The following Minimum Standard is applicable on all Service Streams

Scope

This document provides a minimum standard to ensure that loft spaces can be accessed and worked in safely. It applies to Unitas employees and subcontractors and should be read in conjunction with Unitas Work at Height Standard (SHEMS-STD-GR-049).

Requirements

Risk Assessment

Prior to accessing any loft space an assessment must be undertaken to ensure the Work at Height Regulations hierarchy is considered. Refer to *Work at Height Standard* (SHEMS-STD-GR-049) and *Risk and Impact Assessment Standard* (SHEMS-STD-GR-014 and *Transient Responsive Works Point-of-Work Risk Assessment* SHEMS-MST-DPS-H-0053

Working in Roof Space

When accessing the roof space the following will need to be considered as part of the pre-start assessment:

- Reference to the asbestos survey information.
- A visual assessment of any potential asbestos containing materials (ACMs).
- Personal Protective Equipment requirements.
- Awareness of the asbestos contamination emergency procedure.
- Sufficient task lighting to carry out the work.
- Existing electrical cables.
- Existing gas flues.
- Emergencies
- Exclusion zone below the work area to ensure persons below cannot be injured.
- Safe access and egress using a suitable stable ladder that extends into the loft area.
- **A suitable working platform (crawl boards) as a place of work to prevent falls through the ceiling.**

Personal Protective Equipment (PPE)

Respiratory Protective Equipment (RPE) must be FFFP3 rated and be face tested to the wearer. All PPE specified within the Safe System of Work must be compatible with the other specified PPE.

Competence/Training

All employees will be trained and competent to use access equipment and working platforms required for working in loft spaces. Suitable training could be an awareness session provided by the supplier of the equipment or by a 'train-the-trainer' option.

Working Platform

A suitable platform can be provided through either an existing permanent surface (cat walk) or temporary solutions, e.g. boarding out (crawl boards) or Oxford 240v insulated mat system– all of which must be properly secured.

Access Equipment

Only class 1 or telescopic ladders to BS EN 131 ladders can be used for accessing lofts.
Class 1 ladder – Industrial standard, heavy duty, for frequent use with a maximum SWL of 175KG.

Management will assess what equipment will be made available to the Technicians as part of their standard equipment and must be authorised by a Senior Manager.

Technicians will carry out a point-of-work risk assessment for each task to determine access equipment required.

Equipment maintenance / inspection

Daily – persons using a ladder must carry out daily pre-use checks of all equipment prior to starting work. Any faults identified must be reported to the Team Leader and work must not take place until they have authorised works to commence.

Monthly – managers are responsible for monthly inspections of ladders recorded on form SHEMS-FOR-GR-147 and held on file.

Six monthly Formal inspections - formal recorded ladder equipment inspections must be carried out by a competent person (possibly an external provider) to ensure all the work at height equipment is fit for use; records of these inspections using form SHEMS-FOR-GR-148 are to be held on file.