WORKING AT HEIGHTS POLICY

Policy Statement
Falls from height are the biggest cause of workplace deaths in the UK and one of the main causes ofmajor injuries.
The Work at Height Regulations 2005 was enacted to protect staff and others against risks to their health and safety while working at height. The amended 2005 regulations removed the definition of'Work at Height' being at least two metres and placed no minimum height at which Work at Heightconsiderations apply.
Work at Height should be avoided where possible. But when this it is not possible a suitable and sufficient risk assessment must be undertaken and a safe system of work implemented. Any work at height needs to be properly planned in advance of the work activity, appropriately supervised, and carried out in a safe manner. Careful consideration should be taken in the selection and use of workequipment, including ladders.

This policy is further supported by the following policies:

- Health and Safety
- Lone Working
- RIDDOR
- Risk Assessments

Scope
This policy is applicable to all staff, contractors, and sub-contractors working with/for The PCS Group.

Policy Details Work at Height
This is work in any place at, above, or below ground level where a person could be injured if they fellfrom that place. This can also include means of access and/or egress to a place of work.
Work at Height does not include slip, trip, or fall on the same level, nor does it include walking up or down a permanent staircase in a building

Work Equipment
Means any machinery, appliance, apparatus, tool, or installation for use at work (Provision and Use ofWork Equipment Regulations 1998 [2])

Working with Ladders, Step-ladders, and Step-Stools
Taken from INDG455 Safe Use of Ladders and Step-ladders
(http://www.hse.gov.uk/pubns/indg455.pdf [3])
Ladders can be used for low-risk, short-duration activities that do not require higher-level fall protection. As a guide ladders and step ladders should be used for no more than 30 minutes. Training is required in the safe use of ladders and users must be deemed competent to be able to use the equipment safely.

A pre-use check of ladders should be carried out:

- By the user
- At the beginning of the working day
- After something has changed e.g. if the ladder has been dropped or damaged, movedfrom a dirty to a clean area, etc.

Items to check

- The Stiles – ensure they are not bent or damaged, as the ladder could buckle or collapse
- The Feet – if they are missing, worn, or damaged the ladder could slip. Also check the ladderfeet if moving from soft/dirty ground to smooth, solid surfaces to make

sure that there is nothing embedded to prevent the feet from contacting the ground
- The Rungs – if they are bent, worn, missing or loose the ladder could fall
- Any Locking Mechanisms – if they are bent or the fixings are worn or damaged the laddercould collapse. Ensure that any locking bars are engaged.
- Stepladder platform – if it is split or buckled the ladder could become unstable or collapse
- Steps or treads on stepladders – if they are contaminated, they could be slippery, if the fixingsare loose on steps, they could collapse

Record the outcomes of any pre-use checks in the ladder booking out the ledger.

Using ladders safely

Simple precautions to minimise the risk of a fall:

- Leaning Ladders
  - Only carry light materials
  - Don't overreach
  - Make sure the ladder is long enough or high enough for the task
  - Don't overload the ladder, check the pictogram or information on the ladder
  - Make sure the ladder is at 75°
  - Always grip ladders and face the ladder rungs while climbing or descending
  - Don't move or extend ladders while standing on the rungs
  - Don't work off the top three rungs and make sure the ladder extends at least 1m
  - above where you are working
  - Avoid holding items when climbing

Maintain three points of contact when climbing (one hand and two feet)

- Stepladders
  - Check all four stepladder feet are in contact with the ground and the steps are level
  - Only carry light materials and tools
  - Don't overreach
  - Don't stand or work on the top three steps
  - Ensure any locking devices are engaged
  - Try and position the stepladder to face the work activity and not side on
  - Try to avoid work that imposes a side loading
  - Maintain three points of contact at the working position (two feet and one hand)

Working with Mobile Scaffolds

Taken from HSE (http://www.hse.gov.uk/construction/safetytopics/scaffold.htm [4])
Towers should be erected by trained and competent people. There are a number of organisations that provide training for the safe erection and use of tower scaffolds.

The incidents that occur are mainly caused by:

- Dangerous methods of erection or dismantling – where a safe system is not being followed;
- Defects in the erected scaffold – where the tower structure is incorrectly assembled or wherea platform guardrail is missing;
- Misuse of the scaffold – where a ladder is used on a tower causing it to overturn or when aperson falls while the tower is being moved.

Erection and dismantling

The manufacturer, supplier or hirer has a duty to provide an instruction manual explaining theerection sequence, including any bracing requirements.

Towers should be erected following a safe method of work, either using:

- Advance guard rail system – where temporary guard rail units are locked in place from thelevel below and moved up to the platform level. They are in place before the operator accesses the platform to fit the permanent guard rails.
- 'Through-the-trap' (3T) – involves the operator taking up a working position in the trap
- door of the platform, from where they can add or remove the components which act as theguard rails on the level above the platform. It is designed to ensure that the operator does not stand on an unguarded platform.

Stability

To maintain tower stability, you must make sure:

- The tower is resting on firm, level ground with the locked castors or base plates properly supported. Never use bricks or building blocks to take the weight of any part of the tower; stabilisers or outriggers are installed when required by the instruction manual; and
- That a tower is never erected to a height above that recommended by the manufacturer.

Precautions and inspection

Tower scaffolds must comply with the standard required for all types of scaffolds, e.g., double guardrails, toe boards, bracing, and access ladder. When the tower is purchased or hired it shouldarrive with all the necessary components to prevent falls and ensure stability.

Towers rely on all parts being in place to ensure adequate strength. They can collapse if sections areleft out. All towers must be inspected following assembly and then at suitable regular intervals by a competent person. In addition, if the tower is used for construction work and a person could fall 2 metres or more from the working platform, then it must be inspected following assembly and then every 7 days. Stop work if the inspection shows it is not safe to continue and put right any faults. The result of an inspection should be recorded and kept until the next inspection is recorded.

Using and moving

Make sure everyone involved is aware of, and follows these simple rules:

- Never use a tower:
  - In strong winds;
  - As support for ladders, trestles, or other access equipment;
  - With broken or missing parts; or
  - With incompatible components.

- When moving a tower you should always:
  - Reduce the height to a maximum of 4m;
  - Check that there are no power lines or other obstructions overhead;
  - Check that the ground is firm, level, and free from potholes; and
  - Push or pull using manual effort from the base only.
  - Never move a tower while people or materials are on the tower, or in windyconditions.

If work at height cannot be avoided, a suitable and sufficient risk assessment MUST be undertaken. The outcomes of this risk assessment must provide evidence for the developmentof a safe system of work, which includes the provision of emergency procedures. If the risks are significant, the assessment and the method statement must

be written down.

When assessing risk, all available information about the work to be undertaken needs to beavailable and consulted.
Areas for consideration in the assessment should include:

- The work being undertaken
- Frequency of access
- Duration of the work
- Location in relation to the presence of hazards e.g. overhead services etc.
- The working environment about weather and lighting
- Safe means of access and egress
- Lone working
- Condition and stability of work surfaces such as fragile materials, slippery surfaces etc.
- Physical capabilities of the workers such as pregnancy or vertigo sufferers
- Falling objects
- Impact on adjacent work activities, or passage of staff adjacent to work at height
- Prevention of access by unauthorised persons

The written risk assessment must be completed and included in that site's next monthly report.

Rescue Plan
Any method statement must include a rescue that considers how an injured worker could be removed safely. The speed of response and understanding the injuries involved from a fall from aheight are vital in understanding how best to respond and act. Training will be provided to all employees on the correct way to handle such situations.

Responsibilities
It is the responsibility of the managers to:

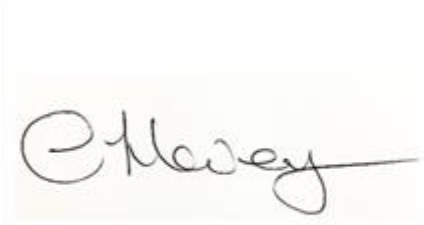
- Ensure that every effort is made to avoid working at height and that where is cannot be avoided a suitable and sufficient risk assessment is undertaken before the work is carried out
- Provide suitable work equipment or other measures such as guard rails, to prevent falls wherework at height cannot be avoided and ensure that all work at height is being properly maintained and inspected
- Ensure that there a method statement, which includes emergency procedures, has beendeveloped prior to working, *except* for the simplest activities where the precautions are straightforward and easily repeated.
- Ensure that all staff working at height have appropriate information, instruction, training, and supervision to ensure their competence
- Ensure that contractors do not start any work at height without having provided a suitable riskassessment and method statement
- Ensure that all contractors employed are competent to work at height and are appropriatelysupervised when on site.
- It is the responsibility of employees, contractors, and sub-contractors to:
- Assist Contract Managers with the assessment of risks regarding working at height.
- Comply with any method statement developed through risk assessment
- Report all accidents and incidents (including near misses), or any defects in equipment

It is the responsibility of the operatives, or contractors working at height to follow the points in this policy
It is the responsibility of the compliance Manager to update this policy on a regular basis.

WORKING AT HEIGHTS POLICY

DATES

This policy was last reviewed on 31st January 2023.
The next review will be on 1st February 2024.



Catherine Hevey
PCS Administration Director

Cert No: 11012
ISO 9001, ISO 14001,
ISO 45001

ISO 9001
ISO 14001
ISO 45001