Footwear and Leather Industries
Health & Safety
Committee

SAFE WORK AT HEIGHTS

A footwear & leather industries guide on preventing accidents

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Practical skin room mobile steps replacing lean to ladders, giving operative free use of both hands.

INTRODUCTION TO WORK AT HEIGHTS

WHAT IS WORK AT HEIGHT?

Falling from height is the most common cause of workplace deaths. In 2004/05, 53 people died and nearly 3800 were seriously injured as a result of falling from height while at work. 60% of these injuries resulted from people falling from below head height. Falls from ladders and stepladders account for about a quarter of all injuries and it is estimated they cost the UK economy £60 million each year.

A place is 'at height' if (unless these Regulations are followed) a person could be injured falling from it, even if it is at or below ground level.

'Work' includes moving around at a place of work (except by a staircase in a permanent workplace) but not travel to or from a place of work. For instance, a sales assistant on a stepladder would be working at height, but this would not apply to a mounted police officer on patrol.

Falls from height are a major cause of injuries at work. In many cases, work at height is a 'one off' or incidental to the main job to be done. This means people often don't recognise the risks and so don't take the precautions they need to, to work safely.

There is no written minimum height requirement (ie two metres). It includes all work activities where there is a need to control a risk of falling a distance liable to cause personal injury (consider: loading bays, lorry floors, high access, maintenance and all step and ladder work).

Leather deliveries – even though the operative is at ground level with a drop next to him, he is still working at height.

WHAT THE LAW SAYS

HSE SUMMARY OF THE WORK AT HEIGHT REGULATIONS

The Work at Height (WAH) Regulations 2005 came into effect from 6 April 2005. The Regulations apply to all work at height where there is a risk of a fall liable to cause personal injury.

The regulations place duties on employers, the self- employed, and any person that controls the work of others to the extent of their control (for example facilities managers or building owners who may contract others to work at height). The Regulations will not apply to the provision of paid instruction or leadership in caving or climbing by way of sport recreation, team building or similar activities.

The primary objective of the new legislation is to eliminate work at height where possible and where it is not possible to ensure all work at height is performed safely. It aims to ensure that equipment has been appropriately selected, whether work is conducted from a mobile tower, scaffold or ladder. Many of the requirements contained in the new legislation already feature in existing legislation specific to the construction industry. Under the new legislation these have been applied to all sectors of the economy. All work at height is covered and not limited to any specific height or work equipment used. As under previous legislation, duties of care are placed on employers, the self employed and employees to comply with the WAH Regulation.

Operative (as in previous picture) with lifting platform elevated, so not working on edge.

As part of the Regulations, duty holders must ensure that:

- All work at height is properly planned and organised
- Those involved in work at height are trained and competent and of good health
- The risks from work at height are assessed and appropriate work equipment is selected and used
- The place where work at height is performed is safe
- The risks from fragile surfaces are properly controlled
- Equipment for work at height is properly inspected and maintained

The Regulations include Schedules giving requirements for existing places of work and means of access for work at height, collective fall prevention (e.g. guardrails and working platforms), collective fall arrest (eg nets, airbags etc) personal fall protection (eg work restraints, fall arrest and rope access) and ladders.

Risks from falling objects must be controlled.

There is a simple hierarchy for managing and selecting equipment for work at height. Duty holders must:

- ✓ Avoid work at height where they can
- ✓ Use work equipment or other measures to prevent falls where they cannot avoid working at height

Bottomstock sole store room with six rung ladder.

- ✓ 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

HSE key messages to duty holders are:

- ❖ Those following good practice for work at height now should already be doing enough to comply with these Regulations
- ❖ Follow the risk assessments you have carried out for work at height activities and make sure all work at height is planned, organised and carried out by competent persons
- ❖ Follow the hierarchy for managing risks from working at heights - take steps to avoid, prevent or reduce risks
- ❖ Choose the right work equipment and select collective work measures to prevent falls (such as guardrails and working platforms) before other measures which may only mitigate the distance and consequences of a fall (such as nets or airbags) or which may only provide personal protection from a fall.

The full Work at Height Regulations 2005 can be viewed on www.hse.gov.uk/falls

WHAT YOU NEED TO DO

Avoid "work at height" where possible

- Use different equipment or method of work – check what new equipment is available to buy or hire.

Safety line harness

- Think about how fixtures and fittings, plant and services could be designed or installed to avoid the need to work at height.

Plan properly

- Think about the work you do and identify all the activities which involve work at height, don't forget one-off jobs and tasks which only take a few minutes.

- Don't underestimate the risks, assess them – simply 'taking care' is not enough.

Select the right equipment and people

- Where possible, use equipment which prevents a fall, eg podium steps, cherry pickers or tower scaffolds, which have a working platform and guard rails – don't make do to save money or time.

- Check contractors are competent and have the experience to carry out the type of work you need to have done.

Train those doing the work

- Make sure they know how to use the equipment properly, including erecting and dismantling it safely.

- Check contractors have suitable training, ask to see certificates.

Handrail added on top of machine

Inspect and maintain

- Make sure all equipment is regularly inspected – damaged equipment must either be repaired or taken out of use.

Supervise and monitor

- Check work is being carried out as planned and the right equipment is being used.

What you must do as an employer

Staff training
Regulations 5 and 6(5)(b)

You must ensure that everyone involved in the work is competent (or, if being trained, is supervised by a competent person). This includes involvement in organisation, planning, supervision, and the supply and maintenance of equipment.

Inspections

Regulations 12 and 13

'Inspection' is defined by relation 12(10) as 'such visual or more rigorous inspection by a competent person as is appropriate for safety purposes ... (including) any testing appropriate for those purposes'.

You must ensure (as far as it is reasonably practicable to do so) that each individual place at which work is to be done at height is checked on every occasion before that place is used. This involves checking the surface and every parapet, permanent rail etc.

Fragile roof sign

You must ensure that any item of a type mentioned in Schedules 2 to 6 is inspected:

- After it is assembled or installed (or after it has been assembled and installed if both are required), if its safety depends on how it is assembled or installed;

- As often as is necessary to ensure safety, and in particular to make sure that any deterioration can be detected and remedied in good time.

You must ensure that before you use any equipment which has come from another business, and before any equipment leaves your business, it is accompanied by an indication (clear to everyone involved) that the last inspection required by these regulations has been carried out.

Note: This does not apply to lifting equipment governed by regulation 9(4) of the Lifting Equipment and Lifting Operations Regulations 1998, but since that rule is similar to this one there is little practical difference.

You must ensure that any platform used for (or for access to) **construction work** and from which a person could fall more than two metres *(Regulations 8 and 12)* is inspected in place before use (and not more than seven days before use). Where it is a mobile platform, inspection at the site is sufficient without re-inspection every time it is moved.

Notes: 'Construction work' is defined in detail in relation 2(1) of the Construction (Health, Safety and Welfare) Regulations 1996 but broadly means 'the carrying out of any building, civil engineering or engineering construction work'.

'Platform' is widely defined by regulation 2 to include areas like gangways and stairways.

You must ensure that the person inspecting a platform:

- Prepares a report before going off duty, giving the details listed in Schedule 7;
- Gives the report (or a copy) within 24 hours of completing the inspection to the person for whom the inspection was done (eg you or your site manager).

You must keep the report of a platform inspection:

- At the construction site until the work is completed;
- Then at an office of yours for another three months.

'Keeping' a report means keeping it (or a copy) safe from loss and unauthorised interference and so that a printed copy can be supplied when required.

You must keep all other records of inspection until the next inspection has been carried out.

Falling objects
Regulations 10 and 11

Where it is necessary to prevent injury, you must do all that is reasonably practicable to prevent anything falling.

If it not reasonably practicable, you must ensure that no one is injured by anything

Mobile Elevated Work Platform (MEWP) in use by engineer

falling.
You must ensure that nothing is:

- Thrown or tipped from height if it is likely to injure anyone
- Stored in such a way that its movement is likely to injure anyone

If the workplace contains an area in which there is a risk of someone being struck by a falling object or person, you must ensure that the area is clearly indicated and that (as far as reasonably practicable) unauthorised people are unable to reach it.

SELECTING COMPETENT CONTRACTORS FOR WORK AT HEIGHT

Selecting contractors

Identify the work that needs to be done. This will help you decide the sort of contractor you need and the type of competence you will expect them to have.

Ask the following questions to help you decide if the contractor is competent to do the work you need them to do.

- Their experience:

What experience do they have in the type of work?
Can they provide references? You may want to check these

- Their competence:
  - Do their workers have any appropriate qualifications, training and experience? This is important if they are using work equipment, eg tower scaffolds, cherry pickers etc.

Safety line harness above conveyors.

- Are they a member of a trade or professional body?
- What is their safety performance like (eg accident records)?
- Can they provide examples of methods of work, risk assessments or other relevant documentation to show they are familiar with the type of work?

- Their management arrangements:

  What are their procedures for managing health and safety?
  - Will the work be sub-contracted and if so, how will they control it?
  - How do they supervise and manage their site work?
  - How do they monitor and check their own safety standards?
  - How do they inspect and check their equipment (owned or hired)?
  - Do they have employers' liability insurance?

- Are they asking you for any information about your risks or needs?

The more complex and potentially dangerous the activities, the more likely it is that the answers andinformation will need to be recorded.

As the client, you will be responsible for checking that any contractor you appoint is competent to do the work safely. Work which involves greater risks, eg work on roofs, will need more thorough checks to ensure that the contractor has the necessary skills and knowledge

Frequent access on to roof

necessary skills and knowledge.

Once you have selected a competent contractor, you will need to exchange information and agree the method of work.

Both will need to be done before work starts. Pre-work meetings are a good way of ensuring that the work is properly planned and controlled. Finally you will also need to monitor the work.

Exchanging information

Make sure you talk to and co-operate with your contractor so that the following points are covered:

- Establish who the contacts are and their telephone numbers, so both sides know who to talk to during the job and any problems can be discussed and settled. The contacts should be those people who were involved in agreeing the work, so they have a detailed understanding of it and the agreed precautions.

- Discuss the following if they are relevant to your job:

    - your site rules/induction;
    - fire/emergency procedures;
    - signing in and out procedures;
    - segregation arrangements;
    - specific site hazards that the contractor needs to be aware of, eg fragile materials, live electrics, location of any asbestos materials, vehicle movements and process hazards, eg fumes, heat etc.

Safe window cleaning from the ground.

Agree the method of work

The method of work should be in writing, unless the work is low risk and of short duration. The amount of detail included should reflect the complexity of the work.

A good method of work will:

- be clear and concise
- be relevant to the job
- identify the potential dangers
- specify the method of work and precautions to take to remove or minimise the risk
- identify how the work will be supervised and managed.

It should include eg:

- specification of the type(s) of access equipment to be used, eg powered access, scaffold towers
- arrangements for delivery, moving and erecting access equipment safely
- how the safety of the access equipment will be checked
- what arrangements are needed to ensure the safety of people near the work, eg if segregation from moving vehicles is needed
- arrangements for dealing with specified site risks, eg whether electrical isolation is required

Fixed mezzanine with stair access and handrail

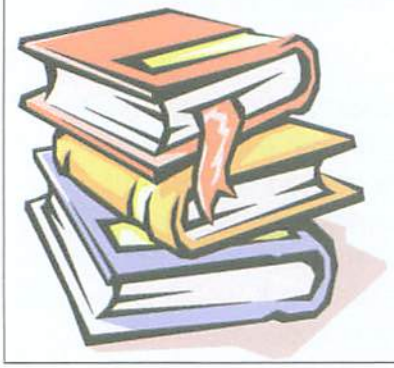
- local storage arrangements for materials and any waste items
- the sequence the work should be carried out in, especially if it is not obvious

The level of supervision a contractor ought to provide will depend on the degree of risk involved in the work and on the level of confidence in the workforce's performance. For example, an experienced team of employees carrying out work which is routine for them will need less supervision than workers who are less experienced or carrying out unfamiliar tasks.

Monitor the work

All contractors need to be monitored by you to make sure the agreed arrangements and precautions are carried out. The level of monitoring needed will depend on the risk level of the work and the extent to which the work may endanger your employees, your visitors and other people for whom you are responsible. You will need to take the following steps:

- **before** work starts, check that the equipment they said they would use is there and that agreed supervisory and segregation arrangements are in place. Check training certificates
- **during** the work, use the agreed method of work to monitor the work as it progresses, by carrying out regular checks. Are they using the work equipment and methods of work that they said they would? Are the trained people on site? If not, ask why and ensure corrective action is taken



- **after** the work has finished, review their performance to see if everything went as planned, so you will have confidence when choosing them for future work

Please see HSE "Height Aware" pack for examples:
Work at Height: the basics.
Selecting equipment for work at height.
Selecting, using and maintaining personal fall protection.
Minor roof maintenance work: Protecting against falls.

INFORMATION, INSTRUCTION & TRAINING

Information should be given in a way the employee can be expected to understand (for example it might be necessary to make special arrangements if the employee does not understand English or cannot read).

Employees and Safety Reps

Consulting with trade union-appointed safety representatives *(see Safety Reps and Safety Committee Regulations 1977)* or other employee representatives *(see Health & Safety [consultation with employees] Regulations)* is a legal requirement. Working with safety representatives and employees' representatives is a very useful means of communicating on health and safety matters in the workplace.

Remember: involving employees in decisions can help to foster closer working relationships and make employees more receptive to new ideas.

For more information see the HSE "Height Aware" campaign and www.hse.gov.uk/falls and from the HSE Infolineon 0845 345 0055.

FACTORS WHICH MAY BE RELEVANT IN PREPARING A RISK ASSESSMENT FOR WORK AT HEIGHT

a) The environment and conditions of the site
- Location
- Access and egress
- Ground conditions
- Fragile surfaces
- Other activities in the area
- Weather

b) The task
- Duration
- Complexity
- Frequency

c) The people
- Numbers
- Degree of risk exposure
- Competence
- Health
- Level of supervision available
- Effect of work activity on others

d) The work equipment
- Appropriate for the job
- Associated risks during transport, erection and removal
- Inspection schedules
- Maintenance

EXAMPLE ONLY – IN MOST CASES THIS DOCUMENT SHOULD BE USED WITH A PERMIT TO WORK SYSTEM.

Audit Checklist – Work at Height

	Y	N	Comments
a. Has potential work at height been identified and ways of doing it safely considered? b. Are warning signs fixed at the approach to fragile roofs, and is work on them strictly controlled? c. For jobs requiring work at height, have alternatives to ladder use been considered? d. Have employees been instructed in the safe use of ladders and other access equipment for work at height? e. Is company access equipment in good condition and regularly inspected (ie, a register)? f. Are any defects noted on the inspection report and the equipment removed from service for repair or disposal?			

g. Are lift trucks used to gain access and if so is a properly constructed safety platform always used? h. Where access is required onto plant, machinery or roofs (eg, roof of carlessi driers, vacuum drier, spray cabinets, effluent plant, engineering work at height) is a safe system of work / method statement / permit-to-work in place defining equipment and arrangements for safe access and working? i. Have work areas with open edges been fitted with guardrails and toeboards? j. Are contractors who carry out work at height vetted and instructed? k. Does any employee suffer from a health condition (eg, vertigo) that may affect his safety when working at height?	**Y**	**N**	**Comments**

(If "no" list action required in "comments". This should include what is required, who is responsible and when it should be completed)

WORK AT HEIGHT CHECKLIST *(EXAMPLE ONLY)*	**Y**	**N**
Is the work necessary?		
Have you nominated a competent person to take charge of the work?		
Have you nominated the person(s) who will be involved in the work?		
Have you planned the work so that everyone knows exactly what is to be done?		
Has the means of access been identified? (Mobile Elevating Work Platform, ladders, step-ladders, mobile scaffold etc.)		
Is the means of access the best choice for the short duration of work?		
Is the access equipment in good condition and been checked by the competent person?		
Is the area where the access equipment is to be used free from obstructions at both ground and high level?		
Is the floor area flat, stable and in good condition?		
If the work is to be outside, have you considered the weather conditions?		
Have any fragile surfaces been identified and the relevant instructions to avoid them been given?		
If using ladders, can they be secured at the top and the bottom?		
If using step-ladders, are they fitted with a handrail and working platform?		
If using a mobile scaffold is it fitted with suitable platform, toe boards, a handrail and are the wheels lockable?		
Has the area where the work is to be done been cordoned off to keep other people away from the area?		
Has the person carrying out the work been trained in the use of the access equipment?		
Has Personal Protective Equipment been provided, and is it being worn?		
Are arrangements in place to deal with the likelihood of falling objects?		
Are arrangements in place to deal with an emergency situation?		
Are you satisfied that all measures have been taken to prevent a fall from height?		
If the work is continuous, but at different workplaces, have instructions been given to repeat this check each time? *This checklist is not exhaustive. Depending upon the work and location, you should add additional items as necessary. This can then form the basis of your risk assessment. This checklist is for both short and long term duration and can be used in conjunction with a permit to work.*		

EXAMPLE OF A PRE-USE/POST-REPAIR LADDER CHECKLIST

Faulty ladders can cause serious accidents. Utilise this checklist to check out a ladder before bringing it into use for the first time. It can also be used to check that ladders and stepladders have been repaired properly.

Ladder checklist		
All ladders	**Y**	**N**
Does the ladder lock in reasonable condition, e.g. clean and dry?		
Are any rungs missing or loose?		
Are the stiles (outside uprights) damaged or bent?		
Are there any cracks?		
Has the ladder been painted or decorated in any way? (There should be clear varnish on wooden ladders, so defects aren't hidden.)		
Are the footpads intact?		
On extension ladders, are the ropes and pulleys in good condition?		
On extension ladders, do the hooks sit properly when the ladder is extended?		
Have any previous repairs been carried out properly?		
Metal ladders		
Is there any corrosion to any part of the ladder?		
Has the ladder got slip-resistant rubber/plastic feet?		
Are any of the rungs dented?		
Are there any sharp edges or metal splinters?		
Wooden ladders		
Is there any warping or splitting on the ladder stiles?		
Is there any warping or splitting on any of the ladder rungs?		

This checklist has been completed to the best of my knowledge

Signed: ..... Date: .....
Repairs completed by: ..... Date: .....
Note: This checklist is to be retained on file for three years.

PROCEDURE FOR USING LADDERS *(EXAMPLE CHECKLIST)*

Using ladders incorrectly can result in serious injuries. So ensure that any of your staff whose work involves the use of ladder, follows this procedure to demonstrate good safety practice.

A supervisor must go through this procedure with each new employee before they are allowed to commence work with a ladder. Obtain their signature and keep it on their personnel file.	
Ladder safety procedure	
	Do ensure that:
☐	The ladder is both strong enough and long enough for its intended use.
☐	There are at least three rungs extending beyond a roof's edge.
☐	The ladder is positioned so that the base won't slip outwards ("one out for four up" rule).
☐	The base of the ladder is placed on a firm, level and dry surface.
☐	If the ladder needs to be placed on grass, that it has a large wooden board placed underneath it to prevent it slipping.
☐	The bottom of the ladder has been secured by stabilisers or ties to a stable, fixed object.
☐	If this isn't possible that there's another person around to "foot" the ladder.
☐	When in use, the ladder rest against a solid surface (not guttering or similar).
☐	You always keep your body facing the ladder at all times, in the middle of the ladder.
☐	You use a shoulder bag, belt holster or belt hooks for carrying tools up and down.
☐	If the ladder has been borrowed, that it has been checked on return as safe for further use.
☐	If the ladder is placed in front of a door, that the door remains locked or guarded.
	Never:
☐	Use a ladder in a strong wind.
☐	Use a ladder near any power lines.
☐	Overreach when using a ladder.
☐	Have more than one person on a ladder at any one time.

I have read and understood this procedure
Signed: ..... Date: .....

Note: A copy of this checklist should be retained on the employee's personnel file.

WORKING AT HEIGHT POLICY - GENERAL STATEMENT

Statistics show that falls from height are the most common cause of fatal injury and the second most common cause of major injury to employees. The organisation will take all reasonable steps to provide a safe working environment for all employees who may be affected by work at height activities.

The organisation shall provide a safe system of work that will ensure, so far as is reasonably practicable, the necessary preventive and protective measures to prevent falls of persons or materials from the workplace. We will require employees and any other persons involved in the work activity to co-operate in the implementation of this policy.

The person with the responsibility for implementing the provisions of this policy is _____.

Arrangements for Securing the Health and Safety of Workers

The organisation will, in consultation with workers and their representatives ensure that:

1. all work activities that involve work at height are identified
2. the need to undertake work at height will be eliminated whenever it is reasonably practicable to do so
3. risks associated with those activities where work at height cannot be eliminated are evaluated and steps are taken to control them. This includes planning for emergencies and rescue as a result of routine work
4. all the necessary equipment to allow safe access to and egress from the place of work is provided
5. all the necessary equipment to ensure adequate lighting and protection from adverse weather conditions is provided
6. suitable plant is provided to enable the materials used or created in the course of the work to be safely lifted to and from the workplace and stored there if necessary
7. any working platform and its supporting structures are selected and/or designed in accordance with current standards
8. regular inspections of all equipment required for working at height are undertaken
9. competent persons are appointed to be responsible for the supervision of all work at height and associated activities
10. suitable arrangements are in place for fragile surfaces.

EXAMPLE

Duties of Managers and Supervisors

Manager and supervisors will:

1. ensure that all work activities that involve work at height are identified
2. eliminate the need to undertake work at height whenever it is reasonably practicable to do so
3. undertake risk assessment for those activities where work at height cannot be eliminated and reduce the level of risk, so far as is reasonably practicable. This includes planning for emergencies and rescue as a result of routine work.
4. provide all the necessary equipment to allow safe access to and egress from the place of work
5. provide all the necessary equipment to ensure adequate lighting and protection from adverse weather conditions. Ensure work at height is carried out only when weather conditions do not jeopardise the health and safety of workers.
6. provide suitable plant to enable the materials used or created in the course of the work to be safely lifted to and from the workplace and stored there if necessary
7. ensure that any working platform and its supporting structures are selected and/or designed in accordance with current standards
8. make provisions for regular inspections of all equipment required for working at height including:
   - inspection after assembly or installation
   - inspection at suitable intervals and after exceptional circumstances
   - working platforms used in construction work and from which a person could fall 2 metres or more, require inspection every 7 days
   - no work equipment leaves or is obtained from an undertaking without physical evidence of its last inspection (under WAHR or LOLER)
   - record the results of an inspection, eg in a register
9. periodically carry out a visual check of existing places of work (places not needing work equipment to make safe) for obvious defects
10. ensure that all persons who have to undertake work at height are trained and competent to do so
11. require any contractors from whom they procure services to comply with this policy.
12. affix prominent warning notices at approaches to fragile surfaces. Where this is not reasonably practicable, persons should be made aware by other means.

EXAMPLE

Duties of Employees

Employees will:

1. comply with all instruction and training that are provided in work at height activities
2. take appropriate steps to ensure their own health and safety is not put at risk when working at height and to use the equipment provided
3. report any perceived shortcoming in the arrangements for managing the risks associated with working at height.

EXAMPLE

Information and Training

Suitable information and training will be provided to persons who are required to undertake activities that involve work at height. Refresher training will also be given at reasonable intervals.

APPENDIX 1

SAFE USE OF STEP LADDERS

Step ladders are not recommended and should only be used for short term light work (low physical activity) when other, potentially safer mans e.g. tower scaffolds are not reasonably practicable.

In warehouse and stores situations fixed geometry, rigid safety steps should be used for routine access to height.

Precautions for safe working include:

- ◇ Stepladders should be of robust construction ('industrial' grade rather than 'domestic' grade)
- ◇ They must be in a good condition
- ◇ They should be visually checked prior to use by the user and subject to 6 monthly formal recorded inspection by a competent person
- ◇ Any retaining cords/straps must be of equal length and in good condition
- ◇ Any metal braces between the legs must be locked into place
- ◇ Legs of stepladders must be opened fully
- ◇ All legs need to be firmly and squarely on a solid level surface
- ◇ Positioning close to the work to prevent over-stretching
- ◇ Placing at right angles to the work if the work could cause sufficient force to make the stepladder unstable if used sideways
- ◇ Not using the top tread unless it has been designed as a platform with a secure handhold
- ◇ In use the knees should be kept below the top of the steps for stability and support
- ◇ Only one person on a stepladder at any time
- ◇ Locating the stepladder or taking measures to prevent the stepladder from being struck by vehicles, doors etc

APPENDIX 2

SAFE USE OF PORTABLE LADDERS (lean to)

Portable ladders should only be used for short-term light work (low physical activity), when other, potentially safer means e.g. tower scaffolds are not reasonably practicable. Ladders should only be used, as a means of access, when installing a staircase is not reasonably practicable.

Precautions for safe working include:

- ◇ Ladders should be of suitably robust construction
- ◇ They must be in good condition
- ◇ They should be visually checked prior to use by the user and subject to 6 monthly formal recorded inspection by a competent person
- ◇ The ladder feet must provide the intended level of grip by being in good condition and are clean i.e. free of mud/paint etc
- ◇ Extending a ladder while horizontal and then raising using a solid surface or a second person to positively locate the foot of the ladder
- ◇ Placing on a firm level surface
- ◇ Leaning the top of the ladder on a flat surface capable of supporting the applied load
- ◇ When used as access, the stiles should extend 1 metre past the access point
- ◇ Placing at the correct angle of 75° or "1 out of every 4 up"
- ◇ Preventing movement for example by
  - Securing the stiles at the top to an existing structure (prevents both outward and sideways movement)
  - Using appropriate stabilisers or anti-slip devises
  - Footing the ladder by standing on the bottom rung (only if other methods are not practicable
- ◇ Avoidance of contract and near proximity to live electricity
- ◇ Facing the ladder when climbing or descending
- ◇ Maintaining 3 points of contact with the ladder at all times when climbing or descending i.e. either 2 feet/1 hand or 1 foot/2 hands
- ◇ Holding the rungs rather than stiles when climbing or descending to better prevent a fall
- ◇ Using a shoulder bag or hip belt to carry tools
- ◇ Not over-reaching while working from a ladder – both thighs and hips to be kept between the stiles
- ◇ Having a working position with feet at least 5 rungs from the top of the ladder to provide support
- ◇ Locating the ladder or taking measure to prevent the ladder from being struck by vehicles etc
- ◇ Wearing stout footwear with clean slip resistant soles
- ◇ Storing ladders securely e.g. locked in a horizontal position off the ground with the weight taken by the stiles. Wooden ladders need to be protected from the weather

APPENDIX 3

SAFE USE OF PREFABRICATED TOWER SCAFFOLDS

Precautions for safe working include

- ◇ Erect the tower in accordance with the supplier's instructions by trained and competent persons using a Permit to Work procedure
- ◇ Ensure the tower is standing on firm level ground with the wheels or feet properly supported
- ◇ Do not exceed the safe height to base ratio
  - if used in exposed conditions or outside, the height of the working platform to be no more than 3 times the minimum base dimension
  - If used inside, the height of the working platform to be no more than 3.5 times the minimum base dimension
- ◇ Be aware of factors which will decrease the stability of the tower
  - attached sheeting
  - strong winds
  - heavy loads of equipment/materials
  - attachment of hoists or rubbish chutes
  - use for grit blasting, water jetting
  - climbed from the outside
  - used as a support for ladders

  Any of these factors may require extra support or lower height to base ratios
- ◇ Before use ensure the tower is vertical
- ◇ Before us ensure the wheel brakes are on
- ◇ Access via a purpose made ladder attached safely on the inside
- ◇ Provision of edge protection – upper and intermediate guardrails and a toe board
- ◇ Ensure safety when moving the tower scaffold
  - no overhead obstructions and electrical hazards
  - firm and level ground
  - manual push or pull at the base
  - no people or materials on the upper platforms
  - calm weather conditions if outside
- ◇ Protect persons below
  - minimise storage of materials on the platform
  - erect barriers and signs around the scaffold
- ◇ Inspection by a competent person
  - before use
  - after alteration
  - after any incident which may have affected stablility
  - every 7 days if erected in the same place

APPENDIX 4

SAFE USE OF MOBILE ELEVATED WORK PLATFORMS (MEWP)

MEWP should only be operated by trained and licensed people working within a Permit to Work procedure. Ideally they should only be used by external specialists.

Precautions for safe working from a MEWP include:

- ◇ A guardrail and mid rail round the edge of the basket to stop the user falling.
- ◇ A slip-resistant floor
- ◇ Toe-boards round the edge of the platform
- ◇ Deadman controls clearly marked to show their method of operation
- ◇ Use of stability devices, e.g. outriggers, provided to make the machine stable, which are interlocked such that the MEWP will not operate unless they are fully extended.
- ◇ Locking out controls (other then those in the basket) to prevent inadvertent operation.
- ◇ Making sure that the MEWP selected is suitable for the task
- ◇ Consideration of access to and exit from where the work is being carried out
- ◇ Planning the job to address the risks from overhead hazards and passing traffic, including precautions to prevent collision.
- ◇ Use of harnesses
- ◇ Instructions to the workers about safety issues
- ◇ Precaution to prevent crushing between the MEWP and fixed structures
- ◇ Instructions in emergency procedures, such as evacuation, should the power be lost

MEWP need to be thoroughly examined by a competent person at least every 6 months or in accordance with an examination scheme prepared by a competent person.

The use of a working platform/enclosure fitted to the forks of a forklift truck should be restricted to exceptional work only.

APPENDIX 5

ROOF WORK

Falls occur

- From the edges of roofs
- Through gaps or holes in roofs
- Through fragile roof materials and roof lights

Work on roofs should only be carried out by trained and competent people working within a Permit to Work procedure. Factors for consideration include:

1. Getting on and off the roof
   A properly secured ladder is the minimum requirement – see Appendix 2.

2. Edge protection
   Adequate protection consist of
   - a main guard rail (at least 950mm above the edge)
   - a toe board that is suitable and sufficient
   - an intermediate guard rail (such that no gap exceeds 470mm)

3. Work platforms
   An adequate and secure working platform is required. This may be the roof itself or a fabricated platform may be required.

4. Fall arrest equipment
   If the provision of edge protection and adequate platforms is not possible or reasonably practicable, safety nets or harnesses will be required.

   Nets need to be properly installed by competent persons as close as possible below the roof to minimise the fall distance.

   Harnesses need to be securely attached to a sufficiently strong anchorage point and must always be worn.

5. Falling material
   Maintaining a clean work area free of unnecessary materials will reduce the risk.

   Nothing should be a thrown from a roof. Enclosed rubbish chutes and mean of lowering material to the ground should be used.

   Restricting access to areas below roof working locations may be appropriate.

6. Training
   Roof workers need to be able to
   - Recognise the risks
   - Understand appropriate work procedures
   - Be competent to follow these procedures

7. Weather conditions
   Roof work should not be carried out in icy, rainy or windy conditions.

8. Short duration work
   This is work lasting minutes rather than hours. Mobile access equipment can provide both edge protection and a working platform.

If it is not reasonably practicable to provide full edge protection, roof access will normally require use of a short or inertia reel safety harness.

9. Fragile roofs

a) General
A fragile roof is one that does not safely support the weight of a person and any load being carried. A roof may be fragile due to
- The type and/or thickness and age of the material
- The span and design of the supporting structure

An entire roof surface or only parts of it e.g. roof lights may be fragile. The fragility of a roof may be disguised e.g. by painting.

The strength of a roof must be confirmed before work commences. If there is any doubt, the roof should be treated as fragile.

Unauthorised access must be controlled by adequate security and signage.

b) Working near fragile material
Protection is needed if anyone needs to pass by or work nearer than 2 metres to fragile material e.g.
- Access along valley gutters in a fragile roof
- When fragile roof lights or smoke vents are contained in an otherwise no-fragile roof.

If possible these fragile materials should be securely covered. Otherwise full edge protection i.e. top guardrail, intermediate guardrail and toe board should be provided. The installation of this edge protection will require appropriate precautions e.g. netting or harness.

If it is not reasonably practicable to provide edge protection e.g. proximity to fragile material is irregular and short duration, safety harness would be appropriate.

If proximity to fragile material is greater than 2 metres, physical barriers (but not to full edge protection standard) at least 2 metres from the material could be used.

c) Work on fragile materials

At no time must anyone work on, work from or pass fragile material unless platforms, coverings or other similar means which provide adequate support are provided. Platforms need to be well supported across roof members e.g. across at least 2 purloins and of adequate size and number for efficient and safe working without the need for constant movement of the platforms. Precautions are required to prevent falls from the platform – ideally full edge protection.

In order to mitigate a fall, correctly installed safety netting below the roof surface will provide collective fall protection. Alternatively securely attached harnesses, constantly used, will provide personal fall protection but anchorage points may be difficult to install on a fragile roof.

APPENDIX 6

SAFE WORK AT HEIGHT CRITICAL POINTS

- ✓ Has potential work at height been identified and safe procedures determined?
- ✓ Is the use of unauthorised equipment to gain access to height prevented? Examples are pallets, drums, climbing up racking shelves?
- ✓ For jobs requiring work at height, have alternatives to ladder use been considered?
- ✓ Are ladders and stepladder regularly inspected to ensure they are in good condition?
- ✓ Have employees been instructed in the safe use of all the equipment used to gain access to height including portable ladders and stepladders?
- ✓ If a lift truck is used to gain access to height, is a properly constructed platform/enclosure used?
- ✓ Do load access areas at height e.g. on mezzanine floors have suitable barriers and are safe working methods in place?
- ✓ Have work areas with edges been fitted with guardrails and toe boards?
- ✓ Are warning sign fixed at the approach to fragile roofs and is work on them strictly controlled?

How to use the Risk Mapping Tool:

Draw a rough sketch map of the area (the diagram does not need to be a work of art or even to scale, so long as it represents the workplace affected) see risk mapping diagram.

Mark on all the reported work at heights, falls etc incidents in the last twelve months (or any relevant period) with crosses.

Talk to the workers to identify any potential problems and near misses and add them to the chart.

Find out from workers what is causing the incidents in that area.

Any hotspots will quickly show up on the chart - and once the problems and their causes have been identified –

- Discuss them with management
- Decide what action needs to be taken
- Continue to monitor to ensure control measures put in place are working
- Make sure improvements are communicated to health and safety representatives to highlight achievements

EXAMPLE OF A RISK MAPPING DIAGRAM

Name of company rep .....
Name of trade union safety rep.....
Workplace .....
Date .....

	Key	Hazard	Control Measure

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