting to 35mph or over).
All fixing or handling of sheets longer than 5m when more than 2m above ground level.	Mean wind speed reaches 17mph (gusting to 26mph or over).
Where multi-layer construction is in progress, all fixing or handling of lightweight materials (such as glass fibre, insulation boards, liner trays and so on) more than 2m above ground level.	Mean wind speed reaches 17mph (gusting to 26mph or over).

For further information please refer to the HSG 33 which is available on the HSE website – www.hse.gov.uk (under publications) or alternatively contact a member of the Health and Safety Team.

Remember, prior to any work at height activities undertaken externally, the local conditions should be checked www.metoffice.gov.uk, and in addition the wind speed should be monitored during the working day using the anemometer. As a minimum wind speeds should be checked morning, mid-day and afternoon and details entered in the site diary.

Appendix 4: Housekeeping Scaffold Inspection Checklist Form



Houskeeping Scaffold Inspection Checklist

Ref: HS.F.21.rev 05(10.11.15)

Project Name:				Project No:			
Location of Scaffold Inspected:							
Description of Scaffold, for example, access / basic / design, number of lifts, loading bays and so on.							
P - Acceptable		X - Requires attention		N/A - Not applicable			
Access and Egress		Ground conditions		Base of scaffold			
Free of obstruction		Good, firm ground conditions		No signs of vehicle contact			
		No signs of subsidence		Base plates fitted			
		No sign of erosion due to adverse weather		Sole board fitted if required			
		No excavations present					
Standards		Platform		Ladder Access			
Plumb		Close boarded		Fitted at right angle (75%)			
Correct spacing's joined at same height		No gaps, notches or trap ends		Security tied			
Free of defects		No warping or split boards		Sufficient length extending above platform - 1 metre (five rungs)			
Foam protection is fitted to standards located in high traffic areas		Sufficiently supported		No loose or damaged rungs			
Foam protection is secured by tie wraps		Toe boards fitted or secured		Timber ladders are not split or warped			
Plastic caps are placed on protruding tubes		Brick guards fitted – no risk of falling objects		Ladder gates fitted			

Standards		Platform		Ladder Access	
		Platform not overloaded		Ladders not painted	
		Additional boards are placed above doorways – risk of falling objects (roofing schemes)			
Ledgers		Guard Rails		Loading Bay Gates	
Level – No joints in same bay		Fitted at correct height		Fitted	
No loose connections		Continuous rails with the exception of the ladder access		Good condition	
Free of defects		No loose connections		Signage displayed	
		Free of defects			
Documentation		General			
Scaffold tagged		An unauthorised interference			
Loadings identified on loading bays		Debris netting is securely fitted			
Handover certificate issued					
Inspection register completed					

Scaffold Safe?	Safe ☐	Unsafe ☐
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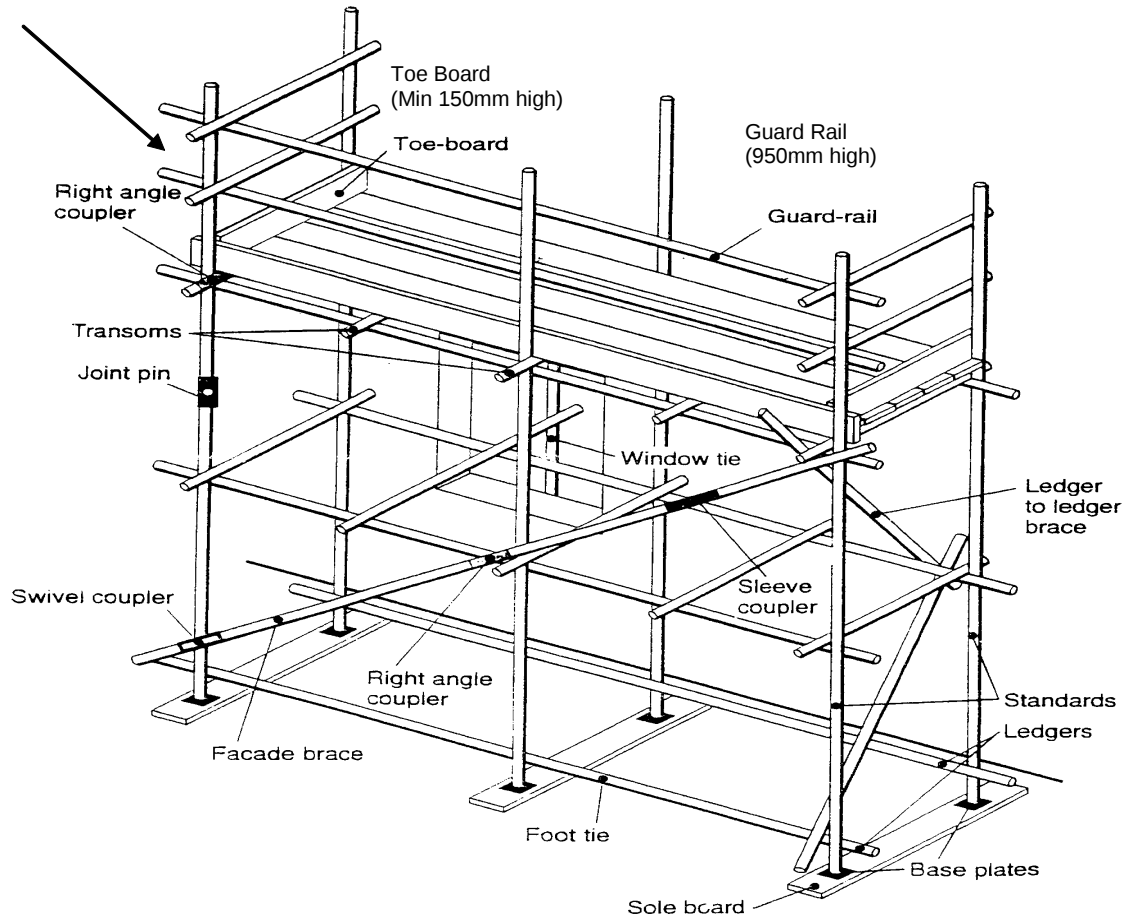
Scaffold Tag?	Installed ☐	Not installed ☐	No completed correctly ☐
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Comments / Action Taken			
Inspected by:		Position:	
Signature:		Date of inspection:	
		Time of inspection:	

Results of the Inspection to be Recorded in the Scaffold Register

Independent Tied Scaffolds

Intermediate Guard Rail
(Max Gap of 470mm high)



Appendix 5: Scaffold Check in Event of High Winds



Scaffold Check For Use In The Event Of High Winds HS.F.12.rev02(18.02.14)

Project name:		Date of check:	
Completed by:		Time of check:	
Signature:		Weather conditions at time of inspection:	
Location inspected:			

Description of check carried out	Action required			Action taken
	Yes	No	N/A	
Scaffold boards are securely fastened.				
Brickguards are securely fastened (may need to remove loose or damaged brickguards).				
Sheeting materials / debris netting / banners are securely attached to the scaffolding (loose or ripped material may need to be removed).				
Scaffold signage is securely fastened.				
No loose materials are stored on the scaffolding platform (materials may require removal or weighing down).				
Ladder access gates are secured.				
Trap doors are securely fastened.				
Access onto scaffold is denied (ladders removed, boarded up, scaffold incomplete signs displayed).				

Note

Following adverse weather the scaffolding should be inspected prior to use by a competent person and details of the inspection entered in the Scaffold Register.

Appendix 6: Site Specific Risk Assessment



Site Specific Risk Assessment

Property address:
Date and time of assessment:
Name of employee conducting assessment:
Name of other employees on site:

This assessment must include all people working on the site or those who may be affected as a result of the work. The risk assessment must be carried out before work commences on each job. You must regularly review your risk assessment to take account of all changing conditions.

The site specific risk assessment is necessary for employees to identify and control hazards arising on each job. When required, employees shall then arrange for adequate control measures to be put in place to control risks.

You must also have WDH generic risk assessments for all other defined activities.

Significant hazards identified	Time identified / reviewed	Control measures put in place to reduce risks to an acceptable level	Is the level of risk now acceptable? State High Medium Low
For example: Uneven floor surface	For example 08:00	For example: Ladder level bag used	For example: H M L

Remember if you cannot get any risk level down to medium or low then the work should not proceed

= High M = Medium L = Low	M	H	H
Fatal or major injury	L	M	H
Long term or short term disability	L	L	M
First aid or near miss	Seldom Occurs	Likely to occur	Near certain to occur

Appendix 7: Scaffold Information

Purpose

The purpose of this guidance document is to identify a definitive minimum standard to which all general purpose scaffolds erected on our sites must comply.

Planning and Estimating

This document will be sent out to prospective scaffold contractors once the scheme has been confirmed by the client. This will ensure that the contractor is aware of our specification and prices accordingly.

General Purpose Scaffold

All scaffold erected on our sites will comply with the standards set out within the NASC Guidance Document TG20:13 and BSEN 12811-1 Guide to Good Practice for Scaffolding with Tubes and Fittings. The NASC document is complex and technical in part, therefore, the intention of this document is to simplify the requirements and identify the basic specification required on our sites. The following standards have been developed through consultation with current scaffolding partnering contractors for general purpose scaffolds.

As the majority of the scaffolds required by us are not technically challenging and come under the definition of a basic scaffolds then the tables contained in TG20:13 can be used in relation to the class of scaffold, width of scaffold, maximum height of scaffolds, number of boarded lifts, debris netted scaffolds and sheeted scaffolds.

General purpose scaffolds have been identified as the correct scaffold type for most works we undertake.

Only galvanised tube is permitted on site.

For works requiring heavy duty scaffolds out of the scope of TG20:13, that is heavy stonework, a specifically designed scaffold will be required and design drawings and calculations produced.

For scaffolds constructed out of system scaffolding the above procedures must be followed and the manufacturer's recommendations must be adhered too.

Access

- Access to scaffold lifts must be provided by robust purpose built ladders or propriety staircase. They must be secured to the scaffold by suitable means, for example, manila, wire rope or ladder clamps. Ladders used must be of sufficient length, that is, 1.05m or five rungs above the stepping off point unless suitable hand holds can be provided. Ladders must be either steel or timber pole ladders and be fit for purpose. Aluminium pole ladders are not permitted on site. Self-closing swing gates will be provided to all ladder access points. Gates will be designed to allow easy passage onto the scaffold and also spring closed once the user is through. Ladders should be positioned at right angles to the bay as this will allow users to safely step off ladders onto the lifts. Alternatively, stairways or ladder access can be provided by an 'internal' access point which will extend through the scaffold working platform. This opening must be protected to prevent personnel and / or materials falling. This can be achieved by either a self-closing trap door or guard rails and toe boards fitted to three sides of the ladder stepping off point. Ladders should not interfere with the width of the scaffold. Where possible, scaffolds should be designated so that single ladders are used. This will limit the

potential for manual handling injuries. Swing or swivel bars will not be accepted on our sites. In addition, under no circumstances will the scaffold be designed so that operatives are required to duck under handrails for access. We will remove all ladders to a safe location and secure at the end of each working day.

- For further guidance see NASC Guidance Note SG25 Access and Egress from Scaffolds.

Working Platforms

- All working platforms must comply with the requirements of the Construction (Design and Management) Regulations 2015, Working at Height Regulations 2005 and BSEN 12811 – 1 in relation to guardrails, toe boards, bracing and so on and guidance set out within TG 20:13.
- Where tools, equipment and or materials are to be stored above toe-board level fit for purpose brick guards must be installed or alternative measures as agreed by the Health and Safety Team.
- Where ladder beams are used in the construction of the scaffold and more than one platform is boarded out for use, then advice should be sought from a structural engineer, such as design calculations.
- Where non-standard length boards are to be used, they must be cut neatly and banded.
- Overlapping of boards will be prevented wherever possible.
- Boards must be not less than 225mm in width and must overhang at least 50mm but not more than four times the thickness of the board.
- Boards must be supported every 1.2 metres unless BSI boards then every 1.5 metres. All boards in use to comply with BS2482:2009 Specification for timber scaffold boards. Boards to be free from defects and any warped boards to be replaced.
- All platforms will be suitably close boarded and free from tripping hazards.
- Internal boards must be secured into position by means of putlog clips, board retaining clips or lashing to prevent displacement. Scaffolds adjacent to the public highway and for all scaffolds of height, scaffold boards must be lashed to prevent uplift by strong winds.
- All boards must be banded or nail plated. Brickguards must be in good condition and placed on all working platforms, plastic brickguards to be used. Loose scaffold materials to be removed from the working platform as they present a trip hazard.
- Toe boards will be secured in position and extend a minimum of 150mm above the platform. Inside guardrails must be fitted if the gap is greater than 225mm. Risk assessment procedures to define measures subject to works been undertaken. Inside guardrails must be fitted if a person can fall through the gap between the inside board and the face of the building. The gap should be as small as possible to prevent falls through. Risk assessment procedure to define measures subject to works been undertaken. For scaffolds that require rendering inside guardrails must be installed to prevent falls. Risk assessments and method statements must identify how falls will be prevented. Rendering contractor risk assessment or method statement to identify how falls will be prevented. See NASC Guidance Note SG29 Internal Edge Protection on Scaffold Platforms.
- Guard rails and intermediate handrails will be provided without exception. Minimum distances within TG20:13 and BSEN 12811-1 will be adopted at all times. The top guard rail to be positioned at 950mm, no gap exceeding 470mm between the intermediate rail, toe board and top guard rail. For roofing works the top lift shall be between 300mm and 600mm to allow the roofing contractor to access the roof.

Widths of Access Scaffold Platforms

Extract from TG20:08

Purpose	Minimum clear width (Mm)	Minimum number of 225mm nominal width boards	Effective width of boarded platform for loading calculations (mm)
Working platforms for men without materials or only for the passage of materials.	500	3 boards	705
For men and materials provided there is 430mm left clear for the passage of men or 600mm if barrows are used.	800	4 boards 5+1 boards 5+2 boards	930 1,205 1,430
For carrying trestles or other similar higher platforms.	1,050	5 boards 5+1 boards 5+2 boards	1,155 1,435 1,655
For use in dressing or roughly shaping stone.	1,300	6 boards 7 boards	1,350 1,605

Maximum Bay Lengths

- Bay lengths should be in line with TG20:13. Generally all scaffolds erected should be general purpose scaffolds.

Load classes for access and working scaffolds made from tube and fittings

Extract from TG20:13

Load class	Duty	Likely use of platform	Maximum Bay Length (m)	Maximum Spacing Board Transoms (mm)	Maximum Number of Boards
1	Inspection and very light duty	Inspection, painting, stone cleaning, light cleaning and access	2.7	1,200	3
2	Light duty	Plastering, painting, stone cleaning, glazing and pointing.	2.4	1,200	4
3	General purpose	General building work including brickwork, window and mullion fixing, rendering and plastering.	2.1	1,200	5 4+1 4+2 5+1 5+2
4	Heavy duty	Masonry work, concrete blockwork and very heavy cladding.	1.8	900	54+1 4+2 5+1 5+2

Lift Heights

- Lift heights shall be in line with TG20: 13.
- TG20.13 is based on two metres lifts with the exception of a pavement lift where the maximum height is 2.7 metres. For lift heights in excess of two metres a design drawing will be required.

Standard, Transoms, Ledge Bracing, Double Arms and so on

- Specific guidance as set out within TG20:13 must be incorporated within all scaffolds, that is minimum distance between standards / transoms must be met at all times.
- TG20.13 defines the procedure for the removal of ledger bracing. For scaffolds over eight metres high there are new requirements for plan bracing – see TG20.13.
- Sway bracing is required every sixth bay – see TG20.13.
- Ledger bracing should be fixed to alternate pairs of standards at all lifts. Where ledger bracing is omitted from the bottom 2m lift or a 2.7m pavement lift, the scaffold must either be tied at the top or the bottom lift or stabilised by other means, such as outside rakers. Where ledger bracing interferes with the progression of work then **plan bracing** may be used to allow the removal of the ledger bracing, whilst maintaining the scaffold in a safe condition.
- If for any reason the above guidance cannot be met site management teams and the health and safety department must be notified to allow a solution to be reached to provide a safe place of work. Double arms are not covered by TG20.13, therefore, ledger bracing must be installed.

Transportation of Materials

- Materials such as tiles or slates or similar will be transported to scaffold lift by means of a mechanical hoist. Where other materials are to be lifted onto the scaffold a gin wheel or similar will be used. A test certificate will be required for all lifting equipment.
- Note: materials and tools will not be carried onto or from scaffolds by the ladder access.
- Debris chutes will be utilised to transport waste materials to ground level. Chutes must be free from defects and discharge directly into a designated suitably fenced off skip, for single storey dwellings it may be acceptable to drop materials directly into a suitably fenced off skip however, this is only acceptable when it is not practicable to position chutes.
- Where chutes are used they must be of sufficient length and good condition.
- Top and intermediate guard rails – 950mm and no gap exceeding 470mm.
- Where necessary, scaffolds will be designed so that gin wheels and / or mechanical hoists can easily be incorporated.
- Where gin wheels are used they must comply with the guidance set out within TG20:13).
- Materials will not be carried onto / from scaffolds by ladder access. Ladders are for access only.

Loading Bays

- All loading bays will be protected by means of cantilever gates. If sliding gates are to be used this must be discussed with one of our managers prior to installation
- Loading bays must be designed to allow safe delivery of materials by means of FLT where necessary. Therefore, consideration must be given to the safe trafficking of the FLT if loading bays are to be utilised.
- Scaffold contractors must make sure that loading bays are sufficient in size and are designed to allow for the safe loading of materials. Where necessary, calculations and design drawings shall be included within safety method statements supplied to the site management team.
- The arms of the loading bay must not interfere with the working platform and brickguards must be installed on the sides of the loading bay.
- When using double arms and system scaffolding make sure any gaps between the boards on the main platform and loading bay are boarded over to prevent materials and operatives from falling. Signs will be provided and displayed by the scaffolding contractor:
 - maximum safe working load; and
 - close gates when not in use.

Duty / Loading on Platform

- All scaffold platforms shall be rated, as a minimum 'General Purpose' with bays lengths not exceeding 2.1 metres and scaffolds will be a minimum of five boards for general building work. The minimum width for access only will unless otherwise stated and should always be a minimum width of 600mm (three boards).

Base Plates and Sole Plates

- On soil, ash, hoggin, gravel, soft asphalt and any type of flooring or paving which would be penetrated by a standard with a base plate beneath it or if there is doubt about the surface, the load must be spread by a sole plate of timber or other suitable materials.
- Timber sole plates should be free from defect and be a minimum of 225mm x 450mm.
- Timber sole plates must be no less than 35mm thick.
- If timber sole plates are used they must be free from defects and a minimum of 35mm thick.
- Steps must be taken to make sure that where practical, all metal base plates are positioned in the centre of the timber sole board.
- Timber sole boards must be used under certain circumstance, such as on tarmac during periods of hot weather and on paving slabs.

Protection of the Public

- Where scaffolding has been erected in and around gardens, public footpaths or similar, suitable visible foam padding will be positioned to any standard and ledger bracing to which a member of the public may come into contact with when entering or leaving their property. Foam padding must be secured with tape or cable ties to prevent unauthorised removal.
- End caps or similar will be placed around all protruding scaffold clips and bolts to which members of the public or site personnel may come into contact with.
- Where works are being carried out directly above front or back doors of tenanted properties scaffold platforms will be protected by plywood sheets or similar - scaffolder to install.
- Scaffold lifts will be of a suitable height, a maximum of 2.7 metres, with plan bracing replacing ledger bracing (a height in excess of 2.7 metres will require design calculations), so that members of the public will not be at risk of head injuries. If this is not possible, alternative arrangements such as barriers will be used.
- Scaffold boards in exposed locations or erected in vulnerable areas must have the boards secured with board retaining clips or lashing to prevent unauthorised movement.
- Consideration shall be given to providing protection where site activities encroach onto communal stairwells, verandas, tenants' access routes, doorways and so on, protection in the form of guardrails, toe-boards, protective debris netting or plywood screens to be considered.

Signage

- 'Scaffold Incomplete' signage will be positioned to all incomplete scaffolds until they are handed over to us. In addition, 'incomplete' signage will be positioned on all scaffolds being dismantled. A scaff tag system will be initiated to provide a method of identifying the type and condition of individual scaffolds. The use of the scaff tag system will be dependent upon the location of the work activities. Management shall inform the Health and Safety Team of the areas the system is not suitable for use. The scaff tag shall be provided by the scaffolding contractor at hand over. It is the responsibility of the scaffolding contractor to complete the scaff tag on hand over and every seven days. The scaffolding contractor is responsible for providing scaffold incomplete signs.
- Scaffolds that are inspected that do not conform with legislation or have tampered with will have the scaff tag removed by the competent person and works suspended until such time that the scaffold is rectified

Competence of Scaffolding Contractors

- Persons should be competent (or in the case of trainees, supervised by the competent person) for the type of scaffolding work they are undertaking and should have the appropriate training relevant to the type and form of scaffolding they are working on.
- Every scaffold gang should contain an appropriately qualified scaffolder for the type and complexity of the scaffold to be erected, altered and dismantled.
- Persons should have received training under an industry recognised training scheme, for example CISRS, and has been awarded the scaffolder card. The holder of a CISRS must only carry out works in line with their qualifications.
- Trainee scaffolders should always work under the direct supervision of a qualified scaffolder. Erection, alteration and dismantling of complex design scaffolding (for example, suspended scaffolds, shoring, temporary roofs and so on) should be done under the direct supervision of a competent person, such as a qualified advanced scaffolder.

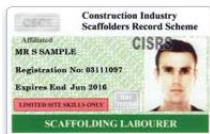
- Scaffolders erecting system scaffolding must be suitably trained and hold a recognised CISRS qualification in the system been used.
- If none English speaking EU nationals are to be employed they must have at least one English speaking employee to translate the site induction rules.
- Scaffolders that use Stihl saws must be trained.

Refer to the poster on the next page – ‘Have you got the right card’.

Make sure those carrying out scaffolding operations on your site have completed the relevant training and assessment and are holding the correct card.

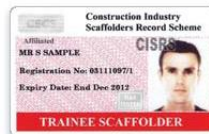


Have you got the right card?



A Scaffolding Labourer

The holder of this card can only carry out labouring duties, in support of scaffolding operations.
If working off the ground they must do so from a completed, fully boarded and double guard railed section of the scaffold platform.
They must not erect, dismantle or alter scaffold structures in anyway.



The holder of this card is currently undergoing the completion of CISRS training and assessment. They are entitled to work as part of a scaffold gang under the direct supervision of a CISRS Scaffolder or Advanced Scaffolder.

NOTE an operative is considered a Trainee until they have completed Part 1 and 2 training, S/NVG level 2, CISRS assessment/skills test and a recognised Health and Safety test.

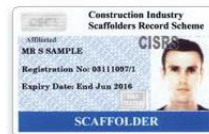
Look on the rear of the card to discover training carried out by the card holder and their route to qualification. Part 1 and 2 courses can be completed in either tube and fitting or systems scaffold. Make sure the card held reflects the equipment the holder is using.

Trainee Scaffolder

The holder of this card is currently undergoing the completion of CISRS training and assessment. They are entitled to work as part of a scaffold gang under the direct supervision of a CISRS Scaffolder or Advanced Scaffolder.

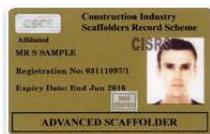
NOTE an operative is considered a Trainee until they have completed Part 1 and 2 training, S/NVG level 2, CISRS assessment/skills test and a recognised Health and Safety test.

Look on the rear of the card to discover training carried out by the card holder and their route to qualification. Part 1 and 2 courses can be completed in either tube and fitting or systems scaffold. Make sure the card held reflects the equipment the holder is using.



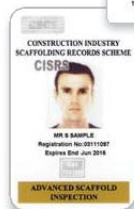
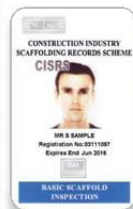
Scaffolder

The holder of this card has successfully reached Scaffolder status, this enables him to lead or partake in scaffolding operations covered by his training and assessment, including Independents, towers, birdcages, fans, gantry, beam work etc.
Scaffolders who have qualified via the tube and fitting route can a Band Systems Scaffold Product Training Scheme (SSPTS) 2 day courses, and have these qualifications endorsed on the rear of the card. Check the rear of the card to confirm that they have received training in the system they are using.
Scaffolders who qualified via a systems route e.g. Part 1 Cuplok, Part2 Cuplok are only eligible to work with that particular system unless they undergo further training.



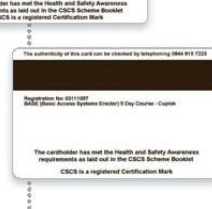
Advanced Scaffolder

The holder of this card has successfully reached Advanced Scaffolder status, this enables him to lead or partake in all types Basic and Complex scaffolding operations including but not restricted to suspended scaffolds, temporary roofs, support structures.



A Scaffold Inspection

The holder of the **Basic Scaffold Inspection** card is qualified to carry out statutory inspections of Basic structures: independent scaffolds, scaffold towers, birdcage scaffolds etc.
The **Advanced Scaffold Inspection** card allows the holder to carry out statutory inspections on both basic and complex structures e.g. suspended scaffolds, temporary roofs etc.



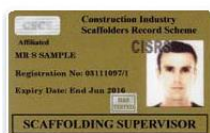
A Basic Access Systems Erector (Base)

This is a limited skills card for non scaffolding operatives who may be required to erect dismantle or alter simple system scaffold structures. There are limitations on height, type of structure, location and system used. Any Tube and Fitting scaffold or systems structures outside of those covered in the BASE course must be carried out by a CISRS qualified Scaffolder.



Scaffolding Supervisor

The holder of this card has successfully completed the CISRS 5 Day Supervisors course, the content is similar to SMSTS (Site Manager Safety Training Scheme) but scaffold specific and covers Health and Safety Legislation, Performance standards, Employment basics, Supervisory Skills, Commercial essentials. Delegates are required to sit a written test on each subject and also submit a project which contributes to the overall assessment.



CISRS
CONSTRUCTION INDUSTRY
SCAFFOLDERS RECORD SCHEME

Call the CISRS Helpline now on: 0844 815 7223, visit: www.cisrs.org.uk or email: enquiries@cisrs.org.uk

Registered Address: 14th Floor | 12 Birdwell Place | London | EC4V 6AP | United Kingdom

ES02 Dec 2011

Alteration of Scaffold

- Suitably competent scaffold operatives only will be permitted to alter scaffold. In addition, scaffold will only be altered with the agreement of site management teams.

Design Scaffolds

- All scaffold solutions shall be designed and detailed with sufficient drawings, unless they can be shown to be in accordance with a TG20:13 compliance solution sheet:
 - Independent scaffolding compliance sheets Design 1 to 5.
 - Pavement lift compliance sheet Design 6.
 - Bridge compliance sheets Design 7 to 8.
 - Cantilever protection fan compliance sheet Design 9.
 - Ladder access tower compliance sheet Design 10.
 - Loading Bay compliance sheet Design 11.
 - Interior birdcage compliance sheet Design 12.
 - Putlog scaffold compliance sheet Design 13.
 - Tower compliance sheet Design 14.
- Any scaffolding solution which cannot be designed in full accordance with the TG20:13 compliance solution sheets will require an appropriate design including calculations and drawings using design standards; all carried out by a suitably qualified person.

Health and Safety Documentation

- Each individual scaffold contractor will provide detailed site specific risk assessment and method statements. The documentation will include rescue procedures – see NASC Guidance Note SG19 - A Guide to Formulating a Rescue Plan. The documents must be sufficiently detailed and take into account existing site conditions such as overhead cables and so on. Documents will be vetted by Health and Safety Department prior to commencement of works on site. Documentation to include detail on scaffolds erected to TG20.13 and scaffolders are fully conversant and trained to SG4.15.

Erection and Dismantling of Scaffold

- Scaffold operatives and supervisors will be requested to produce evidence of competence such as CISRS prior to commencement of work.
- Documentation will sufficiently detail erection and dismantling procedures; this documentation will be vetted and received prior to works commencing.
- Scaffolders to provide details on how they will conform with SG4.15 to prevent falls whilst erecting, dismantling or altering scaffolding.
- SG(4) Guidance and BSEN 12811-1 will be followed at all times.
- Scaffolds which are to be left, in an incomplete condition, such as being erected or dismantled must be left in a safe condition displaying signs – 'incomplete do not use'.
- Where scaffold alterations are to take place, details are to be entered within the site specific method statement or risk assessment.
- 'Do not use Scaffold Incomplete' signs will be erected by the scaffold contractor on any scaffold being dismantled or erected.
- Evidence of tie testing to be taken as when required. Persons undertaking tie testing should be suitably qualified and the tie tester should be calibrated yearly. Ties to be tested in line with NASC Technical Guidance Note TG4 Anchorage Systems.
- Bombing of scaffolding materials is strictly prohibited and will not be tolerated.

Storage of Materials During Erection and Dismantling

- All materials such as scaffolding boards, tubes, fittings, brick guards and so on will be stored in a safe manner away from access / egress routes such as public footpaths. High standards of housekeeping to be maintained.
- Materials will be taken directly from vehicles to site and also taken from site directly to vehicles during dismantle.
- Information detailing safe handling techniques and storage arrangements will be identified within safety method statements and risk assessments.
- At times it may be necessary to leave scaffolding material in the garden of the individual property; authority must be obtained from the tenant to allow this material to be left.
- Materials must be left in a safe place and must not obstruct access / egress routes. Materials to be fenced off with 1.8 metre high heras fencing that is secured to prevent unauthorised access.
- Drop bodies must not be left on site overnight unless fenced off with 1.8 metre high heras fencing secured to prevent unauthorised access subject to approval from the local highways department and any requirements they require, such as lighting.

Handover

- The manager and a representative from the scaffold contractor will carry out a joint inspection of a scaffold which is ready for 'handing over'.
- Any faults identified will be rectified at the time of the joint inspection, once satisfied that the scaffold is now 'fit for purpose' both the manager and the representative from the scaffold company will sign and date the handover certificate. Scaffold contractor shall provide and complete the employee tag system once satisfied the scaffold is fit for purpose. The scaffold register should be completed by a competent person.
- Completed handover certificates will be kept available for inspection, by any interested party, for example, HSE, Client and CDM-C. The contents of what should be included in a handing over certificate can be obtained from NASC Guidance Note SG 35 Handover of Scaffold Structures.

Inspection

- The scaffolding contractor is to conduct scaffold inspections in line with statutory requirements on our behalf.
- Where contractors inspect scaffolds erected to TG20:13 (basic scaffold), the person carrying out the inspection must have attended the two day scaffold inspection course.
- Where inspections are conducted on design scaffolds, the person carrying out the inspection is required to have attended the two day advanced scaffold inspection.
- Where system scaffolds are installed, the person carrying out the inspection is required to have attended the two day advanced scaffold inspection course and is fully aware of the manufacturer's instructions.
Note: The person inspecting the scaffolds must be independent to the person erecting the scaffolding.
- Visual inspections shall be carried out each day and at the resumption of work after a break within which anything adverse could have happened to the scaffold by the management team.
- To make sure quality scaffolds are been erected and operatives are working to SG4.10 each site must be visited a minimum of once a week by a scaffolding supervisor or safety representative.

SG4.10 Preventing Falls in Scaffolding

This publication was released in November 2010 by the NASC and is recognised as the best practice in the scaffolding industry. The publication is available from the NASC – 020 7822 7400 or www.nasc.org.uk.

Under the previous versions of SG4 it was acceptable to traverse against an unprotected edge or what was commonly known as the tunnelling principle. SG4.10 has introduced what is called the 'scaffolders' safe zone' and this aims to protect against the risks of falls.

As SG4.10 has introduced a range of collective methods of work to prevent falls, but because of the nature of scaffolding there will still be instances where the methods adopted will not completely remove the risk of a fall and as such scaffolders will still be required to wear and use personal methods of fall protection, such as safety harnesses and lanyards or inertia reels. Examples of when harnesses will be required include when raising or lowering working platform boards as the erection or dismantling of scaffolding progresses, when having to lean out from under the 950mm guardrail, or within one metre of the leading edge of the 'scaffolders' safe zone' and so on. **SG4.10 requires collective measures over personal protection.**

The options available to scaffolders are shown in SG4.10 and include:

- 1 Proprietary advance guardrail systems (AGS) which includes frame type systems that are installed from the lift beneath such as frame type systems and telescopic systems and horizontal push out type systems that are installed from the working lift.
- 2 Proprietary advance guardrail tools (AGT) which include pivoting type of AGT, push up type of AGT from 'bSafe' and system scaffold specific types such as the HAKI AGT.
- 3 Advance guardrail methods (AGM) using existing scaffolding materials. These include for tube and fitting a frame type AGM and horizontal AGM. For system scaffold manufacturers have developed innovative systems.
- 4 Short lift system using one metre lift heights.
- 5 Scaffolders ladder hop up / step.
- 6 For bricklayers lifts of between 1.35 to 1.5 metres many of the systems do not work so SG4.10 has come up with a number of options based on proprietary steps or standings.
- 7 For taller lift heights above two metres options under SG4.10 include podium steps for base lifts and for floor lifts it may be required to use a combination of systems or the use of dummy lifts to achieve the collective aims.
- 8 Protected traversing. When guardrail protection cannot be provided to create the 'scaffolders safe zone' then suitable compensatory measures must be taken to minimise the distance and consequences of a fall. In practical terms scaffolders must be clipped on when exposed to the risk of a fall whilst working outside (or within one metre of the end) of guardrail protection. Where it can be shown that it is not reasonably practicable to install guardrail protection then in order to traverse across an unprotected edge the scaffolder must be clipped on at all times and will require the use of double guardrails.

Collective fall prevention measures are already adopted on most sites. The options identified by SG4.10 that are relevant to scaffolders include safety nets when working on fragile roofs and for new build include safety decking, air bags, soft landing bags and nets. Care must be taken to make sure that scaffolders and other trades are not put at risk from falls on progressive brickwork or timber frame buildings when the scaffolding is been erected for the next lift. Measures should be in place to prevent falls into the building so that the safety deck and so on should be installed prior to the scaffolding been erected, if this is not the case then the scaffolders will have to install protection on both the outside and inside leading edge in order to comply with the collective fall prevention measures of SG4.10.

Personal measures of fall prevention will still be required to be worn and used by scaffolders.

Rescue procedures will still be the same. See NASC Guidance Note SG19 Guide to Formulating a Rescue Plan.

SG4.10 identifies the methods of access and egress onto the scaffolding. Preference will be for the scaffolders to have safe access at all times so removing the need to climb the scaffold structure. The recommendation wherever practicable would be for staircase or ladder bay access with single ladders but other options include ladder trap doors and ladder gates.

'NASC Scaffolding Specification Template Management Guide' recommends collective fall prevention methods.

Due to the lack of conformity to working to SG4.10 site management to enforce this method of work. Scaffolding contractors to inform the site manager of how they will conform with SG4.10. Additionally scaffolding contractors to actively supervise their operatives to ensure compliance.

Trestles and Boards

As these are a working platform if installed by the scaffolding contractor the above procedures must be adopted namely boards supported either every 1.2 metres or 1.5 metres, double guardrails and toe-board (and brickguard if required) and safe access. In addition a handing over certificate will be required, a scaff-tag at the ladder access point to show rating and an entry made in the scaffold register and updated if the trestles and boards are still there after seven days.

Mobile Alloy Towers

These can be a cost efficient and simple method of access for certain jobs. The requirements will be that operatives erecting them are PASMA trained, the towers are erected in line with the manufacturer's instructions, a handing over certificate is issued by the scaffolding contractor and recorded in the scaffold register. They must also be inspected every seven days or after severe weather and the results recorded in the scaffold register.

Towers can be erected either using the existing '3T' or through the trapdoor method or the newer advance guardrail system. Either method is acceptable.

For trades erecting their own towers they must be PASMA trained.

The towers must only be erected in line with the manufacturer's instructions and on no account must they be added to with tube and fitting.

PPE

Scaffolders must wear safe harnesses with lanyards, safety helmet, safety boots and high visibility vest at all times.

Safety goggles and hearing defenders to be worn when operating Stihl saws.

If sites are dusty it would be advisable to wear safety spectacles.

Asbestos

We will identify to the scaffolding contractors potential sites that may have asbestos. In such instances scaffolding operatives to receive asbestos awareness training.

For asbestos removal projects that require notification and tenting and full decontamination units then only scaffolding contractors with the relevant HSE asbestos licence will be permitted to carry out such works.

Appendix 8: Harness Inspection Record



Harness Inspection Record HS.F.63 rev01 (26.07.12)

Equipment type and serial number:		Users name:	
Date of manufacture:		Date of purchase:	

Date and time of inspection	Details of faults that could give rise to risk to health or safety	Details of action taken (where applicable)	Can the equipment be used safely? (Y / N)	Signature of person inspecting equipment

Appendix 9: Six Monthly Safety Harness Inspection



Six Monthly Safety Harness Inspection (by Supervisors)

HS.F.67 rev01 (13.09.12)

Type of equipment		Manufacturer	
Unique number		Date of first issue	
Serial No. lanyard		Date of manufacture	
Serial No. harness		Date of manufacture	
Name of inspector		Date of inspection	
Signature of inspector		Time of inspection	

Webbing – Any sign of damage

Edge Cuts over 1mm	Yes	No	Stitching	Yes	No
Surface abrasions	Yes	No	Surface contamination	Yes	No
Absorber sleeve	Yes	No	Absorber wear	Yes	No
Sleeve Displaced	Yes	No	Other damage	Yes	No

Details of damage:

Action taken:

Hardware / body harness – Any sign of damage

Karabiner	Yes	No	Dorsal ring	Yes	No
Dorsal loop	Yes	No	Body harness	Yes	No

Detail of damage:

Action taken:

Harness taken out of use				Yes	No
Lanyard taken out of use				Yes	No
Harness replaced	Yes	No	Serial No. of new equipment		
Lanyard replaced	Yes	No	Serial No. of new equipment		