NHS National Services Scotland

SUP 04
Safe Working at Height
Unified procedures for use within NHS Scotland

Health Facilities Scotland
Engineering and Environment

June 2015

Contents

Page

Acknowledgements

This unified procedures guidance has been produced for NHS Boards to adopt or adapt and incorporates information made available by NHS Lothian which is gratefully acknowledged. This has been converted to generic form for general use and updated where required.

Note: This unified procedures guidance has been produced for NHS Boards to adopt or adapt to suit individual circumstances.

Glossary of Abbreviations

ACD	Anti-Climb Device
AE(WaH)	Authorising Engineer (Working at Height)
AP(WaH)	Authorised Person (Working at Height)
BS	British Standard
CAE	Coordinating Authorising Engineer
CDM	Construction, Design and Management Regulations
COSHH	Control of Substances Hazardous to Health Regulations
FAS	Fall Arrest System
H&S	Health and Safety
IRATA	Industrial Rope Access Trade Association
MEWP	Mobile Elevated Work Platform
NDT	Non-Destructive Test
PtoC	Permit to Climb
PiC	Person in Charge
PPE	Personal Protective Equipment
RF	Radio Frequency
RHP	Restricted High Place
SI	Standing Instruction
WaH	Working at Height
WRS	Work Restraint System

1. Preface

Management guidance

1.1 It is the responsibility of the owners and occupiers of properties, NHS Board Chief Executive Officers and Managers to ensure that their premises comply with all statutory requirements.

1.2 Employers have a duty under the Health & Safety at Work etc Act 1974, so far as is reasonably practicable, to ensure the health and safety of employees, residents and visitors to their premises. It is incumbent upon both owners and occupiers of premises to ensure that there is a management regime in place for the proper operational and risk management of buildings, plant, equipment and systems with particular concern for maintenance activities of fabric and plant involving working at height.

1.3 All personnel should be made fully aware of their safety responsibilities, as required by statute and they should be given the necessary information and training properly to understand and carry them out. This also applies to organisations and individuals to whom work has been contracted.

1.4 Management should make available guidance on the safe operation and practice of all activities undertaken by themselves or others under contract.

This procedures guidance lays out the responsibilities and requirements of NHS Board Estates Managers and staff in order to comply with the Work at Height Regulations 2005.

2. Introduction

General

2.1 These procedures provide direction as to how Working at Height (WaH) is to be managed on sites and in work situations under the control of an Authorising Engineer (AE) retained by the NHS Board.

Note: Working at Height is defined as any work undertaken at any place above, at or below ground level from which, if measures were not taken, a person could fall a distance liable to cause injury. It includes gaining access to or egress from such a place except by means of a staircase in a permanent workplace.

2.2 Working at height is acknowledged as one of the most dangerous activities in the construction, maintenance and facilities management industries. In the year 2012/2013 there were 113 directly related fatalities. Workers are exposed not only to the risk from falls from height but also to being hit by falling objects.

2.3 The Work at Height Regulations 2005 are subordinate to the Health and Safety at Work etc Act 1974 and place a responsibility on all persons at work engaged with the planning, supervision and carrying out work at height to manage the risks involved.

2.4 A restricted High Place (RHP) is a place that has been accessed and found to present a significant risk of a fall liable to cause personal injury and/or exposure to other hazards within close range. Because of these risks it has been determined that access to these places must be restricted to prevent unauthorised use or entry. RHPs can include the following:

- walkways;
- work platforms;
- accessible roofs having inadequate edge protection;
- fragile roofs;
- masts and towers;
- any place at height where there are significant risks.

Aims and purpose of this document

2.5 This document provides a system for:

- controlling working at height on restricted high places and other work at height activities at facilities for which the NHS Board's AE has responsibility for managing the risk;
- minimising the risks associated with any working at height;

- appointing competent persons to manage, oversee and perform any such work;
- producing documentation for use in the application of these procedures.

Policy

2.6 Compliance with these procedures is mandatory throughout the NHS Board area under the control of the Estates Department with the AE having the responsibility for managing the risk. Following the procedures is therefore mandated on all persons working on design, construction, operation, maintenance and de-commissioning of facilities containing restricted high places.

2.7 Where a division of responsibilities arises between the NHS Board Estates Department and others, the Authorised Person (AP) shall, on relevant matters, cooperate and coordinate with any other parties as necessary to prevent danger.

2.8 The AE (WaH) shall advise and agree the formal agreement of demarcation and liaison with the third party's responsible person. If work has to be undertaken across a point of demarcation which involves equipment, systems or locations having significant risk, all parties must liaise with the appropriate AP to plan the activity prior to its commencement. There must be an agreed written procedure in place for the work resulting in the issue of appropriate documentation.

2.9 The Coordinating Authorising Engineer (CAE) must approve, in writing, any deviations from these Procedures that might be considered for a specific establishment.

2.10 These procedures mandate the appointment of the following key individuals with specific responsibilities for the management and/or execution of work in restricted high places. These are summarised below:

- **the climbing/access team** will consist of a team of competent individuals who are permitted to gain access and work at height;
- **the Person in Charge** comprises the leader of the climbing/access team or any other work at height activity;
- **the Authorised Person** is an appointed member of the NHS Board's maintenance staff who gives authority to the person in charge of the climbing/access team to work. In most situations only one AP may be on duty on site at any one time. On large sites where different officers control parts of the same site a register of permits will be helpful in confirming which and where permits are open;
- **the Authorising Engineer** is appointed by the NHS Board but not a member of the Board's staff. The AE is independent and assesses the competency of the AP and is appointed to implement, administer, audit and monitor the application of these Procedures.

Note: Further guidance on the roles and responsibilities of the above appointments is given in Section 5: 'Management Structure for Safe Systems of Work'

2.11 Any person who has difficulty with the interpretation and/or application of these Procedures must refer the latter right away to the Duty AP (WaH) who shall immediately stop the work pending clarification of the situation and, where necessary, refer the matter to the AE (WaH) for clarification and resolution.

Limitations

2.12 These Procedures are designed for use as adopted on sites where the NHS Board has the control of the danger. They do not apply to:

- access or egress by a staircase in a permanent workplace;
- confined space working or any work covered by a permit system of other disciplines unless access is at height;
- fire escapes where the risk is controlled by the relevant Fire Officer.

Note: The permit system described in these Procedures applies to working at height on restricted high places and other high-risk Working at Height activities. Where work at height is covered by the permits of other disciplines, the AP (WaH) shall liaise with and advise the AP of the other discipline as required.

3. General arrangements

Hierarchy of Control Measures for Work at Height

3.1 The Work at Height Regulations 2005 set out the following control hierarchy for the avoidance of risks from working at height:

(i) Avoid work at height: ensure that no work is carried out at height if it is safe and reasonably practicable to carry it out other than at height. All new works and, where the opportunity exists, all existing works, shall – so far as is reasonably practicable by design – eliminate the need for personnel to work at height (e.g. by positioning equipment at ground level);

(ii) Prevent falls: make use of an existing safe place of work for means of access (e.g. an existing place of work with permanent passive protection such as handrails). Where this is not reasonably practicable, sufficient work equipment is to be provided to prevent a fall occurring (e.g. temporary guardrails, edge protection, a mobile elevated working platform or a work restraint system);

(iii) Minimising the distance and consequence of a fall: where measures taken to prevent a fall do not eliminate the risk of a fall occurring, sufficient work equipment must be provided, so far as is reasonably practicable to minimise the distance of the fall. Where this is not reasonably practicable, the consequences of a fall must be minimised by means of suitable collective work equipment such as nets or airbags positioned close under the work area or at a lower level. Suitable personal equipment includes fall arrest systems (FAS) while suitable personal work equipment includes personal injury systems, such as a life jacket whilst working next to unguarded water. Additional training and instruction is to be given to operatives as necessary.

Note: When selecting work equipment for use during working at height, collective protection measures are to take priority over personal protection measures within either of sub-paragraphs (ii) or (iii).

Restricted High Places

Note: A Restricted High Place (RHP) is a workplace with a fixed access that has been assessed and presents a significant risk of a fall liable to cause personal injury and/or exposure to other hazards within close range.

3.2 A register of RHPs is to be prepared for each NHS Board site. On an ongoing process the AP (assisted as necessary by the AE) is to identify high places with a fixed access. An assessment will be conducted of the identified high places to determine if the facility with the fixed access is to be designated as an RHP. The AE will be responsible for ensuring that each designated RHP has been entered on to the Register of Restricted High Places maintained for each site by the NHS Board. Form ‘H1’ in the appendices refers.

3.3 This assessment shall consider the following as a minimum:

- the structure location, type, height and location;
- the access system, type and condition;
- the provision of edge and fall protection;
- the residual hazards;
- other hazards that may exist such as radiation hazard, electricity and moving objects.

3.4 The AP is to complete the following, where applicable, for each RHP identified:

- RHP Datasheet (Form 'H2' in the Appendices);
- Register of Residual Hazards (Form 'H3' in the Appendices);
- Register of Equipment (Form 'H4' in the Appendices);
- Serious Fault Notice (Form 'H8' in the Appendices).

3.5 All documentation related to the RHP is to be updated when there is any significant alteration to the RHP. (This could typically involve damage or modifications to the structure, access system or installed equipment).

3.6 All RHPs are to be designed, inspected and maintained to current codes, standards and in accordance with manufacturers' instructions, as applicable. This documentation is to be made available by the NHS Board as appropriate and will assist in producing the task risk assessment.

3.7 The location of any design, inspection or maintenance certification is to be included on the RHP datasheet (Form'H2'). Where these are not available the NHS Board Estates shall arrange for the system and equipment to be inspected by a competent person in order that the relevant certification can be produced.

3.8 Pre-use inspections of RHP access systems must be carried out prior to each climbing activity. These should not, however, be deemed as a substitute for scheduled inspections.

3.9 When planning new or refurbishment works Notifiable under the Construction, Design and Management Regulations, the Coordinating Authorising Engineer is to be informed.

Note: All planned new or refurbishment works that are likely to affect an existing RHP or introduce a new RHP are not Notifiable under the Construction, Design and Management Regulations should be referred to the AE for comment at the planning stage.

Signage

3.10 Appropriate permanent advisory and warning signs are to be placed on or in close proximity to the access point of each RHP. This would apply where access may be gained to a high risk area such as a roof with inadequate edge

protection, vertical access ladders, etc. Where an RHP is individually fenced, and the fence is in close proximity to the RHP, the signs may be fixed to the fence.

3.11 The AP is to liaise with any other party that has control over residual hazards on or in the vicinity of each RHP, or WaH location, and is to verify that full and sufficient signage is in place.

3.12 During a work at height activity, where there is a risk of falling objects, a site perimeter is to be established and temporary warning notices and signs erected as appropriate. A site perimeter is to be set at a radius equal to half the maximum working height up to a limiting radius of 25m.

Anti-Climb Devices, Locks and Keys

3.13 The AE is to advise the NHS Board Estates to implement appropriate preventive control measures where deemed necessary in order to inhibit unauthorised access to RHPs. This may be achieved, for example, by

- fitting anti-climb devices (ACD) such as plates with padlocks on ladders; or
- installing perimeter fencing; or
- key control to doors or windows that provide access to a high-risk WaH location.

3.14 Details of all keys relating to restricted WaH locations are to be included in the NHS Board's Document Register. The AP is to hold and issue keys for lockable ACDs installed on RHPs within his area of appointment and record each issue.

Note: The issue of a permit to climb or access a high-risk area may necessitate the isolation of equipment involving the permit of another discipline. Where this situation arises for a restricted place the AP (WaH), AP of the other discipline, or any other person authorised to issue a permit-to-work are to cooperate and coordinate their actions accordingly.

4. Management Arrangements

Introduction

4.1 The procedures set out in this section are to be followed when issuing a permit to climb or access a restricted place. These include preparation of:

- a task risk assessment;
- a method statement;
- an emergency and rescue plan.

Working at Height Document Centre

4.2 For each site a document centre is required for the documentation that supports the management arrangements for working at height. These documents will include:

- a document register; and
- standard forms.

Note: The document centre will comprise a lockable drawer or cabinet.

Document Register

4.3 This is the principal source of management information for WaH within the site. It is the responsibility of the Authorised Person to compile and update the information.

4.4 The Restricted High Place (RHP) documentation will contain the following:

- a register (Form H1);
- datasheets for each RHP on the register (Form H2);
- a register of residual hazards for each RHP (Form H3);
- a register of any equipment at each RHP;
- any serious fault notices (Form H8);
- current standing instructions (Form H10);
- copies of contractor risk assessments, safety method statements and safety programmes;
- written agreements defining the demarcation of responsibilities indicating the boundaries, operation, protection and maintenance procedures for the equipment;
- copies of relevant inspection and design certification;

- any relevant safety, technical and environmental documentation;
- any specific local procedures and instructions issued by the AE;
- lists and copies of certification for authorised climbers resident on site or of contractors used;
- register of permits and standing instructions issued (Form H7);
- completed permits (Form H6) and standing instructions (Form H10).

Audits

4.5 Application of these procedures will be the subject of periodic assessment of personnel and audit and monitoring for compliance. For further information, Section 8 refers.

Managing Remote Sites

4.6 When a work at height activity has to be carried out at a remote site, it is essential that the climbing/access team has in place a suitable and sufficient emergency and rescue plan. This might be more robust than usual taking into account the remote nature and location of the site. Plans are to include details of means of communication that are proven to be effective and appropriate rescue equipment made available appropriate to the location, height and type of work in hand.

Note: Reporting of Dangerous Incidents, Dangerous Conditions, Dangerous Practices, Dangerous Occurrences, Injuries and Diseases should be made as required by the RIDDOR Regulations.

5. Management Structure for Safe Systems of Work

General Principles

5.1 This section summarises the roles and duties of those who are responsible for the management of the Safe Systems of Work as identified in paragraph 2.10 and also identifies the specific and/or additional roles and duties connected with the management of work at height.

Coordinating Authorising Engineer

5.2 Where the NHS Board is responsible for a number of sites it may be appropriate to ensure that a Coordinating Authorising Engineer is appointed. The individual would be an active AE and delegated as the focal point for dissemination and receipt of information to and from all AEs.

5.3 The duties of the **Coordinating AE** (CAE) would include:

- ensuring that these procedures were updated to comply with current legislation applicable to WaH;
- making recommendations for any proposed changes to these procedures to cover current work activities;
- ensuring that any safety, technical or environmental documentation relating to WaH is issued as appropriate;
- formulating and issuing any operational restrictions;
- providing recommendations to the NHS Board to ensure that sufficient AEs are appointed;
- assessing and monitoring the competence of AEs to identify and initiate any training requirements and, once suitably trained, recommending their appointment to the appropriate director/manager;
- ensuring that a separate file is maintained on each AE detailing locations and areas of responsibility, appointment dates, qualifications, training certificates, refresher training, experience and general correspondence;
- carrying out regular audits of the management and control procedures for the AE;
- providing technical assistance and guidance on matters relating to the application of these procedures.

Authorising Engineer

5.4 The appointment of the **Authorising Engineer** (AE) is made in writing after a formal assessment by the CAE.

5.5 The AE is to be a suitably qualified, trained engineer with relevant experience in Safe Systems of Work.

5.6 Prior to formal appointment by the CAE, the AE is required to have achieved the necessary standard of training as determined at the initial appointment interview.

5.7 When suitably trained and prior to final appointment, the AE must demonstrate the following to the satisfaction of the CAE:

- knowledge of and familiarity with the variety of procedures involved in working at height within their area of responsibility;
- a full and thorough understanding of these procedures and any local variations within their area of responsibility;
- a general understanding of all relevant current legislation with particular reference to the Work at Height Regulations 2005.

Note: The role of the Authorising Engineer is to implement, administer, monitor and audit the adoption of these procedures.

5.8 The duties of the Authorising Engineer include the following:

- overseeing the carrying out of assessments of all high places on the site;
- ensuring that the register of restricted access places if prepared and maintained;
- advising on the need for and suitability of fixed access systems or other access methods;
- ensuring that planned appraisals, inspections and maintenance documents are available for each RHP;
- providing advice regarding the CDM Regulations and requirements for the Health & Safety plans with respect to RHPs;
- ensuring that handover documentation is satisfactory with respect to any new RHP;
- identifying the numbers of authorised climbers / access personnel necessary for the site or geographical area(s) to ensure effective adoption and implementation of these procedures;
- ensuring that a centrally maintained file is kept of all Authorised Persons within their area of responsibility. This should detail locations and areas of the AP's responsibility, appointment dates, qualifications, training certificates, refresher training, experience and general correspondence;
- ensuring that that the designated APs are suitably trained prior to appointment or re-appointment;
- interviewing prospective APs and, where successful, making recommendations for appointment;
- reviewing the operational experience of APs to ensure that competency is maintained and, if necessary, withdrawing the certificate of appointment;

- where there is a contract or license / lease between the NHs Board Estates and another party, ensuring that a written agreement is produced defining the demarcation or responsibilities between the parties involved for management of working at height;
- conducting audits in line with section 9 of these procedures to ensure compliance;
- reporting any deficiencies in the Safe System of Work to the CAE;
- ensuring that any accident or dangerous occurrence connected with working at height is immediately notified to the CAE;
- investigating and reporting dangerous occurrences;
- ensuring that safety, technical and environmental directives, alerts and bulletins relating to working at height are issued;
- ensuring that the NHS Board provides all APs with access to a copy of these procedures;
- providing general advice to APs in the execution of their work.

Authorised Person

5.9 The appointment of the Authorised Person (AP) is made by the NHS Board's director or controlling manager after being assessed by the AE.

5.10 The **Authorised Person** should be suitably qualified and trained and should have relevant previous experience in working at height and / or safe systems of work.

5.11 Prior to final assessment by the AE the prospective AP should have achieved the necessary standard of training set by the AE during initial AP interview. Refresher training Is required at periods not exceeding 3 years.

5.12 When suitably trained and prior to final appointment, the AP is required to demonstrate the following to the satisfaction of the AE:

- knowledge and site familiarity of the RHPs incorporated within their area of responsibility;
- the location and layout of the RHPs, keys and arrangements for obtaining access to them;
- the location and correct use of all appropriate working at height equipment and safety signs together with arrangements for obtaining access to them;
- a full and thorough understanding of these procedures and any local variations within their area of responsibility;
- a general understanding of all relevant current legislation, in particular, the Work at Height Regulations 2005.

Note: On completion of training and assessment the prospective AP will be appointed as AP for a period of up to 4 years as long as the requirements of these procedures are adhered to.

5.13 The role of the AP is to oversee and authorise all working at height on RHPs that takes place in accordance with these procedures. The specific duties to be undertaken include:

- reviewing all aspects for access to a restricted high place, issuing permits, where appropriate, and cancelling the permits on completion;
- arranging safe access for the climbing / access team;
- monitoring that the climbing / access team comply with the requirements of the procedures and withdrawing a permit if this no longer becomes the case;
- undertaking random checks on the climbing / access team to establish adherence in the provision and use of the PPE and work carried out to the method statement;
- informing the AE of any serious fault notices (Form H8) and other feedback as received from the climbing / access team;
- preparing and maintaining the register of RHPs;
- maintaining and (where appropriate) updating all RHP documentation;
- determining and maintaining the key storage arrangements for restricted access keys;
- cooperating and coordinating with APs of other disciplines;
- being familiar with each restricted place assigned to them and the site user requirements having an awareness of current climbing / access practice and equipment;
- having or ensuring processes are in place for the use of access equipment that does not require a permit and ensuring that the equipment is inspected and /or has certification;
- ensuring that NHS Board staff or contractors using access equipment not requiring a permit are suitably trained and competent.

5.14 The AP is to complete a personal logbook for working at height. The contents of this should include the following:

- a current curriculum vitae with specific reference to working at height, AP experience and associated duties;
- appropriate certificates of relevant training together with a record of all training undertaken and a programme for that required. (e.g. Certificates to support the CV such as ONC and AP training certificates, Fire and first aid training.
- letter of appointment or certificate of competency, as appropriate;
- diary records for relevant day-to-day WaH activities;
- a copy of the current NHS Board Estates WaH procedures;
- AE authentication as appropriate. (This section being reserved for completion by the AE).

6. Operating Procedures

General

Note: This section details the operating procedures to be adopted for managing the control of access to RHPs, covering permits, standing instructions, task risk assessments and method statements.

Access to a RHP requires the issue of a permit or standing instruction unless deemed unnecessary such as in situations where access was not a particularly high risk and was only available by suitably trained personnel. A permit to work at height may also require to be issued in conjunction with a permit of another discipline, e.g. confined spaces, electrical or mechanical systems.

Permits

6.1 There are two types of permits issued by the AP.

- the normal permit (Form H6) covers medium/high risk situations or where a short duration task is involved and is described in this section;
- the second type is called a 'standing instruction' (Form H10) which is issued to individuals for low risk activities or repetitive tasks that may be carried out a number of times over a long period (paragraphs 6.11 – 6.19 refer).

6.2 A permit is issued by the AP to the person in charge to allow the WaH team access to a RHP of other WaH activity. Each permit is to have a unique serial number. An exemplar permit Form H6 is included in the appendices.

6.3 The AP should only issue a permit after all aspects of the need to work at height and safe access have been considered and it is proven necessary for the work at height to be carried out. The WaH team undertaking the work have to satisfy the AP that the requirements of these procedures have been met.

6.4 The AP will check the competence of each member of the team. For advanced climbers this will involve inspecting their logbooks. However, the AP will not check the competence of climbers carrying out the tasks of other disciplines as these will be carried out by the AP for the relevant discipline.

6.5 Where appropriate the AP will also check medical examination evidence and fitness self-certification of each climber / access team members. (The requirement for a medical examination will be dependent on the task to be carried out).

6.6 The AP will ensure that a suitable and sufficient task risk assessment, method statement and emergency and rescue plan are in place prior to the issue of a permit.

6.7 A permit is to be issued to the person in charge of the climbing/access team following assessment of the request for access to a RHP and the task proposed.

6.8 A permit will be issued at the location of the RHP as far as practicable. For each RHP there is to be only one valid permit open at any one time. When the task is complete, the AP closes the permit and receives any feedback from the climbing/access team. Any standing instructions in place while a permit is open are to be temporarily suspended as the latter takes precedence.

6.9 In most circumstances, a permit will only be valid on the date of issue. However, should the duration of the work at height exceed one day, the AP may (subject to risk assessment) consider a request for the permit to remain open for a longer period up to a maximum of 5 days. This will be dependent on the specific work activity and the person in charge confirming on a daily basis that the fitness self-certification completed for each member of staff is still valid and that the risk assessment remains suitable and sufficient.

6.10 A permit may be required in conjunction with a permit of another discipline. In these situations the AP (WaH) and APs of other work disciplines are to cooperate and coordinate their actions accordingly (e.g. regarding access keys).

Standing Instructions

Note: Where a working at height task is of a frequent nature a standing instruction (SI) may be issued by the AP to the person in charge instead of the normal short-term permit as described previously. The SI would be issued on Form H10 and approved by the AE. The AP is to conduct a suitable and sufficient assessment of the risks for consideration of a SI.

6.11 The AP is to provide the following documents to the person in charge following a request for a SI:

- Form H2 – Datasheet;
- Form H3 – Register of residual hazards;
- Form H8 - Serious fault notice (if applicable);
- Any condition inspection certificates available.

6.12 The person in charge is to submit the following documents to the AP:

- Task risk assessment;
- Method statement;
- Emergency and rescue plan.

6.13 The documents may be generic for the type of work activity being undertaken. The generic documents are to be reviewed by the person in charge and updated to task-specific status applicable on each occasion the SI is invoked.

6.14 The person in charge (or his employer) is to provide the AP with details of the personnel in his team. However, a SI is valid only for a single named individual. Each member of the work team has to be competent in accordance with the requirements of these procedures.

6.15 The person in charge confirms that the team members (if applicable) have undergone the relevant medical examination and that fitness self-certification has been completed prior to each activity. He is also to check the weather forecast prior to each external work at height activity if working externally or in an open building. The person in charge is to inform the AP immediately of any changes to the agreed plan of work, change of personnel or any other situation that would affect the safety of the WaH team members or increase the level of risk from that originally assessed.

6.16 The validity of a SI should not exceed 12 months.

6.17 Keys for access to the RHP during the validity of the SI are either returned to the key cabinet after each use of, if thought suitable by the AP, a second key could be issued to the person in charge.

6.18 The SI for a particular location is temporarily suspended if a work at height tasks required a normal permit for the location involved. When this situation arises the person in charge will return the form H10 and the keys to the AP. Once the normal form H6 permit has been closed the SI form and the keys may be returned subject to any further risk assessments being carried out as a result of the work that has just taken place.

6.19 A Standing Instruction will be cancelled by the AP under the following circumstances:

- change of named team members;
- change of work at height task;
- new hazards are present and/or the risk rating has increased to unacceptable levels.

Risk Assessments and Method Statements

6.20 For work to be carried out in a RHP a task risk assessment is to be prepared by or under the supervision of the person in charge.

6.21 This risk assessment requires to take into consideration details given on the RHP datasheet (Form H2). Residual Hazards (Form H3) and the Register of Equipment which are to be made available to the person in charge. Additional hazards present at the time of the work at height activity are also to be considered. Guidance on potential hazards in relation to working at height is provided in section 7.

6.22 In preparing the task risk assessment each task is to be assessed taking into account the mitigation and control measures to be applied as far as reasonably

practicable. Any residual risk has to be clearly identified and full details of how the work will proceed safely are to be provided in the method statement.

6.23 The method statement should include details of the personal protective equipment (PPE) to be worn and used by each member of the access team during the work at height activity.

6.24 The method statement should also include details of site boundaries, methods of cordoning-off suitable access around the restricted high place and any temporary signage that may be required.

6.25 The person in charge and members of the access team are to remain vigilant and are to review the task risk assessment continually during the work at height activity. They are to take account of any changes such as environmental conditions, and implement further control measures as necessary.

Emergency and Rescue Plan

Note: For any work at height on a restricted high place the person in charge is to prepare a suitable and sufficient emergency plan for dealing with emergencies. The plan is to include names and telephone numbers of all emergency and support services that may need to be contacted.

6.26 A rescue plan is to be prepared by the person in charge for each work at height activity. The plan has to be effective considering the task and the location in order for the rescue to be carried out promptly. The rescue method, equipment and location of equipment, is to be detailed on the plan. A rescue may require to be carried out by personnel suitably trained in rescue from height. Al members in the team must be able to communicate with each other including the rescue personnel with all means of communication to be proven effective. A rescue plan is not necessarily to rely on the emergency services as in some cases (such as when fall-arrest equipment is used) rescue cover is provided by the climbing / access team.

6.27 During a rescue from height single rope working is only to be permitted where life is endangered and it is considered essential following a risk assessment.

7. Work at Height Procedures Climbing/Access Team

This section provides details of the climbing / access teams, the person in charge and defines the required competencies of the two categories of climbers; occasional and advanced. It describes the composition of a climbing team and the responsibilities of both the person in charge and the team members. The requirements for medical examination, fitness, climber skills, training and the keeping of logbooks are also given. Additionally guidance is provided on potential hazards and personal protective equipment.

Not all access teams have to be trained climbers. The AE and AP will be able to identify where trained climbers are required.

Working at Height Team

7.1 The climbing team will be composed of adequate numbers of competent personnel required to carry out the work at height activity on the restricted high place in accordance with the requirements of these procedures.

7.2 Occasional workers do not require formal work at height training and as such do not were harnesses for the purpose of fall arrest. They may, however, wear a harness for the purpose of work restraint such as with a roof latchway system which will act to prevent a fall or they will be working in a safe place where the fall protection is collective and passive such as that provided by fixed handrails. For occasional climbers the only risk of falling occurs during the acts of access and egress and, for this reason, they are generally limited to climbing fixed access ladders with safety hoops and maximum rise of 6m. A second successive ladder, also with a 6m maximum rise, may be climbed but only if it is separated from the first by an adequate intermediate platform and as long as the safety hoops on the second ladder prevent falls over the intermediate platform handrails. Any deviation from these constraints must be given to the AP in writing by the AE.

7.3 Should occasional climbers wear a harness in combination with fall-restraint equipment they shall be trained in its use.

7.4 Advanced climbers will have formal training and are permitted to use fall-restraint systems. The maximum height climbed and the nature of the work carried out is generally limited to the individual's abilities based on past experience and competence.

7.5 In the event of an emergency, to effect a rescue operation, a climbing/access team is to comprise a minimum of two members. The climbing/access team is to have effective and proven means of communication between members of the team at all times.

7.6 For advanced climbers using fall-arrest system, where the task is such that only one climber is required on a structure, the second climber is to be fully equipped with a full body harness and other appropriate personal protective equipment,

ready to climb in the event of an emergency and in accordance with the emergency and rescue plan.

7.7 For occasional climbers not using fall-arrest systems, where the task is such that only one climber is required on a structure, the second climber should be equipped and ready to climb the structure to assist in the case of an emergency. However, the rescue plan must be effected by others in accordance with the emergency and rescue plan unless the rescue procedure is within the competency of the second climber and this is written into the plan.

7.8 The climbing/access team is to have all appropriate equipment and PPE to undertake the work at height activity safely, and it is to be used in accordance with the Method Statement.

7.9 Where the access team is for a WaH activity that does not involve climbing (such as where there is door access to an unprotected roof) each member of the team must be suitably trained for the task involved which may include training in the use and wearing of a harness.

Person in Charge

One member of the team will be appointed as the person in charge, normally by his employer. The person in charge will be an experienced person and have overall responsibility with regard to safety and WaH matters in relation to the commencement or continuation of any WaH activity,

7.10 Prior to accessing a restricted high place the person in charge is to obtain a permit or SI from the respective AP. The AP will not issue a permit or SI until all hazards have been considered and the associated risks have been assessed and recorded in the task risk assessment. It is the responsibility of the person in charge to ensure that the task risk assessment, method statement emergency and rescue plan are prepared and that they are followed and reviewed as necessary.

7.11 The person in charge is to ensure that each member of the team operates in a safe manner and understands his individual responsibility. He is also to ensure that each member is operating within his own capability and is willing to undertake the task. Where a team member demonstrates a lack of confidence in carrying out the task, the person in charge is not to insist that it is carried out.

7.12 In the event of a situation that the person in charge considers to be unsafe, all operations are to cease immediately. A report on the occurrence would be made immediately to the AP and no work at height activity resumed until the AP and the person in charge have agreed in writing to do so.

7.13 The person in charge is to ensure as far as is reasonably practicable that a person working at height does not position himself directly below another team member on the access system or structure.

7.14 When a serious fault is identified by any member of the team, the person in charge must notify the AP as soon as practicable. The AP will then compile a

serious fault notice and forward a copy to the AE. The person in charge and the AP must take appropriate and immediate action to make the restricted high place secure and prohibit further access until a suitable risk assessment and method statement have been produced and agreed with the AP.

7.15 On completion of the work at height activity, the person in charge is to provide feedback and confirmation that the work has been completed, the structure and access system have been left in a safe condition and the site secured, The person in charge is to return the permit to the AP for closure.

Climbing and Access Policy

7.16 For some RHPs as determined by the AE/AP only occasional or advanced climbers are permitted to access under a permit or SI.

7.17 Prior to embarking on climbing the person in charge must undertake a visual inspection of the structure and access system. All climbers/access team members should ensure that visual inspections are maintained throughout the work at height activity in order to detect any unacceptable conditions or defects in the structure or the access equipment.

7.18 When using fall-arrest or work restraint measures team members should select the strongest anchor point available. Normally these will be structural elements approved by a competent person or a load-tested anchor point. Reference will have to be made to the latest inspection or appraisal report on the RHP. For fall-arrest equipment the selected anchor points should be as high as practically possible – preferably above head height.

Note: Work at height PPE is manufactured and tested against standards that govern the overall weight of a person, including clothing, equipment and tools, safely able to use the equipment. Current standards detail tests at 100kg although many manufacturers produce tested and certified equipment rated at 130kg and above. The person in charge must ensure that all members of the climbing team are issued with the appropriate PPE and that the overall weight of a climber does not exceed the stated value for any items of PPE in use

7.19 The practice known as ‘free climbing’ where a climber is not protected by passive fall protection or any other fall arrest equipment is prohibited under any circumstances.

	Occasional Climber	Advanced Climber
Training	Awareness only	Formal
Experience at height	Employer assessed	Demonstrated in logbook
Additional skills	As required	Rescue from height First aid training RF monitoring (if required)
Formal Medical Examination	Not required	Certified by Medical Practitioner
Fitness	Fitness self certification	Fitness self-certification
Climbing Limits	RHPs incorporating hoops and platforms at 6m max spacing to a max height of 12m above ground level	Limited by experience / risk assessment
Proprietary Equipment	Specific equipment training by approved trainers	

Medical Examination and Fitness to Climb

7.20 Due to the physical and mental demands of working at height, advanced climbers accessing RHPs must have periodic medical examinations carried out by competent medical practitioners to identify any condition that might affect an individual's ability to climb. A sample letter for their guidance is located in the Appendices. Where seen to be appropriate fitness questionnaire (Form H9) should be completed by members of the climbing/access team.

7.21 Immediately prior to undertaking any strenuous WaH activity all members of the team are to complete fitness self-certification which should be countersigned by the person in charge who will be responsible for ensuring that all advanced climbers have valid documentation.

7.22 The recommended frequencies for medical examination for advanced climbers are:

Age	Frequency
up to 45	every 5 years
45 to 55	every 2 years
over 55	annually

7.23 Minor illnesses may result in life threatening situations for those working at height and individuals should not climb if they do not feel fit enough to do so.

7.24 Following any sickness absence of two weeks or more, or, at the request of their supervisor, when there is reason to suspect that an individual may have difficulty undertaking their work, the individual should seek clarification from a medical practitioner that they may continue to work at height.

Climber/Access Personnel Training

7.25 Advanced climbers are to have formal training in order to work at height. This training should cover the following issues, as a minimum:

- relevant Health & Safety legislation;
- climbing and access techniques;
- selection and inspection of work equipment and PPE;
- risk assessments;
- emergency planning;
- rescues;
- first air; and
- record keeping.

Note: Training records must be available for inspection. They would normally be kept in the climber's logbook.

7.26 Occasional climbers should receive height awareness training including as a minimum:

- ladder safety;
- ladder climbing techniques;
- relevant Health & Safety legislation;
- risk assessments; and
- emergency planning.

7.27 Training for other WaH activities will be as required for a specific task and be provided by approved trainers.

7.28 Formal training is to be carried out in accordance with the requirements of BS8454: 'Code of practice for the delivery of training and education for work at height and rescue'.

Climber's Logbook

7.29 Advanced climbers are required to maintain a logbook to demonstrate their acquired levels of competence. This requirement is optional for occasional climbers.

7.30 The following details should be included in the logbook:

- climbing log (with details such as the type of structure, unusual weather, equipment used)
- Training Records;
- evidence of Medical Examination.

Climbing/Access Hazards

7.31 **Radio Frequency (RF) hazards** may be encountered. Where the radiating properties of any antenna cannot be established they should be treated as hazardous and all personnel access within the vicinity should be denied access unless it has been electrically isolated or RF monitoring has been carried out by a competent person whereby no significant risks were found in the proposed work location.

7.32 **Falling objects** can travel large distances, especially where deflected. An exclusion zone should be set up with a radius of half the maximum working height, up to a maximum of 25m, if accessing outside a contained area

7.33 WaH should not be carried out when **environmental and weather conditions** present an unreasonable risk to personnel involved. This will depend on many factors and the final decision must be made by the person in charge.

	Max mean wind speed (mph)	Wind Description	Visual Description
Occasional Climber	10	Gentle breeze	Leaves and small twigs in constant motion Small flags extended
Advanced Climber	20	Fresh breeze	Small trees in leaf begin to sway. Crested wavelets on inland waters
Proprietary Equipment	As detailed by manufacturer.		

Note: The maximum gust wind speed (measured by an anemometer) may be 1.5 to 2.0 times the mean value.

7.34 **Lighting** is an environmental condition of particular concern to WaH access teams. Weather conditions should be continually monitored and advanced warnings from reliable sources sought prior to works being carried out.

7.35 All residual hazards should be recorded in the 'Residual Hazard Register' (Form H3) for each restricted work at height location.

Work equipment and Personal Protective Equipment

7.36 Suitable work equipment and PPE for work at height should be selected as determined by the task risk assessment and utilised as determined by the method statement, and in accordance with the manufacturer's instructions.

7.37 Work and personal fall protection equipment is to comply with BS8437 and all equipment and PPE shall comply with relevant British and European Standards.

7.38 Advanced climbers must wear **full body harnesses** on restricted high places where the task risk assessment and method statements require this.

7.39 All climbers/access team members must wear **climbing helmets** with chin straps. All personnel on the ground within the designated site perimeter or exclusion zone are to wear head protection.

7.40 **Eye protection** must be worn by climbers where the task risk assessment and method statement require this.

7.41 **Protective clothing** must be worn suitable for the work activity being carried out and, if outdoors, for the prevailing environmental conditions. Overalls are preferred as there is less chance of clothing becoming loose and flapping about. However, it is important that all clothing is comfortable and does not restrict movement. A **high visibility jacket** may be worn on top if required.

7.42 **Pockets** should remain closed with fasteners to prevent items falling out and small tools should be held in a bag or attached by means of a karabiner.

7.43 **Footwear** should provide firm support to the foot and ankle and have a well-defined instep and patterned sole to prevent slipping. Steel toe caps must always be incorporated and strengthening soles are recommended where long climbs are involved or if work involves standing on a ladder rung or bracing.

7.44 **Protective gloves** must be available and worn when appropriate for the work activity being carried out. In particular, they should protect against heat, cold, sharp edges, protective coatings, splinters and bird droppings.

8. Notes on other aspects of Work at Height

Note: This section covers work at height activities using temporary access methods or activities not covered adequately elsewhere in these procedures.

Scaffolds

8.1 This section applies to both traditional scaffolds and properly erected mobile tower scaffolds.

8.2 Scaffolds should be designed to protect the public. This includes preventing materials falling, ensuring that they are strong enough to carry the loads required and that traffic and pedestrians are in safe areas particularly during erection and dismantling, and preventing unauthorised access, especially when unattended.

8.3 Scaffold design, erection and dismantling should be carried out by competent staff under competent supervision. Scaffolds should be adequately braced and securely tied or otherwise supported. Additional ties may be required where the scaffold is sheeted or used for hoisting or loading materials. Uprights bearing directly on the ground should incorporated base plates and timber sole plates if required.

8.4 Scaffold work platforms should be fully boarded with the boards arranged to avoid slips and trips. Double guardrails and toe boards should be provided. Stair or ladder access should be suitable and secure. Ladders should also be secured to avoid the potential for sliding. Where practicable, ladders should extend a minimum of 1m above work platforms to offer safer access.

Note: Scaffolds should be inspected by a competent person before first use, after any changes have been made and at regular intervals not exceeding 7 days. Ladders should be checked regularly for defects as set out in the Method Statement or Safety Management Plan. No changes to the structure should be carried out except by a competent person and care should be taken to ensure that they are not loaded beyond design levels.

8.5 For mobile tower scaffolds the maximum height to minimum width ration should be 3:1 unless the manufacturer's instructions state otherwise. This will usually involve the use of outriggers. The wheels must be locked when in use and the scaffold unoccupied during movement. Tower scaffold should never be used to support ladders.

8.6 For erection and certification of mobile tower scaffolds the competent person is to have PASMA or equivalent training and certification.

Mobile Elevated Working Platforms

Note: This section covers all types of Mobile Elevated Working Platforms (MEWPs) including scissor lifts and platforms at the end of booms (more commonly known as 'cherry pickers'). The booms may be telescopic or articulated and may be lorry mounted, trailer mounted or self-propelling.

8.7 MEWPs can provide a quick and easy positioning solution for someone who needs to work at height. There are many different types available and it is essential to select the right type for the job in hand. When choosing a MEWP consideration should be given to the height and reach of the work, the ground conditions, the type of fuel (if indoors), the nature of the work and the number of workers required.

8.8 Operators of any MEWP should be properly trained and hold current IPAF or equivalent certification. The machinery itself should also have a valid examination certificate (equivalent to an MOT) valid for 6 months. Daily checks should be carried out prior to use and normally weekly inspections will be carried out.

8.9 Whether or not the users require to be restrained when at height will be determined by the risk assessment for the task to be undertaken. Nonetheless for carrier platforms (cages) on booms it is good practice for harnesses to be worn with a restraint lanyard attached to a solid anchor at a low point within the carrier platform to prevent falls which could topple the machine. MEWPs should be fitted with double guardrails and toe boards.

8.10 Following the task risk assessment rescue plan will be drawn up prior to work starting. Any doubts as to its effectiveness (for example, using an unfamiliar machine for the first time) should be proved by a practice run.

8.11 Exclusion areas should be introduced below and around the MEWP to protect others from falling objects and effective barriers and signs should be positioned to prevent collisions with other vehicles.

8.12 MEWPs should generally be restricted to work positioning and should not be used for gaining access to a fixed workplace such as a roof unless the carrier platform has been adapted to allow the users to walk directly to a safe area on the roof. They should be used strictly within their loading capabilities which will vary depending on the height and reach required. MEWPs must never be used as a crane.

8.13 Some MEWPs have outriggers acting as stabilisers. These would be found on lorry or trailer-mounted machines that usually offer a greater reach. Operators of this type of machine require additional training which would be indicated on their IPAF certificates.

8.14 Other dangers arise when the carrier platforms or whole machine are moved. If movement takes place in the raised position – assuming this is allowed by the manufacturers – a banksman should be used on the ground. The MEWP has to be kept on firm ground all the time as any vertical movement (even in one

wheel) will become amplified. Depressions as shallow as 75mm have been known to cause overturning and particular care is needed where inspection covers are present. There should always be an adequate method of communication between the ground and those on the carrier platform during movement as there is a danger of impact between those on the platform and the structure. This is crucial in a machinery breakdown or rescue situation. Some machines will cut out should any part become wedged beneath a structure. Under these circumstances they can only be brought down by an operator on the ground.

Note: Weather conditions must be considered prior to work starting involving a MEWP even when the work is indoors as doors and windows may be opened. Forecast wind speeds are normally mean wind speeds and do not take account of gust speeds which can exceed twice the mean values. Lightning is a potential risk especially when the platform creates a local high point. Forecasts of lightning risk can be obtained and detection meters are available.

8.15 It will be necessary to assess other alternative work methods if the operations are required on soft ground or near steep slopes or excavations when the weight of the machine can affect the ground and cause soil failures or slippages.

Portable Ladders

8.16 Portable ladders are best used as a means of getting to a workplace. They should only be used as a workplace for light work of short duration, this being a maximum of 30 minutes.

8.17 Such light work would involve using one hand only and be easily reached without stretching. The ladder must be securely fixed to prevent slipping and a good handhold must be available.

8.18 Many ladder accidents occur during work lasting less than 30 minutes. The chance also increases with the length of the ladder. As this increases they become harder to handle, more flexible and difficult to foot effectively. When ladder work is carried out in a number of locations involving the ladder being constantly moved around and set up, there is an increased risk of carelessness creeping in. If there is a better means of access, a ladder should not be used.

8.19 Where ladders are used to access work platforms they should, where practicable, extend 1m beyond the platform.

8.20 Ladders (including step ladders) should be in good condition and strong enough for their intended use. (DIY-type ladders may not be sufficiently robust). Ladders should be unpainted and inspected thoroughly before first use, on each site, and then as directed by the Method Statement of Safety Management Plan. As with other safety equipment a formal inspection should be carried out by default and recorded at intervals not exceeding 6 months. To facilitate this, ladders must be adequately labelled for identification and listed on a schedule of portable ladders. The inspection should cover the rungs and stiles and their

connections along with the treads, crossbars, welds, screws, hinges and any anti-skid or built-in stability devices.

8.21 A ladder must rest on a firm level surface and be secured so that it does not fall or slide away from the wall or run sideways along the wall. The best place to secure it is at the top. If it cannot be fixed, and during its being fixed, the ladder should be footed by a second person. The correct angle of 75° will help minimise the risk of the ladder sliding away from the wall while the top should rest against a solid surface (i.e. *not* against plastic guttering or cement roof sheeting).

8.22 Step ladders provide a free-standing means of access. However, they require careful use as they are not designed for any degree of side loading and are relatively easily overturned. It is imperative that any work is within easy reach. When used for access to the likes of a loft, users are tempted to stand on the top step and this is when step ladders are particularly dangerous, being unstable and easily overturned.

8.23 Metal ladders should not be used where there is a risk of electrocution.

8.24 Ladder stability devices and ladder levellers are available and may offer additional means of achieving ladder stability where it is not reasonably practicable to use other methods. Their performance may not, however, have been thoroughly tested. All users of portable ladders are to be trained in their use.

Working on Roofs

Note: In the construction industry falls from height account for more deaths and injuries than any other cause and roofers account for around a quarter of those killed in falls from height. Accidents also occur during roof maintenance, cleaning and inspection operations. Nearly half of work at height accidents involve falling from or through roofs and frequently involve fragile roofs.

8.25 As with all work at height there is a systematic hierarchy which should be followed when planning the work. (Paragraph 3.1 refers). Fall prevention takes precedence over fall-arrest measures and within each category collective measures take precedence over personal measures. This is because collective measures are passive in not requiring the user to take any action whereas with personal protection not only does the user have to remember to use the equipment, it must also be used correctly.

8.26 Getting on and off a roof is a major risk and a secure means of entry is essential. Access or tower scaffolds are suitable, preferably with stair access, and the use of a properly secured ladder is the minimum. Consideration is needed as to whether the work could be carried out more safely from below.

8.27 For those on the roof the first line of defence is adequate edge protection to prevent falls occurring. The main guardrail should be a least 950mm high (preferably 1,100mm) with an intermediate rail at mid-height. Where there is a risk of objects being kicked off, toe boarding should be fitted.

8.28 If the roof itself cannot provide an adequate platform either because of its pitch or fragility then other measures should be considered such as using a MEWP so that the work can be undertaken from the carrier platform (cage) or a platform installed.

8.29 Where adequate fall prevention measures cannot be provided collective passive systems should be considered such as nets, airbags and bean bags to minimise the consequences of a fall.

Note: Nothing should be thrown from a roof or scaffold. Enclosed chutes should be employed or the rubbish lowered to the ground in a controlled manner within a container. Particular care should be taken to protect the public from falling objects either from the roof or from the means of access. If they cannot be kept at a safe distance then additional protection measures will be required.

8.30 Unauthorised and public access should be prevented at all times. When considering signage it should be remembered that this is ineffective with young children.

8.31 All those working on a roof should be competent to do so and have adequate training for their particular duties. The various types of training could include installing edge protection, operating a MEWP, manual handling, tower scaffold erection or the use of harnesses and rescue procedures.

8.32 Weather conditions can endanger lives particularly during windy conditions when loose objects can be blown around or those carrying sheeting may be blown over. Rain, snow and ice can cause slips and the cold can cause numbness and the increase likelihood of people losing their grip or dropping objects. Loose objects should not be left out at height when the site is unattended in case the wind picks up.

8.33 Short-term roof work could typically include inspections, replacement of a few tiles or a minor adjustment to a TV aerial. The work should be carried out in minutes rather than hours and it may not be practicable to provide full edge protection. However, the following two minimum requirements will always apply:

- a safe means of access to the roof level;
- a safe means of working on a roof. (This may involve properly constructed roof ladders or personal restraint systems. It should be remembered, however, that MEWPs can be appropriate for short-duration work).

8.34 In the construction industry 22% of deaths from falls are through fragile roofs. A fragile roof is one that cannot safely carry the weight of the people and materials on it. Where they are known to exist adequate warning signage should be fixed on the approaches and adequate precautions taken such as the introduction of a permit system and anti-climb measures provided.

8.35 In assessing fragility there are a number of factors to be considered:

- material thickness;
- span between supports;
- sheet profile;
- type, number and quality of fixings;
- support design including purlins;
- structure age and condition (any rood can become fragile with time);
- the vicinity of roof lights.

8.36 The fragility assessment should be carried out by a competent person. It may be that the whole roof is fragile or just in small areas such as roof lights. Roofs can also be temporarily fragile such as at certain stages of construction.

8.37 Where work on a fragile roof cannot be avoided the area must be made safe with staging to distribute the loads along with adequate edge protection and safe platforms. Any staging of platform members fitted should span at least two purlins or between other supports and not rely on the support of the fragile surface. Where valley or parapet gutters are employed for access fixed covers should be provided extending far enough to prevent anyone falling on them from falling through the roof.

8.38 Any fall protection measures used should have good anchorages and the use of nets below the roof is a possibility. Where there are only small areas of fragile material they should be fenced off or securely covered with warning notices displayed. For short duration work on fragile roofs it may be that the use of harnesses and permanent running-lines may be adequate.

8.39 Where work on a flat roof is at least 3m back from the roof perimeter and edge protection is not provided, the working area and access to it should be marked out with continuous physical barriers. This method of protection will require tight supervision.

8.40 Where nets are fitted they should be installed by a competent person, securely attached and as close as possible beneath the roof surface or edge.

8.41 On traditional pitched roofs most falls are over the eaves. Edge protection along the eaves will have to be strong enough to restrain someone falling against it and therefore the length of the slope and steepness of the pitch must be considered. On large or steep roofs intermediate protection may be required and if work is to be carried out within 3m of the gables then edge protection will be provided here also.

8.42 On sloping roofs work should not be carried out directly on slates or tile as they do not provide a safe footing, particularly when wet. Roof ladders and proprietary staging should be used to achieve a safe passage in addition to the edge protection.

8.43 Fixed fall restraint systems are common on roofs. Anyone using such a system should be trained in its use along with the use of the work equipment worn. The system should have current certification and have been inspected by a

competent person as per the manufacturer's instructions, which is usually at a maximum interval of 12 months. The use of any fixed safety line system should be controlled by a work at height permit.

Working with Excavations

8.44 Anyone working near an excavation is effectively working at height if there is a risk of a fall. Additionally anyone in an excavation is at risk of materials falling. A typical soil density is 1.5g/cm^3 therefore a cubic meter of soil will weigh 1.5 tonnes.

8.45 All excavations should be supervised and inspected at least daily by a competent person. If the excavation exceeds 2m in depth it should be inspected for every shift. A thorough formal inspection (with results recorded) should be carried out every 7 days unless a risk assessment identifies that more frequent inspections are needed.

8.46 Shoring must be available for all excavations and must be used if the depth exceeds 1.2m except where the sides are battened and safe.

8.47 Signs and barriers must be used for all excavations.

8.48 Detection equipment and as-built drawings shall be used to locate buried services and hand digging shall be carefully employed in their vicinity until their precise position has been established.

8.49 Spoil heaps, vehicles and other materials must be kept at a safe distance from the edge of excavations. Stop blocks must be used to guide tipper lorry drivers. The chances of soil failure are increased during wet weather.

8.49 Ladders used for access and egress must be non static inducing so that sparks are not created that could ignite any dangerous gases. Where there is a risk of dangerous gases occurring only tools that are intrinsically safe must be used.

8.50 Some excavations can be classed as confined spaces and may require the use of a gas monitor and a permit provided by the AE (Confined Spaces) or equivalent.

8.51 in certain circumstances excavations may have to be considered as confined spaces. In this case the guidance provided in SHTM 08-07 will cover the safe systems of work required.

Rope access and steeplejack techniques

8.52 These methods of working at height will generally be considered as more unsafe than the use of scaffolding or a MEWP. However, the risk assessment may dictate that they are necessary. These activities are only to be carried out by highly trained and competent people who will hold current qualifications by IRATA or similar associations.

8.53 Rope access and positioning techniques must involve a system consisting of two individually anchored lines. One – the working line – is the primary means

of access with the other as the safety line. (Paragraphs 11.8 – 11.19 also refer).

8.54 Access and work activity using these methods should be covered by the working at height permit system. This work is highly complex and carried out by professionals and although the AP will not have the same level of knowledge of the procedures he will still be the facilitator with greater local knowledge of the site.

Window cleaning

8.55 This section gives advice on the options available for window cleaning activities.

8.56 To avoid working at height window cleaning should be carried out from the ground or from inside the building (assuming the windows were designed to rotate).

8.57 If the risk cannot be avoided the choice of access equipment will be determined by:

- the height to be negotiated;
- the site conditions;
- the duration and extent of work;
- the frequency of required access.

8.58 For suspended access equipment such as cradles the whole system should have a current certificate of thorough examination and maintenance records. Access to the cradle must be safe, preferably from the ground to avoid unacceptable climbing over roof edges. In some cases a safety wire system can be used to access the cradle at height. A safe system of work must be drawn up with special consideration given to communications and emergency rescue or breakdown procedures. This work activity should be controlled by a work at height permit.

8.59 Before commencing any work activities from suspended access equipment checks should be carried out to ensure that it is safe and appears in good physical working condition. Key points include:

- safety devices;
- control buttons;
- anchorage points;
- the electrical system;
- signs of physical damage;
- corrosion or wear;
- the condition of ropes, pulleys and drums.

8.60 Operators of suspended access equipment should be fully trained in its use. They should ideally ensure that the equipment runs smoothly prior to starting work. The operators should wear full body harnesses that can be connected to a designated anchorage with an energy absorbing or inertia-reel lanyard. They should ensure that the equipment is not overloaded, that tools are secured with lanyards, the area below the cradle is cordoned off, signs posted if necessary and, if the windows are capable of opening outwards, the building occupants informed of the activities. It may be advisable to carry out these activities at quieter times of the day such as evenings or weekends and the equipment should not be used during adverse weather conditions such as high winds.

8.61 Once the work activity is complete the suspended access equipment should be stored safely and securely with the power disconnected to prevent unauthorised us.

8.62 Travelling ladders or gantries are sometimes found across large areas of glazed roofing and can be powered or manually operated. As with suspended access equipment, the operators must be fully trained on its use, wearing the correct PPE (including full-body harness) and rescue procedures put in place. Key aspects of concern for this particular type of equipment are:

- the method of access;
- the need to ensure that users do not overreach;
- that the equipment can be locked in place when being used;
- whether there is a possibility of unauthorised persons controlling it.

The fall-arrest systems should be checked that they lock in the event of a fall, especially with vertical sliding systems.

8.63 In some cases involving smaller premises the risk assessment may show that because of the short duration work and features on the building that cannot be altered, portable ladders may be the only realistic option. Their use is described in paragraphs 8.16 – 8.24. HSE information sheet MISC613 gives further information.

8.64 Rope access methods are now being used more frequently in window cleaning. The methods are, however, complex and it became clear to HSE that not all the companies involved fully understood these complexities. Rope access methods are generally not considered as safe as with suspended access equipment and MEPWs. HSE information sheet MISC612 gives further information.

8.65 These in control of buildings must recognise that because of inappropriate design or other factors it will not always be possible to ensure that all windows can be cleaned in relative safety. It should be remembered that not cleaning certain windows is preferable to exposing workers to unnecessary risks.

9. Audits and Monitoring

Note: Auditing is the structured process of gaining independent information on the efficiency, effectiveness and reliability of the management system and drawing up plans for corrective action.

Monitoring is the observation process followed to ensure that procedures are being operated correctly.

9.1 The audit regime has two purposes:

- to ensure that procedures and safe systems of work are kept under review and changed to adapt to circumstances and developments;
- to secure implementation and compliance.

9.2 Any assessments, whether for interview or audit, shall consider the individuals' competence. The HSE identifies the following five elements:

- training;
- knowledge;
- qualifications;
- skills;
- experience.

Audit Requirements

9.3 The AE is to assess each AP under their control annually to confirm their continued suitability and identify any training requirements.

9.4 The CAE is to arrange and oversee regular monitoring and periodic audit of the application of these procedures by the AE.

9.5 The AE is to generate a programme for their audits, a copy of which will be sent to the CAE. Upon completion of an audit the AE is to complete a report on the findings which will be submitted to the site within 28 days, with a copy sent to the CAE.

9.6 The AE is to conduct interim audits at any site within 6 months of the previous audit, when it is considered necessary. This will usually, but not always, following the issue of a corrective action plan. Interim audits are formal reviews but are essentially part of the ongoing informal monitoring process.

9.7 Where one or more AP covers a number of sites the AE is to ensure that his audits cover all sites within a 3-year period.

9.8 The CAE issues an annual report to the AE on the audit programme and identifies any resource issues.

9.9 The AE carries out audits on site and considers to following as a minimum:

- operating records;
- appointment records;
- risk assessments (submitted);
- method statements (submitted);
- maintenance records;
- documents register;
- any relevant construction drawings or certification;
- AP's logbook;
- AP's Training both on the procedures and also on site equipment and systems;
- Safety documents.

10. Training

Note: It is a prerequisite for those individuals described in these procedures to have undertaken training equivalent to their position and be familiar with the concepts of risk assessments, method statements, safety programmes and other relevant safety documentation for their sites. The AEs, APs and members of the climbing/access teams should all be in possession of an up to date personal logbook (if required).

10.1 Advanced climbers are, as a minimum, to have completed and passed a climbing course such as the 2-day 'Advanced Industrial Climber' course and be in possession of current certification. The climbing aspect of the course is valid for three years whereas the rescue element may only be valid for 1 year. Climbers with current IRATA certification are deemed to be of a higher standard than 'industrial climbers' as they are generally working at height regularly and have been through much more rigorous training, rescue techniques and assessment.

10.2 Occasional climbers may have completed a 1 day 'Occasional Industrial Climber' course but this is not compulsory and relevant tool-box talks followed by an informal assessment of their competence for the task is often adequate.

10.3 Authorised Persons are to have completed and passed a relevant 'Working at Height' course which covers the various aspects of Work at Height including relevant legislation along with an introduction to the implementation of permit systems. This course does not include a physical climbing element, nor is this necessary. The course certification is generally valid for up to 4 years or as stated by the training authority.

10.4 Authorising Engineers are to have completed and passed the same course as the Authorised Persons but, in addition will have attended courses on the implementation of a permit system.

10.5 Training for aspects of work at height that does not include climbing is identified in section 8.0.

11. Miscellaneous

Working at Height Regulations - Terminology

11.1 **Safe existing place of work:** This is a place, (including the means of access), that – although at height – is already safe as it has adequate permanent protection usually in the form of parapet walls or guardrails. The situation is highly desirable in the hierarchy as work at height has been avoided.

11.2 **Collective fall prevention:** If an existing place of work (i.e. a safe place) cannot be utilised work equipment is to be utilised to prevent falls. This work equipment includes: temporary guard rails, scaffolds, tower scaffolds and MEWPs. This is the preferred situation when work equipment is required, for three reasons:

- falls are prevented;
- all workers are protected;
- when set up, does not require any specific input from the user (i.e. passive).

11.3 **Collective fall arrest:** If fall prevention measures are not reasonably practicable or do not eliminate the risk of a fall work equipment should be used to mitigate the effects of a fall. Work equipment includes nets and airbags or other equipment that provides a soft landing and does not require any specific input from the user.

11.4 **Personal Fall Protection Systems:** This covers a variety of safety systems including work restraint, personal fall prevention, work positioning, rope access, fall arrest and rescue systems.

11.5 **Work Restraint:** This is a personal fall protection system that uses a body holding device connected to a reliable anchor to prevent a person from reaching an area where there is a risk of a fall. The body holding device will usually consist of a lanyard and harness.

11.6 **Personal Fall Prevention:** This comprises a personal fall protection system that does not use a body holding device or anchor but prevents a person from reaching an area where there is a risk of a fall. An example would be the valley gutter frame walker which the user picks up and carries as this prevents a fall through an adjacent fragile surface.

11.7 **Work Positioning System:** A personal fall protection system that normally includes a harness and rope connected to a reliable anchor to support the user in a way that a fall is prevented. The rope typically moves through a pulley as in the case of a bosun's chair in order to position the user. Work positioning system must also have a back-up system to prevent or arrest falls. The back-up system may involve the use of nets, edge protection or a second rope attached to the user.

11.8 **Rope access system:** This consists of a personal fall protection system that uses a harness connected to two ropes with each rope secured to a separate reliable anchor. One line consists of the working line while the other is the back-up. The working line is equipped with a safe means of ascent and descent and has a self-locking system to prevent the user falling should they lose control of their movements. The safety line is equipped with a mobile fall protection that is connected to and travels with the user. This system does not involve pulleys as the ropes are static and the user positions himself by moving up and down the rope. Typical uses for this system are structural inspections and window cleaning. Single lines are never used unless the risk assessment indicates that the use of a second line would be more risky. This is sometimes the case in rescue situations involving the police.

11.9 **Fall-arrest system:** This is a personal fall protection system that uses a harness connected to a reliable anchor to arrest and restrict a fall while limiting the forces on the body. This is done by incorporating an energy-absorbing device into the system. A typical fall-arrest system will take up to 6m to deploy and therefore there must be adequate clearance. The energy-absorbing device will often be built into the lanyard but could take the form of an inertia reel when the user is more or less directly below the anchor point. Waist belts are not acceptable as parts of the fall-arrest systems.

11.10 **Rescue system:** This consists of a personal fall protection system that facilitates a rescue. The rescue may be carried out by a rescuer or by stranded person and may involve lowering, lifting or ascent/descent by either party.

Selection, use and maintenance of work equipment

11.11 Collective fall preventive measures take priority in the Work at Height Hierarchy over personal fall prevention measures in the same way as collective fall arrest does over personal fall arrest. It should be noted, however, that personal fall prevention measures take priority over collective fall arrest measures.

11.12 Collective measures take priority because they protect more than one person and are passive systems whereas personal systems protect an individual and are active systems in that they require the involvement of the user whether this is donning a harness correctly, adjusting equipment or clipping on.

11.13 Personal fall protection systems are therefore far more onerous in terms of training, inspection and maintenance. Work restraint is a personal fall prevention method and a fall arrest system is a personal measure mitigating the consequences of a fall. Both require the users to be properly trained in the use of the equipment and require safe systems to be implemented for its inspection (including pre-use), storage and maintenance.

Note: Any fall-arrest equipment that has been used to arrest a fall must be discarded.

11.14 Personal fall protection systems are a complex area and there are often only subtle differences between the various techniques and some components of the

system can be interchangeable. For example, an energy-absorbing lanyard can be used for work restraint as well as for fall arrest.

11.15 When selecting work equipment there are a number of principles to be taken out including:

- ladders become less suitable with height, therefore stairs or tower scaffolds should be provided;
- nets and airbags become less reliable in preventing injury the higher the fall;
- fall arrest lanyards are unacceptable if the fall height is less than the deployment length required;
- if evacuation from a deployed fall arrest system is going to be difficult it is better to choose other work equipment such as a MEWP;
- the reach of a MEWP may be preferable where ground conditions are poor;
- the additional risk of installing and removing work equipment; For example, a scaffold or tower scaffold erected and dismantled by 2 or 3 people for the use of 1 person to work safely may involve greater risk than to 1 person at height using a MEWP.

11.16 Finally, if it is not reasonably practical to prevent or mitigate the effects of a fall, duty holders should identify and provide additional training and instruction to take other additional and suitable measures to prevent a fall. This is at the bottom of the Work at Height hierarchy. Portable ladders and stepladders do not prevent or mitigate the effects of a fall. However, if used by trained operators in appropriate circumstances their use can be justified. The training will not only cover 'safe use' but also ensure that 'safe systems' are implemented whereby the ladders are correctly stored, maintained and inspected.

11.17 As well as selecting the correct work equipment the duty holders should ensure that it is well maintained and regularly inspected. Schedules 2 – 6 of the Work at Height Regulations set out the requirements for particular work equipment. For maintenance, reference should be made to PUWER Regulation 5.

11.18 For non-construction work there are no prescriptive dimensions for guard rail and toe board heights in the WaH Regulations. They have to be of sufficient dimension for the purpose for which they are being used. The general policy on this matter for non-construction work is to specify the same requirement as for construction (a top guardrail height of 0.95m with a mid-rail provided so that no gap is greater than 0.47m with a 100mm height for toe boards.

11.19 Edge protection should be rigid enough to prevent a person or load falling. Chains are not rigid enough to prevent adequate edge protection. Where work is done a safe distance from the edge (usually greater than 3m) demarcation barriers may be used. Access will still have to be controlled and supervision is required to ensure that no one goes beyond the barriers.

Procurement and control of contractors

11.20 When choosing a contractor the duty holder should assess the contractor's competence for working at height. References should be checked and risk assessments and method statements requested to define how the contractor will undertake the work at height safely.

11.21 Before contractors arrive on site the duty holder will have informed them as to site rules and hazards in order that these can be integrated into the contractor's safe working systems.

11.22 The NHS Board's Estates management should always be aware when contractors are on site. This is normally done using a signing-in and signing-out system. Checks should also be carried out that the contractor's work is proceeding as planned in the Method Statement.

Note: It is recommended that a disciplinary system is implemented for contracting companies and their individual employees who fail to work safely. This could ultimately involve their removal from tender lists, loss of contracts, removal from site or financial penalties.

Appendix 1: Model Forms

The following are included with this Appendix.

H1 - Register

H2 - Datasheet

H3 - Register of Residual Hazards

H6 - Permit to Climb

H7 - Register of Permits to Climb / Standing Instructions

H8 - Serious Fault Notice

H10 - Standing Instruction

Restricted High places Register	Form **H1**

Location:

Organisation	
AE(WaH) (Print name)	
Telephone No.	
Organisation	
AP(WaH) (Print name)	
Telephone No.	

RHP Ref. No.	Location	Description	Max. height (m)	Access type

Organisation	
AP(WaH) (Print name)	

Signature		Date	

Document distribution

Original: AP(WaH) Document Register

Restricted high place datasheet			Form H2
Location		RHP Reference No	
Description:			
Access information			
Details of access arrangements:			
Provide details of fixed work restraint system, lifelines or fall arrest system etc (where applicable:			
Date of last inspection			
Comment from access observation and inspection report:			Date:
Organisation			
AP(WaH) (Print name)			
Signature		Date	
Document distribution			
Original: AP(WaH) Document Register			

Restricted high place register of residual hazards			Form **H3**
Location		RHP Reference No	
Description:			

Hazards	Possible consequence	Yes/No	Details
The structure: Sharp edges, Paint system, Falling objects	Cuts and other injuries		
Electrical power supply and lighting equipment.	Electrocution		
Fuel and flammable liquid (fire and fumes)	Burns, suffocation, slipping		
Feeder and other cables, RF	Burns, electrocution		
Transmitting antennas, RF	Burns, electrocution		
Machinery, moving parts, pulleys and blocks	Injury		
Warning sirens, speakers and sudden noise	Deafness		
Liquid tanks (fire, fumes and explosion)	Drowning, burns and suffocation		
Air conditioning units	Injury, disease		
Chimneys, air vents (fumes) and atmospheric pollutants	Poisoning, suffocation		
Confined Spaces	Various		

Organisation			
AP(WaH) (Print name)			
Signature		Date	
Document distribution			
Original: AP(WaH) Document Register			

WORKING AT HEIGHT PERMIT Form H6			PERMIT NUMBER
Person in Charge:	**Company Name:**		**Tel No:**

PTW Start Date:	PTW Start Time:	PTW End Date:	PTW End Time:

1 Location and Work Activity details

2. Documents provided by Authorised Person to Person in Charge (where applicable)

☐ Form H2 – Database ☐ Form H3 – Register of Hazards

☐ Form H8 – Serious Fault Notice ☐ Inspection Certificate (Masts/ towers/ fixed accessways)

3 Supporting Documents Attached

Risk Assessment		Method Statement		Rescue Plan		Weather Check		RF Isolations	

Risk Assessment – Suitable &Sufficient	Yes / No	Method Statement	Yes / No
Rescue Plan – Suitable & Sufficient	Yes / No	Emergency Services No	

4 Access Equipment to be used

Fixed Ladders / Masts / Towers		Tower Scaffolding / Fixed Scaffolding		MEWP / Cherry Picker / Mobile Boom	
Portable Ladders		Mansafe Restraint / Fall Arrest		Others	

5 Training Certificates Checked

Advanced Climber / Occasional Climber / IRATA / Steeplejack		Scaffolding Training		MEWP / Cherry Picker / Mobile Boom Training	
Portable Ladder Training		Harness Training		Others	

6 Confirmation Signatures

Risk Assessment Ref:		Method Statement Ref:	

Acceptance by **ALL** Competent Persons involved in the works:

ALL PERSONS WHO ARE PART OF THE CLIMBING / ACCESS TEAM MUST SIGN ON TO THE PERMIT TO WORK

I understand the work that is to be carried out and the safety precautions that are necessary to complete the work safely as outlined in the Risk Assessment and Method Statement. I am medically fit to undertake these works today.

Name of person carrying out works		Post		Sign / date	
Name of person carrying out works		Post		Sign / date	
Name of person carrying out works		Post		Sign / date	

Page 1 of 2

WORKING AT HEIGHT PERMIT Form H6				PERMIT NUMBER	
Name of person carrying out works		**Post**		**Sign / Date**	
Name of person carrying out works		**Post**		**Sign / Date**	

Issue by Authorised Person

I hereby authorise the works specified to be undertaken on the dates / times stated and I have checked the safety arrangements and confirm that they adhere to this Permit and are adequate

Name of Authorised Person:		**Signature:**	
Date Authorised:		**Telephone Number:**	

Receipt by Person In Charge

I accept responsibility for carrying out / supervising the work identified in this permit this in accordance with the risk assessment and method statement provided.

Name of Person in Charge:		**Signature:**	
Date:		**Telephone Number:**	

Permit Completion by Person in Charge

I declare that the work described in this permit has been satisfactorily **completed* / stopped*** (*Delete as appropriate)
Comments in box at bottom of page if required

Name of Person in Charge:		**Signature:**	
Date work completed:		**Time work completed:**	

Permit Cancellation by Authorised Person

I declare that the work described in this permit has been satisfactorily **completed* / stopped*** (*Delete as appropriate)
Comment in box at bottom of page if required

Acceptance of Completion by Authorised Person:		**Signature:**	
Date Permit Cancelled:		**Time Permit Cancelled:**	

Additional comments

Page 2 of 2

Restricted high place register of permits to climb/access and standing instructions					Form H7
Location					
Organisation					
AP(WaH) Name					
Signature				Date	
Permit to Climb /SI Serial No.	Date of Permit to Climb / SI	RHP Ref. No.	Name of Person in Charge	Name of Person in Charge Organisation	AP(WaH) signature
Use continuation sheets as necessary					
Document distribution					
Original: AP(WaH) Document Register.					

Restricted high place serious fault notice				Form **H8**
Location		RHP Reference No		
Description				
When a Serious Fault is identified by any member of the Climbing/Access Team, the Person in Charge is to notify the AP(WaH) as soon as is practicable. The AP(WaH) is to, in turn, inform the AE(WaH). The Person in Charge and the AP(WaH) are to take appropriate and immediate action to make the PHP secure and prohibit further climbing.				
Date and Time of serious fault	Date		Time	
Person who identified serious fault (Print name)				
Description of fault				
Action taken by Person in Charge				
Action taken by AP(WaH)				
Date and time AP(WaH) notified	Date		Time	
Person in charge (Print name)				
Signature				
AP(WaH) (Print name)				
Signature				
Date and Time AE(WaH) notified	Date		Time	
AE(WaH) (Print name)				
Signature				
Date Serious Fault Rectified:	Date			
AE(WaH) (Print name)				
Signature				
Document distribution				
Original: AP(WaH) Document Register Copy 1: AE(WaH) Copy 2: Person in Charge.				

Authorised climber standing instruction (si)	Form H10

Standing Instruction Serial No.	
RHP Reference No.	
Location	
Description Height (m)	

1.	Work Activity and Documentation

Date of issue		Date of Expiry (max 12 months)	

Description of work at height activity including equipment to be used:

The AP(WaH) is to tick the boxes to confirm that the following documents have been provided by the Person in Charge, or enter N/A where not applicable. The AP(WaH) is to provide updated copies of any documentation amended during the SI period of validity.

Form H2 – Datasheet		Condition Inspection Certificate	
Form H3 – Register of Hazards		Form H8 – Serious Fault Notice	

The Person in Charge is to submit the following documents that may be of generic nature for the type of WaH activity being undertaken to the AP(WaH). The Person in Charge is to update generic documents to task-specific ones, as applicable, on each occasion the SI is invoked.

Risk Assessment		Emergency and Rescue Plan	
Method Statement			

Note: In Section 2 below, indicate (by annotating Y or N) which climbers are assigned PiC status for the SI Work Activity

2.	Confirmation by Person in Charge

Climber Name	Climb/ Access Category	PiC Y/N	Climber Name	Climb/ Access Category	PiC Y/N
1			4		
2			5		
3			6		

I confirm the following to be true prior to any climb taking place under this SI:

- That the members of my team are to have undergone the relevant medical examination and I confirm that, to the best of my knowledge, the members of the Climbing Team are medically fit to undertake this task.
- That the members of the Climbing Team are to be trained, competent and not under duress to undertake the work at height activity as described in these procedures and shall possess the appropriate work equipment and PPE for the Work Activity.
- That the Task Risk Assessment, Method Statement and Emergency & Rescue Plans shall all be date and time specific, updated as necessary, understood by Team members and remain valid for the duration of the task.
- That the weather forecast shall be checked prior to the WaH activity.

I shall immediately inform the AP(WaH) if any changes to the agreed plan of work, change of personnel or any other situation that would affect the safety of the Climbing Team members or increase the level of risk as originally analysed.

Organisation			
Person in Charge (Print name)			
Signature		Date	

				Form **H10**
3.	Certification			
This SI is to remain valid in accordance with the provisions made in the NHS Board procedures for Safe Working at Height. This SI can be suspended or cancelled at any time by the AP(WaH) and is to be reviewed when any change of circumstances occurs following initial issue.				
Organisation				
AE(WaH) (Print name)				
Signature			Date	
Organisation				
AP(WaH) (Print name)				
Signature			Date	
4.	Cancellation			
I declare that the Standing Instruction is **Cancelled** ☐				
Organisation				
AP(WaH) (Print name)				
Signature			Date	
Document distribution				
Original: PiC (to be returned to AP(WaH) on cancellation or temporary suspension) Copy 1: AE(WaH) Copy 2: AP(WaH).				

Appendix 2: Model Signs

1. All signs are to be in accordance with the Health & Safety (Safety Signs and Signals) Regulations and BS5499.

2. The Model sign below is for guidance only and is not shown to scale.

DANGER
Fall From Height

Access to Authorised Climbers only

Before climbing Contact the Authorised Person (WaH) for a Permit to Climb

3. All signs are to be clearly displayed on or in the vicinity of each RHP and to be easily visible on the approach to the fixed access

4. AP(WaH) contact details are to be added in accordance with the establishment policy.

5. Additional hazard signs may be added where appropriate, e.g. RF Hazard as shown below.

RF Hazard

Appendix 3: Request for Medical Examination

(Sample letter to a Medical Practitioner)

NHS Board Management Organisation
Name and Address

Medical Practitioner
Address

Telephone:

Fax:

Date:

Our Ref:

Your Ref:

Request for medical examination
Climbing and working at height

Name of Person requiring Examination……

The above named member of our staff has been selected to undertake duties that will require him/her to climb fixed ladders and work at height up to x metres. This could involve working out of doors in exposed conditions, undertaking climbing activities that require suitable levels of strength, stamina and mobility. The individual is required to wear and use personal protective clothing, including a full body harness, and carry equipment.

As part of our duty to satisfy ourselves that the above named is fully capable of undertaking these activities, I should be grateful if you would undertake a medical examination to determine the above named individual's suitability and advise me of your findings.

(Signed)

NHS Board Maintenance Management Organisation.

Appendix 4: References and Associated Publications

Health & Safety at Work etc Act 1974

Management of Health & Safety at Work Regulations 1999

Work at Height Regulations 2005 (including Amendment Regulations)

Workplace (Health, Safety and Welfare) Regulations 1992

Construction (Health, Safety and Welfare) Regulations 1996

The Provision and Use of Work Equipment Regulations (PUWER) 1998

Personal Protective Equipment at Work Regulations 2002

Lifting Operations and Lifting Equipment Regulations (LOLER) 1998

Construction (Head Protection) Regulations 1989

Control of Substances Hazardous to Health (COSHH) Regulations 2002

Construction (Design & Management) Regulations 2015

The Scottish Building Regulations 2004

Health and Safety (First Aid) Regulations 1981

Health & Safety (Safety Signs and Signals) Regulations 1996

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013

BS EN 355: PPE against falls from height. Energy absorbers

BS EN 358: PPE Positioning and prevention of falls from height. Belts for work positioning and restraint, and work positioning lanyards.

BS EN 361: PPE against falls from height. Full body harness.

BS EN 363: PPE against falls from height. Full arrest systems.

BS EN 397: Specification for Industrial Safety Helmets.

BS EN 1263: Safety nets.

BS8437: Code of Practice for Selection, Use and Maintenance of Personal Fall Protection Systems and Equipment for Use in the Workplace.

BS8454: Working at Height Training.

EN ISO 14122: Permanent means of access to machinery.

BS EN 13586: Cranes – Access.

HSE Information Sheet 611 Safety in window cleaning using suspended and powered equipment.

HSE Information Sheet 612 Safety in window cleaning using rope access techniques.

HSE Information Sheet 613 Safety in window cleaning using portable ladders.