

# **Working at Height Policy**



## **Context**

1. This policy, together with supporting guidance, form part of the Council's overall Health and Safety Policy Roles and Responsibilities document and arrangements.
2. This policy and supporting arrangements describes how the Council manages all work at height activities by following the hierarchy of measures as outlined in the Work at Height Regulations 2005 as amended.
3. This policy applies to all work at height activities managed by the Council and or contractors and volunteer operated events, venues and places of entertainment, projects and facility management.
4. Steps must be taken to ensure the safety of those working at height, and those that may be affected by this undertaking e.g. passersby, visitors and those working beneath any work at height activities.
5. For the purpose of this policy working at height means “any work where, if precautions were not taken, a person could fall a distance liable to cause personal injury”, this includes; “work above ground or below ground where a person could fall from an edge, through an opening or fragile surface, or, where a person could fall from ground at floor level into a void”.
6. Working at height does not include; a slip/trip on a level surface or walking up and down a permanent staircase within a building for the purposes of access or egress.
7. It shall be a duty of all employees, contractors and others working for Derby City Council to comply with this policy and the councils overarching Health & Safety Policy and roles and responsibilities document.
8. If avoidance is not possible, the work at height must be properly planned and organised, a risk assessment must be carried out prior to work commencing. The Work at Height flow chart must be used to assist you in following the hierarchy of measures and work equipment selection.

## **Limitation of access**

9. A Limitation of access permit (LOAP) must be used for accessing roof spaces and all work involving tower scaffolds where falls from height cannot be mitigated by the use of guard rails. An LOAP is required for use on scaffolding, mobile elevated work platforms (MEWPs) when the scope of work is outside routine activities. All rope access techniques other than arborist routine work will require an LOAP as specified in the guidance document for work at height.

## **Exemptions from limitation of access**

10. Highways activities where access to street lamps is routine a safe system of work shall be followed.
11. For ladder usage a LOAP where risk assessments deem it appropriate or above 9m.
12. A LOAP is not required when using step ladders, podium steps, hop up platforms, trestles (fitted with guard rails) or elephants foot (or similar) for work at height.
13. Ladders may only be used for work at height activities, when a risk assessment has shown that using equipment offering a higher level of fall protection is not justified, due to the low level of risk and / or short duration that being less than 30 minutes; or there are existing workplace features which cannot be altered.

## **Competence**

14. The level of competence and supervision required is dependent on the risk associated with the work e.g. operating a MEWP requires an operator's licence, where using a hop up step basic awareness training as shown in work at height guidance.
15. Managers responsible for managing work at height activities must attend the CHST Management of Work at Height Course.

## **Maintenance**

16. Services must maintain an access equipment register. The register must evidence inspection dates, certification requirements as required by Provision of Use and Work Equipment Regulations 1998 (as amended) and the Lifting Operations and Lifting Equipment Regulations 1998.
17. Records must be kept of all equipment that is quarantined.

## **Statutory Inspections**

18. Some equipment will require statutory inspection e.g. access equipment such a MEWP. Services must ensure that suitable arrangements are in place to ensure statutory inspections have been undertaken.
19. When not in use, all equipment must be kept secure so that it cannot be used by any unauthorised individuals. This ensures that unauthorised access to elevated work platforms is not possible e.g. keys not left in situ.
20. If access to site by security is required they must not allow any access without a LOAP in place to enable work at height or enter a temporary works structure. Access to roof voids must be controlled by a 'Permit to Work Confined Spaces' where applicable.

## **Property Services-Corporate Landlord Role**

21. The Director of Property Services is responsible for the implementation of this policy, so far as it relates to the activities and equipment associated with the Property Services' Department and for its communication to its employees as appropriate.
22. Regardless of the responsibility or ownership of the property approval must be obtained from Property Services Corporate Landlord, prior to any high risk work at height activities commencing.

## **Strategic Directors**

23. Are responsible for the implementation of this policy within their respective Directorates so far as it relates to activities and equipment within their own services and for its communication to their employees and contractors as appropriate.

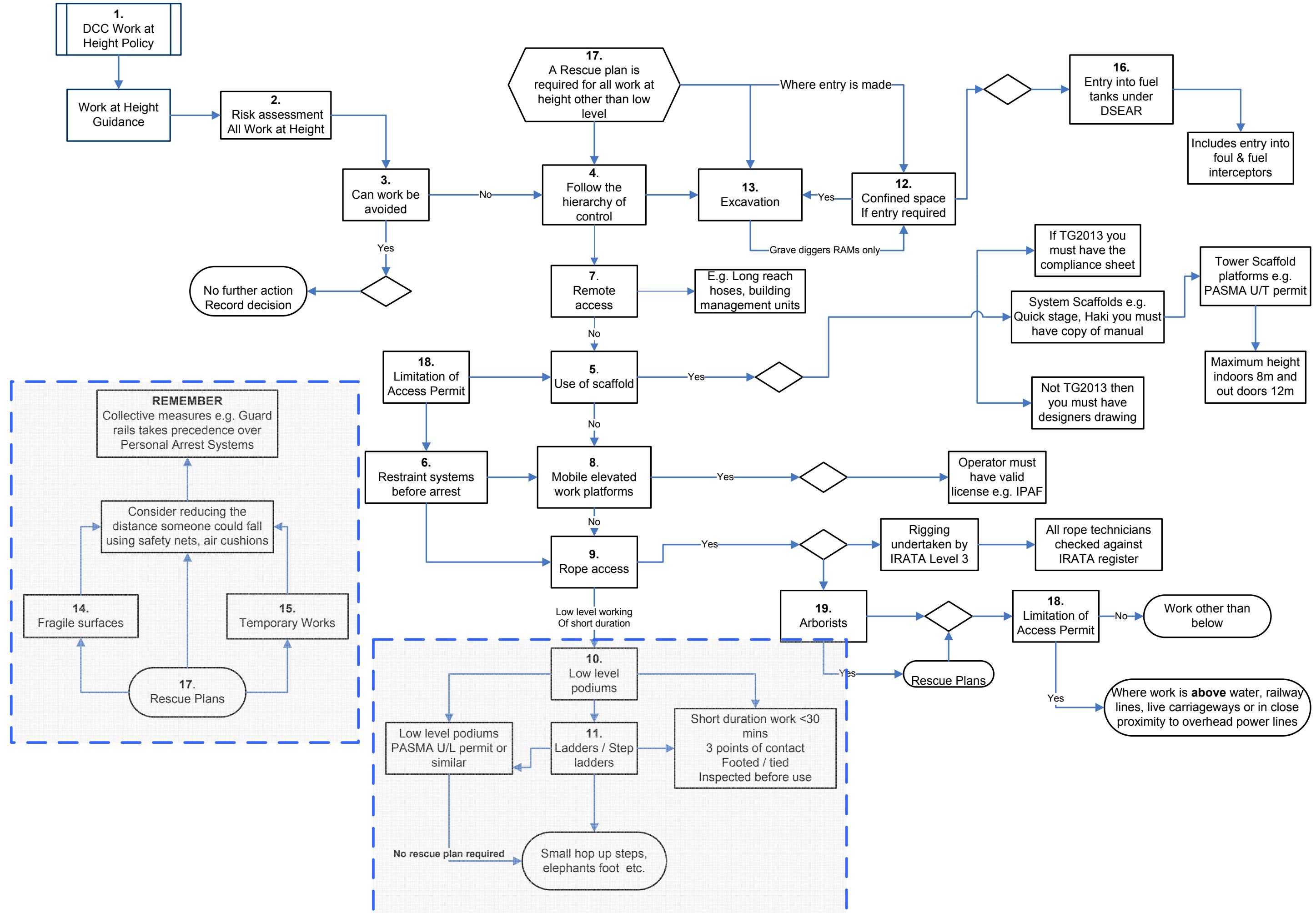
## **Engagement with Contractors**

24. A LOAP must be completed by a person with sufficient knowledge of the work at height activity and or the environment where the activity is taking place.
25. Where work at height is carried out by staff and/or contractors then the prime responsibility for the safety of the work resides with the service employing or engaging the contractor(s).
26. Contractors are expected to comply with this policy and associated guidance through demonstration of due diligence whilst undertaking work at height.

## **Employees**

27. All employees must comply with this policy and the associated arrangements, instructions and guidance on working at height.

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**Follow the flow chart for work at height using the numbers for further advice as shown below.**

## 1. Policy

The Work at Height Policy, together with supporting arrangements, instructions and guidance, form part of the rules and guidance issued pursuant to the Council Statement and arrangements for Health and Safety” and for the management of work at height, which describes the ‘hierarchy of measures’ to be undertaken when considering work at height activities, it is available on the Derby City Council server.

Properly planned; appropriately supervised; and carried out in a safe manner. It will follow the hierarchy of measures for working at height.

The Council do not permit any Lone Working at Height unless it falls within the scope afforded ‘Low Level’ working (LLW) as described in paragraph 10.

## 2. Risk

All persons undertaking risk assessment must be appropriately competent to do so. Risk assessment training is provided by the Council. Further advice on risk can be found in the Council’s Health and Safety Policy Roles and Responsibilities document and the Councils Risk Assessment Policy and Managers Guidance documents on iDerby.

## 3. Avoidance

Within the hierarchy of measures as contained below is the first component in the decision making process prior to commencing any work at height, do you need to work at height and can alternative methods be employed?

Avoidance must also be considered during the pre-construction element of CDM in which the designer must evaluate and engineer out risk wherever practicable.

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## 4. Hierarchy of measures

Before any work at height is undertaken managers are required to ensure the activity has been assessed and the hierarchy of controls followed. Managers are required to complete the Work at Height Checklist form 009 explaining at each stage of the hierarchy the rationale for the selection or not of the specific work at height equipment. The checklist must be used in conjunction with the work at height flow diagram and this guidance document. At each stage the following set of questions must be considered:

- (i) the working conditions and the risks to the safety of persons at the place where the work equipment is to be used,
- (ii) in the case of work equipment for access and egress, the distance to be negotiated,
- (iii) the distance and consequences of a potential fall,
- (iv) the duration and frequency of use,
- (v) the need for easy and timely evacuation and rescue in an emergency,
- (vi) any additional risk posed by the use, installation, or removal of that work equipment or by evacuation and rescue from it; and
- (vii) the other provisions of the Work at Height Regulations.

If the work at height activity remains high risk, then the Corporate Health and Safety Team must be contacted a minimum of 5 working days prior to the work commencing for further advice and guidance.

Hierarchy details - avoid as paragraph 3

- 1) Prevent falls using existing workplace
- 2) Avoid falls using collective equipment e.g. guard rails
- 3) Prevent falls using protective equipment e.g. Restraint lanyards before arrest
- 4) Mitigate distance of fall using collective equipment e.g. safety nets,
- 5) Mitigate fall using PPE e.g. fall arrest systems

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- 6) Minimise consequence of fall using collective equipment e.g. air bags
- 7) Minimise consequences by instruction and training

## 5. Scaffolding

- a. System
- b. TG2013 (Tube & Fitting)
- c. Designer

### System Scaffold

A system scaffold is one containing 4 major components and is assembled by using pre determined configurations. The components are; Verticals, Horizontals, Diagonals and Starter Collars. Inspection is made against the manufacturers manual, common designed types are; Layher, Haki, Quickstage or Cuplock.

Records of inspection must be retained and conducted every 7 days or when there has been an adverse event e.g. high winds, snow, and modification to the structure or accidental contact.

A rescue plan is required to demonstrate how a sick or injured person can be removed safely from the scaffold.

SEE FORM WAH 002 RESCUE PLAN

### TG2013 (Tube & Fitting) Scaffolds

When working at height scaffolds can be used as independent scaffold structures, birdcages, loading bays, ladder-access and free-standing towers, and chimney scaffolds. It includes features such as bridges, protection fans, inside board brackets, cantilevered platforms and pavement lifts. Floor-level lifts and double standards are addressed, and guidance is provided for the first time for structural transom units.

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TG20:13 is comprised of four distinctive publications: two comprehensive A4 books (Operational & Design Guides) and software known as the TG20:13 e-Guide incorporating 'TG20 Compliance Sheets' which reduce the requirement for additional scaffold design. Also included is a pocket-sized TG20:13 User Guide.

If you use TG2013 you must ask for the 'compliance sheet' the scaffold is inspected against this and it also acts as the designers brief.

Records of inspection must be retained and conducted every 7 days or when there has been an adverse event e.g. high winds, snow, and modification to the structure or accidental contact.

A rescue plan is required to illustrate how an injured person can be removed safely from the scaffold.

SEE FORM WAH 002 RESCUE PLAN

## Designer Scaffolds

A designer scaffold is assembled from a drawing made by a scaffold or temporary works designer this is due to the complexity or loading of the structure. Where designer's scaffolds are employed the drawings should be requested as the scaffold is inspected against this drawing. Normally inspection would be undertaken by a Temporary Works Designer, Engineer or an Advanced Scaffold Inspector.

See paragraph 15 Temporary Works

Records of inspection must be retained and conducted every 7 days or when there have been adverse events e.g. high winds, snow, and modification to the structure or accidental contact.

A rescue plan is required to illustrate how an injured person can be removed safely from the scaffold. Scaffolds are 'Temporary Works (TW)' and as such must be identified,

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inspected and recorded on a temporary works register, this shows type of TW, any loadings and inspections carried out. See paragraph 15 Temporary Works

Further advice on scaffolding can be found from the NASC (National Access and Scaffolders Confederation) or CISRS (Construction Industry Scaffolders Record Scheme).

SEE FORM WAH 002 RESCUE PLAN

## 6. Restraint / Work Positioning and Arrest Systems

Restraint systems comprise a full body harness with point of attachment for a restraint lanyard or life line. This limits the travel to prevent the wearer over extending and falling from height.

The lanyards are adjusted following a risk assessment to determine the length required and to ensure the wearer cannot over extend the intended place of work.

A rescue plan is still required and the wearers trained in the particular system employed, of note harnesses are normally tested to 100Kg, always refer to manufacturer's instructions.

SEE FORM WAH 002 RESCUE PLAN

All restraint and work positioning equipment is tested in accordance to EN 358 and differs from fall arrest. Anchors for restraint systems are tested to 6Kn and are not suitable for arrest systems.

SEE FORM WAH 004 OPERATORS HARNESS INSPECTION CHECK SHEET

### Arrest Systems

Arrest systems are the last resort as they allow a fall to take place; they are comprised of 5 components; a full body harness, means of connection, lanyard, deceleration device and anchor.

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The systems are tested to EN 361 which states that the minimum requirements for a safety harness is that it has a dorsal or rear attachment point clearly labelled with the letter 'A' for attachment when working in fall restraint or fall arrest.

Anchors for fall arrest systems must be tested to 12kN at least annually.

A rescue plan for fall arrest systems must be able to recover or render aid to the faller within 10 minutes.

SEE FORM WAH 002 RESCUE PLAN

Further information on rope access and work positioning systems is available from WAHSA (the Work at Height safety Association) and the Code of Practice for Industrial Rope Access BS 7985.

SEE FORM WAH 004 OPERATORS HARNESS INSPECTION CHECK SHEET

## 7. Remote access

Window cleaning robots can identify window frames and obstacles. They can calculate and program the optimal cleaning path for maximum efficiency. This avoids the need to work at height enabling the external cleaning of tall or hard to reach windows in high buildings.

Telescopic poles enable the window cleaner remote access, with purified water which is pumped through the carbon fibre telescopic poles reaching a height up to 27.5m (7-8 floors). The 100% purified water is excellent for cleaning windows without detergent which means no sticky residues are left, therefore windows do not soil as quickly and stay cleaner longer. No rescue plan is required

## 8. MEWPS

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These are aerial work platforms, also known as an aerial device, elevating work platform, cherry picker, bucket truck or mobile elevating work platform which is a mechanical device used to provide temporary access for people or equipment to inaccessible areas, usually at height.

The Council has a MEWP daily checklist that must be completed prior to using the access equipment. Operator's licenses are required that denote the specific type of equipment, these are; Scissor Lift (1a), Static Boom (1b, 1b+): Self-propelled booms (outriggers), trailers/push-a rounds, vehicle-mounted platforms. Mobile Vertical (3a, 3a+): Scissor lifts, vertical personnel platforms (mobile), Mobile Boom (3b, 3b+): Self-propelled booms. All licenses should be checked with the Independent Powered Access federation (IPAF) to determine validity.

Accredited operators will be in possession of a MEWP log book which shows types of equipment used and hours operated.

Rescue plans are required in the event of equipment failure. Prior to acquiring a MEWP consideration to the type of work and working environment is required as this will denote the type of equipment required e.g. using a diesel operated MEWP indoors rather than battery, or spider where a static operation is required with limited access.

A ground survey will be required to identify operating conditions e.g. manholes, pot holes undulating ground, traffic, overhead obstructions etc, MEWPs have a very limited angle of climb; again this is all subject to a risk assessment. Barriers must reflect the MEWP's operational envelope. Inspections and certificates are required to be undertaken at 6 monthly intervals by a competent person.

MEWPs can be used as a means to access roofs although this should be avoided where possible as it means the operator coming off the safety restraint. Safety restraints are not to be worn when operating equipment over water.

SEE FORM WAH 002 RESCUE PLAN / SEE FORM WAH 007 MEWP DAILY CHECKS

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## 9. Rope access

Rope access work must be planned and managed by a person designated with the responsibility for maintaining a safe system of work. Before rope access work commences there must be a documented pre-work analysis, to establish whether rope access methods are appropriate and the records must be retained

A risk assessment, to identify any hazards, to assess the likelihood of an incident occurring and to establish control measures to minimize the risk and a safety method statement, which clearly defines work procedures if required.

An operator must be deemed competent in workmate rescue & retrieval techniques appropriate to each worksite and able to organize and put into effect a rescue & retrieval plan appropriate to that worksite.

### SEE FORM 002 RESCUE PLAN

The Independent Rope Access Trade Association (IRATA) require a level 3 qualified rigger to act as supervisor and to approve both rigging and rescue planning, A level 2 can rig under a level 3 supervision, Level 1 is a qualified rope technician but not competent to conduct rigging.

## 10. Tower scaffold platforms / Light Weight (LWT)Scaffold Towers]

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There are many variants of portable light access towers, they are covered by the trade association; Pre fabricated Access Suppliers and Manufacturers Association (PASMA). PASMA provide a range of training courses for operators and managers.

Currently 3T (through the trap, Advanced Guard Rail (AGR), Cantilever and Low level (podiums and pop ups). Anyone holding a PASMA card can be checked and verified online, licences valid for 5 years. Other providers include; ROSPA, IPAF, NTPC and Lantra and provide training certificates / cards.

Where towers are used externally use is limited to towers complying to EN1004, stable in freestanding conditions with wind speeds up to 28mph (Beaufort 6), however at wind speeds 25mph or more the tower must be tied. When wind speed exceeds 17mph work on platforms should cease.

## **Low Level Working (LLW)**

Low working is work involving pop ups, podiums, elephants feet, step ladders, Users of this equipment must have undertaken manual handling training and be confident in the use of the equipment, inspection is limited to a visual user check and subject to risk assessment.

PASMA, provide low level access training using folding scaffolds with a maximum reach of 2.5m. The operative will require a PASMA card with designation 'U' and 'T' or similar, a different level is required for Low level podiums, platforms and hop ups where the operative will require a PASMA card with designation 'U' and 'L' or similar.

Towers must be inspected before use and re-inspected as often as is necessary to ensure safety but at least every 7 days and issue a new report each time, and post adverse events .A rescue plan is required.

SEE FORM WAH 002 RESCUE PLAN

## **11. Ladders / Step Ladders**

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To meet the revised EN 131 standard, ladders are designed and tested to take a maximum total load\* of 150 kg including the user, their tools, equipment and any materials.

Ladders can only be used for short duration work i.e. 30 minutes duration with 3 points of contact, the ladder to be placed at 75° from the vertical or 1:4 rules and inspected before use and at regular intervals. Ladders must be secured, footing is a last resort.

All ladders must carry a stable ladder tag identifying previous inspection dates and next inspection date. The Ladder Association recommends every 3 months currently the Council undertake this at 6 monthly intervals.

To prevent damaged ladders being removed from skips during disposal, it is recommended to cut them up to prevent use by third party.

Further advice on Ladders can be found in HSE guidance indg 455 and from the British Ladder Association

SEE FORM WAH 005 LADDER INSPECTION / FORM WAH 006 STEP LADDERS  
INSPECTION

## 12. Confined spaces

“Confined space” means any place, including any chamber, tank, vat, silo, pit, trench, pipe, sewer, flue, well or other similar space in which, by virtue of its enclosed nature, there arises a reasonably foreseeable specified risk. Entering into a confined space is not only hazardous but often requires working at height.

Any work at height undertaken within a confined space must only be undertaken following the Council ‘confined spaces entry procedures’, these require a safe system of work and permit to work.

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Consult the Confined spaces register appropriate to the site before considering work, where no register exists a risk assessment of the space must be undertaken, if you are unsure consult the CHST.

Further information can be found in the Approved Code of Practice L101 Ed 3 available from the HSE web site.

SEE FORM WAH 002 RESCUE PLAN / FORM CS001 PTW CONFINED SPACES /  
WAH 004 OPERATORS HARNESS INSPECTION CHECK SHEET / FORM CS002  
CONFINED SPACES REGISTER

## 13. Excavations

Work in and around excavations is hazardous and entry is classified working at height, excavations must be guarded using barriers or fencing to prevent unauthorized or accidental entry and falls within the scope of CDM Schedule 3.

Excavations are to be inspected daily and after inclement weather, this includes graves that have been left open overnight. The inspections are to be undertaken by a competent person using Form 010 which is available for this purpose, all inspections must be recorded. No inspection no entry.

Excavations are deemed 'Temporary Works (TW)' and as such must be recorded on a temporary works register, this shows type of TW, any loadings and inspections carried out.

Rescue plans are required for any work within an excavation including grave digging and exhumation. Ladders are suitable as a means of rescue for grave digging and exhumation.

SEE FORM WAH 002 RESCUE PLAN / FORM WAH 008 EXCAVATION INSPECTION  
CHECK SHEET

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Further information can be found in the Code of Practice for earthworks BS 6031:2009  
Health & Safety in Excavations HSG 185 L101 Ed 3 available from the HSE

## 14. Fragile Surfaces

All roofs are to be treated as fragile until informed otherwise by an appropriately competent person, see Property Projects and Technical Services (PP&TS) who will advise on condition surveys where undertaken.

When working on, near, or passing across fragile materials suitable and sufficient steps will be taken to prevent any person falling through by the provision and use of sufficient platforms, Coverings; or Other similar means of support.

Prominent warning signs must be displayed at all approaches to any fragile roof, tool box talks to reinforce hazards.

Further advice can be found from Property Design and Maintenance (PDM), HSG 33 Working on roofs and the Corporate Health and Safety Team (CHST).

### **WARNING KEEP CLEAR OF MICROWAVE DISHES AND TRANSMITTERS**

## 15. Temporary Works

As mentioned in previous paragraphs, many temporary works involve work at height and include; all scaffold types, excavations, Hoardings, Vault bridges, false work and Shoring etc. Competency to conduct inspections is based on the experience of the operator, task designation etc. i.e. Temporary Works Designer (TWD), Temporary Works Coordinator

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(TWC) or Temporary Works Supervisor (TWS) and is dependent on the knowledge of the TW involved.

These inspectors must be appointed in writing prior to undertaking inspections. Further advice can be found from Property Projects and Technical Services, in Council Guidance on Temporary Works and the Code of Practice BS 5975:2008+A1:2011, and HSE L153 Managing Health and Safety in Construction

SEE FORM TW001 TEMPORARY WORKS REGISTER

## 16. DSEAR and Miscellaneous

Entry into fuel tanks is prohibited unless authorized by an appropriately qualified Petroleum Engineer. This is due to the special requirements involving work in a flammable / explosive environment.

Entry into above and below ground tanks also fall within the scope afforded by the work at height regulations. Rescue plans are required.

SEE FORM WAH 002 RESCUE PLAN

It should be noted that although this guidance sets out to give an overview of the types of equipment that can be used within the hierarchy of measures, other legislation maybe applicable and must be considered e.g.

- 1) Control of Asbestos at Work Regulations
- 2) Construction (Design & Management) Regulations
- 3) Control of Substances Hazardous to Health
- 4) Lifting Operations and Lifting Equipment Regulations,
- 5) Manual Handling Operations,
- 6) Noise & Vibration,
- 7) Personal Protective Equipment Regulations
- 8) Provisions and Use Work Equipment Regulations,

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- 9) Regulatory Reform (Fire Safety) Regulations,

**If in doubt consult the Corporate Health and Safety Team (CHST).**

SEE FORM DS001 DSEAR RISK ASSESSMENTS

## 17. Rescue Plans

All Work at Height need to be planned, where MEWPS, Scaffolding, Ropes are used a rescue plan is required. The Council have a template for drafting rescue plans, these need to be completed by a competent person who has sufficient knowledge of the procedures / plant to be used. First Aid needs to be incorporated into the rescue plan. Rescue plans are not required for work at height that is deemed 'Low level' working.

SEE FORM WAH 002 RESCUE PLAN

## 18. Limitation of Access Permit (LOAP)

LOAP's apply to any employee or contractor accessing the roof space or undertaking work at height activities including; window cleaning, maintenance or inspection. It does not imply the area is 'safe'. This must be determined by a risk assessment undertaken by a competent person. The onus is on the recipient to demonstrate they have the correct measures in place i.e. Risk assessment, method statement and rescue plan where appropriate.

The person completing the permit must have sufficient knowledge of the work at height activity and or the environment where the activity takes place. For example, Arborists who will use the LOAP for works outlined on the hierarchy of control flow chart. Street Pride teams will only use the LOAP when undertaking work at height for activities other than street lamping e.g. festive decorations.

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SEE FORM WAH 001 LIMITATION OF ACCESS PERMIT & FORM WAH 002 RESCUE PLAN

## 18. Arborists

Arborists are required to complete a Limitation of Access permit when additional hazards are incurred specifically when working above a 'Live carriageway', above water, above Active railway lines or in close proximity to overhead power lines.

Much arboriculture activity uses hazardous equipment / plant and involves work at height; only those trained and deemed competent are permitted to undertake this work.

A rescue plan will be required whenever harnesses are in use and must be specific to the hazards encountered.

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# Limitation of Access Permit

Flow chart box No.18



Derby City Council

**LOAP not valid until Part 1 & 2 are signed**

Contract / Site:	Serial Number or identification of this permit			
Risk & Method Statements (to be attached to both Original & Duplicate of this Permit)				
General Description of work;				
Location of Work if different from above:				
Reason for Access & Task to be Performed;:				
Name of Person in Charge of Work Team;	Names of Work Team Authorised by Permit;			
Date & Time Permit Expires (Not > 8 Hours from Time of Issue)	Date:	Time:		
Safety Check List (to be completed by Issuer of Permit)			Issuers Initials	Date
Appropriate hazard information on site hazards has been briefed to the Team undertaking the Work (to include any restricted areas).				
A Risk Assessment & Method Statement for the task has been produced and is sufficient for the task being undertaken.				
The person in charge and Work Team are assessed as being suitably trained & competent for the task (evidence recorded)				
The Emergency Arrangements are assessed as satisfactory & communication links have been proven				
I am satisfied as to the suitability & serviceability of any work equipment (evidence of inspection or calibration to be recorded)				
<b>Other Permits maybe required e.g. Hot working</b>				
<b>Part 1: Issue - To be completed by the Permit Issuer</b>				
Print name:	Permit Issuer:	Date: Time:	: Hours	
Signature:	Position held:	Telephone Number:		
<b>Part 2: Receipt - completed by the Person in charge receiving the permit.</b>				
I have carried out the above requirements and declare that all persons listed on this Limitation of Access Permit are familiar with both Safety and Emergency arrangements, including any hazards associated with the task. I accept responsibility for carrying out / supervising the work identified in this Permit in accordance with the risk and method produced and submitted to the Corporate Health and Safety Team / Property & Development Maintenance Manager or Streetpride Compliance Manager				

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# Limitation of Access Permit

Flow chart box No.18



Name:		Person in charge;	Date:	
Signature:			Time:	: Hours
<b>Part 3: Completion</b> - To be completed by the person in charge- I declare that work activities described in this Permit have been satisfactorily completed*/ stopped*. That all persons, equipment, tools & instruments under my control have been withdrawn and the site made safe. I have recorded overleaf any changes that have occurred during these works, reasons for stopping the work (if applicable) and the action taken.				
Signature:		Person in charge;	Date:	
			Time:	: Hours
<b>Part 4: Cancellation</b> - To be completed by the permit Issuer I declare that the work described in this Permit has been satisfactorily completed*/ stopped*.That all work activities are completed and that this Permit is cancelled. I have noted any changes reported overleaf and will take any necessary follow up action. I am satisfied that the site has been returned to a safe condition and is safe to operate.				
Signature:		Permit Issuer:	Date:	
			Time:	: Hours

Notes / Sketches:

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# Work at height Rescue Plan-Flowchart Box 17



Site Address: .....

Rescue Plan Ref. No.....:

Location on site:.....

## Job /Task:

Job No: .....

<b>Names of operatives to be involved in work at height:</b>			
Name;	Contact No;		
Name;	Contact No;		
Name;	Contact No;		
<b>Signature of person responsible for work at height rescue:</b>		Date:	
<b>What communication systems will be used between the rescue party and the operatives carrying out the task?</b>			
Direct voice communication	Yes	No	<b>Comments</b>
Whistle			Line of sight
Mobile Phone			Check signal
Two Way Radio			Check frequency not compromised
<b>Description of work to be carried out;</b>			
<b>Emergency Contact;</b> In the event of an emergency / fall from height the Supervisor must immediately alert: <b>Rescue team and first aid assistance contact details;</b>			
Name;	Contact No;		Comments:
Name;	Contact No;		
Name;	Contact No;		
<b>First Aiders: (Check in date)</b>			
Name;	Contact No;		
Name;	Contact No;		

Casualties Location, height above / below floor.....:

**If the site rescue team is unable to affect a rescue within 10 minutes a 999 call for the Emergency Services must be made**

Rescue Plan WAH	Form No WAH 002	Version No:2
Author: David Ryell	Approver: Darren Allsobrook	Version Date: 23.07.2019
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<b>Safety of Rescuers:</b>							
Are operatives trained competent & in date in use of rescue equipment?					<b>Yes</b>	<b>No</b>	
Are sufficient numbers of rescuers available?							
Is the rescue equipment selected suitable for task?							
What obstructions are in the way of reaching the casualty?							
Have assessments been made of anchor points, are tests in date?							
Has consideration been made to the method of attaching the casualty?							
<b>How will rescuers reach casualty:</b>			<b>Yes</b>	<b>No</b>			
Rescue ladder					Crane Man Basket		
Key to building roof					Remote Rescue Kit		
Pull casualty in through window or balcony					Elevator		
Aerial Equipment from ground					Climb / abseil		
Pull casualty up through roof/ slab/ floor							
Suspended Access Equipment							
<b>What equipment is needed to effect rescue within <u>10</u> minutes to minimize suspension trauma?</b>							
Rescue Ladder	Yes	No	Crane Man Basket			<b>Yes</b>	<b>No</b>
Rescue Kit Winch			Suspended Access Equipment				
Rescue Kit Haul			Climbing rope rescue system				
Descent Rescue Kit			Stretcher				
First Aid Kit			Other				
<b>If the operative is injured;</b>							
Can the casualty still be reached in 10 minutes?						<b>Yes</b>	<b>No</b>
Qualified First Aider present understands suspension trauma?							
Who and how will the Emergency Services be alerted?							

**IF IN DOUBT CONSULT CHST**

WAH Rescue Plan	Enter Document Number	Version No:2
Author: D Ryell	Approver: Darren Allsobrook	Version Date:0319
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**Other Considerations:**

Lone Working Precautions (Detail): .....

.....  
Unusual Site Features/Building Structure (Detail): ..........  
Weather Conditions (Detail): .....

Proximity to Emergency Services / Hospital (Detail): .....

**Work at Height Rescue Plan Approved By:** .....**Rescuer in Charge**

Name (print) ..... Position .....

Signature ..... Date .....

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**Approval of Work at Height Rescue Plan:****Work at Height Supervisor**

Name (print)..... Position .....

Signature ..... Date .....

WAH Rescue Plan	Enter Document Number	Version No:2
Author: D Ryell	Approver: Darren Allsobrook	Version Date:0319
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# Work at Height Audit



Derby City Council

Site location:	Date of audit:	Person undertaking audit:		
Site manager:	Audit rating:			
Start date:				
<b>Scoring system</b>				
0	No compliance / no evidence	1 Limited compliance / serious defects	2 Broad compliance	3 Full compliance

Sn	Work at height Audit	Score	Observations / Actions
1	Are all work at height activities identified? (Include routine and non-routine activities)		
2	Are measures always taken to prevent falling objects injuring others as a result of working at heights?		
3	Is working at height avoided where possible?		
4	Is unauthorised access to roofs or roof spaces prevented / controlled?		
5	Have all personnel at risk of work at height been identified?		
6	Is work at height properly planned and organised?		
7	Has the work area been surveyed for hazards, e.g. overhead power lines, unsuitable ground conditions, unguarded edges?		
8	Are employees, contractors trained in work at height where required?		
9	Are warning signs fixed on the approach to fragile roofs?		
10	Are fragile roofs identified, labelled especially where fragility is disguised?		
11	During work at height is there a competent person present who can stop work if conditions change, e.g. weather, traffic, and scope of work?		
12	Are ladders only used for light work of short duration?		
13	Are ladders inspected by a competent person, date of inspection displayed?		
14	Are step ladders only used where alternatives not available?		
15	Are work platforms capable of supporting workers, equipment, materials, the safe working loads (SWL) indicated and inspected every six months?		

Work at Height Audit	Document Number; WAH 003	Version No: 1
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# Work at Height Audit



Derby City Council

16	Are work platforms with edge protection, such as tower scaffolds, cherry pickers, scaffolding always used?		
17	Are open vertical drops identified and properly guarded when open?		
18	Are open edges e.g. on mezzanine levels provided with appropriate guard rails? (The use of chains, ropes, etc is not suitable).		
19	Are measures taken to warn employees or contractors where microwave or transmitters are installed?		
20	Do contractors provide safe written working procedures for work at heights, are they screened / instructed and is their work monitored by a competent person?		
21	Are anchorage points for safety harnesses and ladders provided, used and regularly inspected?		
22	Is storage properly planned which discourages climbing racking or storage units to access goods?		
23	Are remote access methods used for window cleaning?		
24	Have employees / contractors been trained not to over-reach on ladders or work platforms?		
25	Are operator keys for MEWP's or FLT's controlled against unauthorised use?		
26	Are Fall arrest harness inspected prior to each use / is this documented?		
27	Are quarantine procedures in place for defective fall arrest equipment?		
28	Are manholes / excavations guarded against falls from height when in use?		

Percentage	Rating – description (Sections marked as not applicable (N/A) are scored as full compliance (3))
90% +	Outstanding
80 - 89%	Good standards re audit annually
50 – 79%	Requires improvement – one or more major issues – Warning to Managers. Re-audit within 2 months
Below 50%	Inadequate standards – warning to Senior managers, Copied to Heads of Service. Re-audit within 1 month

Work at Height Audit	Document Number; WAH 003	Version No: 1
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# Operative Harness Inspection Check Sheet



Derby City Council

Date .....

Job .....

Operatives name .....

Height Safety Supervisor .....

1. **Webbing.** Check all edges of the webbing for cuts 1mm or more. Overall condition of the webbing, if there is any abrasion / wear and tear to the webbing it should be monitored by the inspection logs.
2. **Rear dorsal plate,** check for damage, distortion or signs of fracture
3. **D-Ring.** Check the overall condition, weld point and area covered by webbing contact.
4. **Chest Strap.** Check for any damage to webbing / buckles or sliders
5. **Leg Buckles.** Check for damage, corrosion, particular attention to bright metal hidden by webbing
6. **Bar Tack** (small folded webbing at end of leg straps) check stitching
7. **Stitching Panels.** Check all panels for loose threads / fraying
8. **Certificate of Conformity.** Check that it is clear and legible with a unique identification number, date of manufacture BSEN361 or similar
9. **Rubber Leg Locking Sliders.** Check there is a minimum of 1 per leg

*Comments of finding faults*

Harness / PPE Check Sheet	Document Number :WAH 004	Version No:2
Author: D Ryell	Approver: Darren Allsobrook	Version Date: 23.07.2019
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# Guidance

## Working at Height “Portable ladders”

### 1. Purpose

This document sets out the safe system of work for Work at Height that is to be adopted where Derby City Council has control of the danger and is to be used by Derby City Council and its contractors for all work involving Working at Height operations involving the use of Portable Ladders (ladders and step ladders – see form 5 and 6)

### 2. Roles & Responsibilities

All staff are reminded of their responsibilities and to act in accordance with the Council Health & Safety Policy and within their level of competence.

### 3. Process Detail

**3.1** Ladders should not be an automatic choice when working at height and alternatives should always be considered first e.g. task avoidance if possible and platforms.

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.

#### 3.2 Training Requirement

General

All ladder users are to be suitably trained and competent and should have the appropriate knowledge, experience and practical skills for the type of work being undertaken.

As a minimum requirement ladders users are to be trained to ladder association standards on the following criteria:

- Daily use check.
- Manual handling.
- Securing and footing.
- Ladder stability devices.
- Ground conditions.
- Signage/barriers.
- Common hazards.
- Do's and don'ts.

#### 3.3 Maintenance, Inspection and Records

Ladders should be numbered individually and placed on a register which records:

- Make / type of ladder.
- Duty / weight/class rating.
- Date first put into use.
- Portable Ladder Inspection Form. (WAH 005)
- Step Ladder inspection form (WAH 006)
- Ladders are work equipment subject to the requirements of the Provision and Use of Work Equipment Regulations (PUWER).

Safe Use of Ladders	Document No.005A	Version No:01
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# Working at height “Portable ladders”

- The ladder must be subject to suitable, regular documented management inspections, which take into account the degree of use and type of ladder.
- All ladders must carry a stable ladder tag identifying previous inspection dates and next inspection date.
- Ladders are work equipment subject to the requirements of the Provision and Use of Work Equipment Regulations (PUWER).
- The ladder must be subject to suitable, regular documented management inspections, which take into account the degree of use and type of ladder
- All ladders must carry a stable ladder tag identifying previous inspection dates and next inspection date.
- Link to Portable Ladder Inspection Check sheet. (WAH 005)

## 3.4 Choosing a Ladder

The UK has three categories of ladder strength:

- Industrial Duty (Class 1) ladders are designed for a Maximum Static Vertical Load 175kg (27.5 stones). This will sometimes be referred to as "safe working load".
- Trade Duty (previously Class 2, but now EN131) ladders are designed for a Maximum Static Vertical Load 150kg (23.5 stones).
- Domestic Duty (Class 3) ladders are designed for a Maximum Static Vertical Load 125kg (19.5 stones) – **Domestic ladders must not be used in the workplace!**

Confusion frequently arises from the use of the term "Duty Rating" on some ladders, where Class 1 ladders are designated a Duty Rating 130kg and Class 3 ladders are designated a Duty Rating 95kg. These figures were arrived at by British Standards from a consideration of the frequency and general conditions of use. They are not an accurate guide to the Safe Working Load. The "Maximum Static Vertical Load" is a more useful measure and gives a more accurate guide to relative strengths as indicated above.

The British Standards for UK ladders are:

- BS 2037 - applies to metal ladders (Class 1 and Class 3).
- BS EN131 - applies to metal and timber ladders.
- BS 1129 - applies to timber ladders.
- BS EN131 has been recently adopted as a European-wide standard (ladders manufactured in most of Europe will be known simply as EN131). In the UK it has replaced the old Trade Duty (Class 2) of BS 2037.

## 3.5 Risk Assessment

In order to comply with current legislation every employer and self-employed person must make a suitable and sufficient assessment of any and all hazards in the workplace, and the likelihood of the risk of these hazards causing harm to persons or property.

Common hazards associated with the use of ladders to be considered in a risk assessment are:

- Falls from ladder when stepping on and off the lower rungs.
- Falls due to ladder slipping sideways at the upper resting point.
- Falls due to ladder slipping outwards at the bottom.
- Falls due to ladder moving because of unsuitable ground conditions.

Enter Document Name Portable Ladders	Document No.005A	Version No:01
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## Working at height “Portable ladders”

- Falls due to ladder placed at incorrect angle.
- Falls due to failure of ladder.
- Falls or electric shock due to overhead electrical hazards/ obstructions.
- Falls due to incorrect PPE.
- Falls due to environmental conditions.
- Injury during handling of ladders.
- Injury to others from falling tools.

The above do not include any “work” specific hazards.

### 3.6 Ladder Pre-Use Assessment

- For a simple task assessment a Ladder Pre-Use Assessment may be valid based on the level of risk. These may be used for simple repeat tasks using ladders but must be reviewed if conditions change, the task changes or every 12 months.
- General conditions for use.
- Ladders are only to be used for short duration inspection and basic maintenance work
- Ladders must always be positioned at a minimum 1:4 ratio.
- Where practicable ladders must be tied off at the top and bottom
- Ladders when in use must always be footed by a second

**IF IN DOUBT CONSULT THE CHST**

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# Ladder Inspection Record



Derby City Council

Ladder Inspection record			
S/No. of equipment;	Material please circle ;		
No. of rungs / section	Timber	Fibreglass	Aluminium
Previous location:	Previously issued to:		
Current location:	Currently issued to;		

No.	Inspection results					
00	Example	Ok	Quarantine	Scrap	Found damaged	Darren A
1	End caps	Ok	Quarantine	Scrap		
2	Stiles	Ok	Quarantine	Scrap		
3	Rungs	Ok	Quarantine	Scrap		
4	Feet	Ok	Quarantine	Scrap		
5	Fixings	Ok	Quarantine	Scrap		
6	Guide Brackets	Ok	Quarantine	Scrap		
7	Rung hooks	Ok	Quarantine	Scrap		
8	Locking catches	Ok	Quarantine	Scrap		
9	Ropes and pulleys	Ok	Quarantine	Scrap		
10	Wall running wheels	Ok	Quarantine	Scrap		
11	Stiffness	Ok	Quarantine	Scrap		
12	Function	Ok	Quarantine	Scrap		

No.	Details of faults found / identified	
	Brief details	

Actions taken on findings:				
Fitness for use?	Ok	Quarantine	Scrap	If scrap how disposed?

Date of inspection	Date of next inspection
Print name:	

Ladder Inspection	Document number; WAH005	Version No: 1
Author: David Ryell	Approver: Darren Allsbrook	Version Date: 23.07.2019
Security Classification: Unclassified		Page 1 of 1

# Step Ladder Inspection Record



Step Ladder Inspection record						
S/No. of equipment;			Material please circle ;			
			Timber	Fibreglass	Aluminium	
No. of treads( Excluding platform top & top rail)			Type:	Swing back	Platform	Combination
Previous location:			Previously issued to:			
Current location:			Currently issued to;			

Inspection results						
No.	Example	Ok	Quarantine	Scrap	Found damaged	Darren A
00	Example	Ok	Quarantine	Scrap		
1	Front stiles	Ok	Quarantine	Scrap		
2	Back legs	Ok	Quarantine	Scrap		
3	Treads	Ok	Quarantine	Scrap		
4	Feet	Ok	Quarantine	Scrap		
5	Hinges	Ok	Quarantine	Scrap		
6	Locking stays	Ok	Quarantine	Scrap		
7	Top rail	Ok	Quarantine	Scrap		
8	Platform	Ok	Quarantine	Scrap		
9	Back rail	Ok	Quarantine	Scrap		
10	Struts	Ok	Quarantine	Scrap		
11	Stiffness	Ok	Quarantine	Scrap		
12	Function	Ok	Quarantine	Scrap		

No.	Details of faults found / identified				
	Brief details				

Actions taken on findings:				
Fitness for use?	Ok	Quarantine	Scrap	If scrap how disposed?

Date of inspection	Date of next inspection
Print name:	

Step ladder Inspection	Document Number; WAH006	Version No: 1
Author: David Ryell	Approver: Darren Allsobrook	Version Date: 23.07.2019
Security Classification: Unclassified		Page 1 of 1



# Mobile Elevated Work Platform Daily Checklist

Week Commencing: \_\_\_\_\_

Site/Location: \_\_\_\_\_

Make/Model/Serial No.: \_\_\_\_\_

## Report to MEWP Appointed Person before work commences

	Pre-start Checks:	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Comments
	Check Boxes below - Key: X = Defective; ✓ = Fit for use; NA = Not Applicable								
1	Mainframe – inc guards/covers								
2	Turntable Anchor Point(s) – good condition and clearly marked								
3	Tyres for Damage, Wear & Pressure								
4	Hoses								
5	Oil/Water Level								
6	Hydraulic Oil System								
7	Systems for leaks								
8	Cables & Booms								
9	Head/Tail Lights								
10	Brakes								
11	Pins/retaining bolts/wheel nuts								
12	Travel controls (lower/upper)								
13	Does vehicle require to be charged/ check battery condition								
14	General Cleanliness of Vehicle/Platform								
15	Door hinges, Catches/ Gate Mechanism								
16	Check step rungs inc; for oil, corrosion etc								
<b>Operational Checks:</b>									
17	Neutral Start Position								
18	All Controls i.e. steering, brakes								
19	Raising lowering mechanism								
20	Warning Lights & Instruments								
21	Horn								
22	Warning Beacon								
23	Reversing Alarm								
Additional Safety Checks									
24	Fire Extinguisher, Available, Full in date and secured								

MEWP Daily Inspection	Document Number; WAH 007	Version No: 1
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Derby City Council

## Mobile Elevated Work Platform Daily Checklist

	Mon	Tues	Weds	Thurs	Fri	Sat	Sun
<b>Signature</b>							
<b>Print Name</b>							
<b>I confirm, that by signing above any defects found have been reported to my Supervisor / MEWP Coordinator</b>							

MEWP Daily Inspection	Document Number; WAH 007	Version No: 1
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## Excavations Inspection Report - Flowchart box No. 8

<p><b>Report of inspection on *excavations, *cofferdams &amp; *caissons</b> *delete as appropriate</p> <p>Construction (Design Management) Regulations</p>					
Inspection Conducted By;					
Print Name..... Signature..... Position Held..... Site..... Address.....					
Date & Time of inspection	Description of area inspected	Location of inspection	Detail of any issue identified causing concern for health & safety	Details of corrective action Enter on action plan	Corrective actions taken by

Excavation inspection	Document Number; WAH 008	Version No: 2
Author: David Ryell	Approver: Darren Allsobrook	Version Date: 23/09/19
Security Classification: Unclassified	Page 1 of 2	



## Excavations Inspection Report - Flowchart box No. 8

Derby City Council

Date & Time of inspection	Description of area inspected	Location of inspection	Detail of any issue identified causing concern for health & safety	Details of corrective action Entered on CIS	Corrective actions taken by

Excavation inspection	Document Number; WAH 008	Version No: 2
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## Working at Height (WAH) – Managers checklist for selecting WAH equipment

(This should be used in conjunction with the WAH flow chart starting at point 2)

Name of person and job title completing the checklist		Service/School/Establishment	
Department/Directorate		Date of assessment	
<b>1.0 Work at Height activity/operation – describe the work activity, operation &amp;/or task being undertaken (is storage of equipment and materials required?)</b>			
1.1			
<b>2.0 Consequences of a fall – detail how far a person/s could fall and injuries likely/possible (minor injury to fatality)</b>			
2.1			
<b>3.0 Level of Risk - taking into consideration the sections above, state the current level of risk with this proposed activity (tick box).</b>			
3.1	Low <input type="checkbox"/> Medium <input type="checkbox"/> High <input type="checkbox"/>		
<b>4.0 Selecting Work at Height Equipment:</b>			
4.1	Follow the <a href="#">Working at Height - Flow Chart</a> found within the DCC WAH policy. Consider the following set of questions at each stage to select the appropriate equipment for the WAH activity:  (i) the working conditions and the risks to the safety of persons at the place where the work equipment is to be used (ii) access to and egress from the work equipment and the distance to be negotiated, (iii) the distance and consequences of a potential fall, (iv) the duration, frequency of use and the numbers involved (v) the need for easy and timely evacuation and rescue in an emergency, (vi) any additional risk posed by the use, installation or removal of the work equipment or by evacuation and rescue from it (vii) other provisions of the Work at Height Regulations – <b>Lone working, out of hours working, fragile surfaces, weather conditions, workers/public underneath work area, falling materials, repetitive nature, additional loading of equipment and materials, work requiring 2 hands (or team work), training, maintenance and inspection, unauthorised access/security, traffic, external ground conditions, internal floor structure, etc.</b>		

	<b>Assessment factor</b>	<b>Yes / No / N/A</b>	<b>Explain the rationale why the work at height equipment has/not been selected. Add additional information / comments as required.</b>
<b>5.0</b>	<b>Equipment</b>		
5.1	Can the activity/operation be undertaken in a way that avoids work at height? ( <b>refer to WAH flow chart – box 3</b> )		<b>Detail actions taken to eliminate WAH</b>  <b>If no, move to 5.2</b>
5.2	Is the WAH activity/operation to be undertaken from a fixed location i.e. the roof of an existing building ( <b>refer to WAH flow chart – boxes 14, 15, 17, 18</b> ) <ul style="list-style-type: none"> <li>• Roof risk assessment in place?</li> <li>• Working outside of normal hours.</li> <li>• Is the Limitation of Access Permit (LoAP) in operation (if no other access required?) (<b>see box18</b>)</li> <li>• Is existing edge and fragile roof protection already in place, in good condition, signage displayed, and warnings given?</li> <li>• Induction in place prior to work commencing and written records retained i.e. contractor's induction including communicating identifying areas of concern e.g. fragile roof.</li> <li>• If no to the above is a 'man safe' system in place? Go to fall arrest/restraint section.</li> </ul>		  <b>If no, move to 5.3</b>
5.3	Is the work inside a confined space? ( <b>refer to WAH flow chart – box 12</b> )		  <b>If no, move to 5.4</b>
5.4	Is the work adjacent or within an excavation? ( <b>refer to WAH flow chart – box 13</b> )		  <b>If no, move to 5.5</b>

5.5	Is a fall arrest/restraint system in place/required? (refer to WAH flow chart - box 6, 17)		<p>If no edge protection and/or fall arrest/restraint system in place <b><u>STOP!</u></b></p> <p><b><u>Do not carry on and review findings – refer back to WAH flow chart - box 3. Contact the Corporate Health and Safety Team.</u></b></p> <p>If no, move to 5.6</p>
5.6	Is FIXED scaffolding required? (describe which type) (refer to WAH flow chart – box 5) e.g. tube and fitting, designer.		<p>If no, move to 5.7</p>
5.7	Is a tower scaffold or other working platform required? (describe which type and why) (refer to WAH flow chart – box 5) e.g. fragile roof protections system, access platform		<p>If no, move to 5.8</p>
5.8	Is a MEWP required? (refer to WAH flow chart – box 8, 17)		<p>If no, move to 5.9</p>
5.9	Is rope access required? (refer to WAH flow chart – box 6, 9, 17)		<p>If no, move to 5.10</p>

5.10	Is low level podium required? (refer to WAH flow chart – box 10)		<b>If no, move to 5.11</b>
5.11	Are steps and ladders required? (refer to WAH flow chart – box 11)		<b>Is the work of short duration – no more than 30 minutes duration?</b>
5.12	Small hop up steps, elephants' foot (no rescue plan required)		<b>Is the work low risk? - record findings or outcomes.</b>
<b>6.0 Planning and management of working at Height</b>			
6.1	Lone working? – answer yes or no The Council do not permit any Lone Working at Height unless it falls within the scope afforded 'Low Level' working as described in paragraph 10 (Working at Height Guidance).  If Yes – complete a <a href="#">Lone Working risk assessment</a>		
6.2	Will the work be done 'Working outside of normal hours'?		
<b>7.0 Instruction and training</b>			
7.1	Have you completed WAH Training in line with the <a href="#">Health and safety training</a> ?  Mandatory courses must be completed within 12 months of starting and for existing staff must be refreshed every 3 years.		<b>Give details:</b>
7.2	Have employees using the selected equipment (including any harnesses or fall arrest equipment) been trained and instructed appropriately. (See certification requirements in the WAH guidance)		<b>Give details:</b>

7.3	If fall arrest/restraint equipment is to be used confirm rescue plans in place? (refer to WAH flow chart – box 6, 17)		<b>Give details:</b>		
7.4	Have emergency procedures been reviewed (e.g. Fire) and updated in line with the equipment selected and shared with employees/contractors?		<b>Give details:</b>		
<b>8.0</b>	<b>Inspection and maintenance procedures</b>				
8.1	Is the equipment selected subjected to formal inspection before and periodically during use? (refer to guidance and flow diagram boxes)		<b>Give details:</b>		
8.2	Detail who will carry out the above inspection. Ensure records are maintained (refer to various inspection checklists and the work at height audit form within the policy)		<b>Provide details of who, when and how often?</b>		
8.3	<b>Summary of WAH equipment and controls selected. Describe the controls in place for this working at height activity.</b>				
<b>9.0</b>	<b>Management approval and review</b>				
9.1	Date approved	By (name and job title)	Review period	Date required	Reviewed by
<b>10.0</b>	<b>Level of Risk – taking into consideration sections 4.0 to 10.0 above, state the new level of risk with this proposed activity (tick box).</b>				
10.1	Low <input type="checkbox"/> Medium <input type="checkbox"/> High <input type="checkbox"/> If the work activity remains HIGH, contact Corporate Health and Safety Team for further advice and guidance, minimum of 5 working days prior to work commencing				
11.0	Comments/remedial actions required	Action Required (Y/N)	Date Action to be Completed, by Whom	Date Completed	

12.0	<b>Copy sent to Corporate Health and Safety Team</b> <a href="mailto:employee.healthandsafety@derby.gov.uk">employee.healthandsafety@derby.gov.uk</a>	<b>Date sent:</b>		



Derby City Council

## Working at Height (WAH) – Managers checklist for selecting WAH equipment

(This should be used in conjunction with the WAH flow chart starting at point 2)

Name of person and job title completing the checklist	Joe Bloggs Facilities Management Manager	Service/School/Establishment	Council House
Department/Directorate	Facilities Management (FM), Corporate Resources	Date of assessment	03/03/2021
<b>1.0 Work at Height activity/operation – describe the work activity, operation &amp;/or task being undertaken (is storage of equipment and materials required?)</b>			
1.1	Foster Service posters are to be installed to internal lampposts in the public area of the ground floor of the Council House to promote the work of the Derby City Council Foster Service. FM will be managing the installation of the posters on behalf of the Foster Service.  A contractor from the PPTS approved data base will be undertaking the work on behalf of FM.  There are 6 lampposts spread across the customer care area which will require WAH equipment to be moved from area to area.  Work is planned for 17/03/21 between 5.00 – 7.00 pm, after the customer care service is closed. There may still be some members of the public and employees in or passing the area. Therefore, the work area will need to be segregated.  Signs will be fixed using brackets which will require battery operated hand tools to be used. The top bracket is approximately 3 metres from the floor.  The contractor has received a risk assessment for the Council House and a layout of the working area. An induction has been arranged with the contractor for 4.00pm of the afternoon of the work.		
<b>2.0 Consequences of a fall – detail how far a person/s could fall and injuries likely/possible (minor injury to fatality)</b>			
2.1	A person may fall between 2 – 3 metres onto a hard surface. Potential serious injury.		
<b>3.0 Level of Risk - taking into consideration the sections above, state the current level of risk with this proposed activity (tick box).</b>			
3.1	Low <input type="checkbox"/> Medium <input checked="" type="checkbox"/> High <input type="checkbox"/>		
<b>4.0 Selecting Work at Height Equipment:</b>			
4.1	Follow the <a href="#">Working at Height - Flow Chart</a> found within the DCC WAH policy. Consider the following set of questions at each stage to select the appropriate equipment for the WAH activity:		

	<p>(i) the working conditions and the risks to the safety of persons at the place where the work equipment it to be used  (ii) access to and egress from the work equipment and the distance to be negotiated,  (iii) the distance and consequences of a potential fall,  (iv) the duration, frequency of use and the numbers involved  (v) the need for easy and timely evacuation and rescue in an emergency,  (vi) any additional risk posed by the use, installation or removal of the work equipment or by evacuation and rescue from it  (vii) other provisions of the Work at Height Regulations – <b>Lone working, out of hours working, fragile surfaces, weather conditions, workers/public underneath work area, falling materials, repetitive nature, additional loading of equipment and materials, work requiring 2 hands (or team work), training, maintenance and inspection, unauthorised access/security, traffic, external ground conditions, internal floor structure, etc.</b></p>		
	<b>Assessment factor</b>	<b>Yes / No / N/A</b>	<b>Explain the rationale why the work at height equipment has/has not been selected. Add additional information / comments as required.</b>
<b>5.0</b>	<b>Equipment</b>		
5.1	Can the activity/operation be undertaken in a way that avoids work at height? ( <b>refer to WAH flow chart – box 3</b> )	No	<p><b>Detail actions taken to eliminate WAH</b></p> <p>The signs will protrude from the lamppost and need to be above head height (2.5 m) to avoid head contact of those passing by. They need to be easily visible from all areas of the customer care area.</p> <p>The lamp posts are fixed and cannot be lowered</p> <p>The lower brackets will therefore need to be fixed to lampposts above 2.5 metres</p> <p><b>If no, move to 5.2</b></p>
5.2	<p>Is the WAH activity/operation to be undertaken from a fixed location i.e. the roof of an existing building (<b>refer to WAH flow chart – boxes 14, 15, 17, 18</b>)</p> <ul style="list-style-type: none"> <li>• Roof risk assessment in place?</li> <li>• Working outside of normal hours.</li> <li>• Is the Limitation of Access Permit (LoAP) in operation (if no other access required?) (<b>see box 18</b>)</li> <li>• Is existing edge and fragile roof protection already in place, in good condition, signage displayed, and warnings given?</li> <li>• Induction in place prior to work commencing and written records retained i.e. contractor's induction including communicating identifying areas of concern e.g. fragile roof.</li> <li>• If no to the above is a 'man safe' system in place? Go to fall arrest/restraint section.</li> </ul>	No	<p>The work location is within the ground floor of the Council House which is office based – there is no risk of a fall from height under normal work conditions, therefore no fixed WAH equipment is routinely available.</p> <p>Work is to start after 5.00 pm when services are closed to members of the public. There may still be DCC employees within the area or public using welfare facilities. Barriers will be used to segregate work at each lamppost – the position of barriers will be moved as required.</p> <p>A LoAP access permit is not required as this is considered low level work – the work platform will need to be approximately 2m from ground level and is not adjacent to staircases etc. where a person may fall further.</p> <p>No fragile surfaces in the area. The working area will be cordoned off with barriers</p> <p>The contractor will be given an induction prior to work commencing and written records will be retained in project file.</p>

			<b>If no, move to 5.3</b>
5.3	Is the work inside a confined space? <b>(refer to WAH flow chart – box 12)</b>	No	Work within the public area of the ground floor  <b>If no, move to 5.4</b>
5.4	Is the work adjacent or within an excavation? <b>(refer to WAH flow chart – box 13)</b>	No	Work within the public area of the ground floor  <b>If no, move to 5.5</b>
5.5	Is a fall arrest/restraint system in place/required? <b>(refer to WAH flow chart - box 6, 17)</b>	No	<p><b>If no edge protection and/or fall arrest/restraint system in place</b>  <b><u>STOP!</u></b></p> <p><b><u>Do not carry on and review findings – refer back to WAH flow chart - box 3. Contact the Corporate Health and Safety Team.</u></b></p> <p>A fall arrest system is not required – edge protection/guardrails will be required as part of the working platform.</p> <p><b>If no, move to 5.6</b></p>
5.6	Is FIXED scaffolding required? (describe which type) <b>(refer to WAH flow chart – box 5)</b> e.g. tube and fitting, designer.	No	<p>There are 6 lampposts having signage affixed – due to time and cost restraints the working platform needs to be easily moveable from lamppost to lamppost.</p> <p>A small fixed scaffold at each lamppost would be impractical as this would be too costly and time consuming to erect.</p> <p>The work only requires 1 person on the platform.</p> <p>Although the work to erect each sign will involve less than 30 minutes duration the work is dexterous in nature and the contractor will need to use both hands and would not allow the contractor to maintain 3 points of contact if using ladders or steps.</p> <p><b>If no, move to 5.7</b></p>

5.7	<p>Is a tower scaffold or other working platform required? (describe which type and why) (<b>refer to WAH flow chart – box 5</b>) e.g. fragile roof protections system, access platform</p>	Yes	<ul style="list-style-type: none"> <li>• A portable tower scaffold is mobile and quick to assemble/reassemble – it can be wheeled from position to position and locked once assembled with minimal adjustment.</li> <li>• A portable tower scaffold offers a stable work platform with edge protection which, if erected and used correctly, limits the chance of a fall</li> <li>• Toe boards can be fitted to prevent falling materials and tools</li> <li>• A LoAP access permit is not required as this is considered low level work – the work platform will need to be approximately 2m from ground level and is not adjacent to staircases etc. where a person may fall further.</li> <li>• Only one person will be required to work from the platform which provides adequate space to work</li> <li>• Drills, screws and brackets are required for the work. Although the work to erect each sign will involve less than 30 minutes duration the work is dexterous in nature and the contractor will need to use both hands and would not allow the contractor to maintain 3 points of contact if using ladders or steps. For this reason, a step ladder is not considered appropriate.</li> <li>• Outriggers can be placed on a flat, solid surface for stability and they are easily adjustable</li> <li>• The contractor will provide the portable tower scaffold - contractors are trained in erection and use of tower scaffolds and training certificates have been checked.</li> <li>• Parts of the tower scaffold can easily be carried to the work location and quickly erected in situ</li> <li>• The second person who is assisting with the work will offer support to the person working from the portable tower – in an emergency they will manually assist the person on the platform to the ground. They will contact FM via radio and contact emergency services as required.</li> </ul> <p><b>If no, move to 5.8</b></p>
5.8	<p>Is a MEWP required? (<b>refer to WAH flow chart – box 8, 17</b>)</p>	No	<p>See comments in 5.7 – portable tower scaffold chosen</p> <p>FM have a desk-glider, but the contractor is not trained to use the equipment.</p> <p>FM will not be undertaking the work as there is limited FM cover for the building at the time the work is planned.</p> <p>Bringing a MEWP into the building could create awkward access issues. The ground floor surface may not be able to support the weight of a MEWP and/or may damage the floor covering.</p> <p><b>If no, move to 5.9</b></p>

5.9	Is rope access required? (refer to WAH flow chart – box 6, 9, 17)	No	See comments in 5.7  <b>If no, move to 5.10</b>
5.10	Is a low-level podium required? (refer to WAH flow chart – box 10)	No	See comments in 5.7  <b>If no, move to 5.11</b>
5.11	Are steps and ladders required? (refer to WAH flow chart – box 11)	No	<b>Is the work of short duration – no more than 30 minutes duration?</b>  See comments 5.7
5.12	Small hop up steps, elephants' foot (no rescue plan required)	No	<b>Is the work low risk? - record findings or outcomes.</b>
<b>6.0 Planning and management of working at Height</b>			
6.1	Lone working? – answer yes or no The Council do not permit any Lone Working at Height unless it falls within the scope afforded ‘Low Level’ working as described in paragraph 10 (Working at Height Guidance).  If Yes – complete a <a href="#">Lone Working risk assessment</a>	No	The work requires 2 persons. A single person will be working from the platform – a second person will/should assist from ground level.
6.2	Will the work be done ‘Working outside of normal hours’?	Yes	To reduce risks to employees, public and contractors and to reduce disturbance in the customer care area the work will take place outside normal business hours – between 5.00 – 7.00 pm  Although there will be few employees and visitors in the area the area will be cordoned off with barriers to prevent any equipment falling on passers-by.
<b>7.0 Instruction and training</b>			
7.1	Have you completed WAH Training in line with the <a href="#">Health and safety training</a> ?  Mandatory courses must be completed within 12 months of starting and for existing staff must be refreshed every 3 years.	Yes	<b>Give details:</b>  The FM team member overseeing the work has undertaken the corporate WAH training in January 2020 in accordance with the DCC H&S training policy.  Other FM team members have not received WAH training. They will be booked onto the WAH course to allow greater flexibility when overseeing WAH activities.

7.2	Have employees using the selected equipment (including any harnesses or fall arrest equipment) been trained and instructed appropriately. (See certification requirements in the WAH guidance)	Yes	<b>Give details:</b>  The contractor has provided evidence of relevant PASMA certificates showing they have training for the portable scaffold equipment – certificates/PASMA cards will be checked before work commences.
7.3	If fall arrest/restraint equipment is to be used confirm rescue plans in place? (refer to WAH flow chart – box 6, 17)	N/A	<b>Give details:</b>
7.4	Have emergency procedures been reviewed (e.g. Fire) and updated in line with the equipment selected and shared with employees/contractors?	Yes	<b>Give details:</b>  The contractor has received a risk assessment for the Council House and a layout of the working area. An induction has been arranged with the contractor for 4.00pm of the afternoon of the work.  The Council House emergency procedures will be explained at the site induction from 4.00 pm. A radio will be provided for the contractor to allow contact/communication with the FM team.  The contractors risk assessment and controls for the work activity will be discussed and clarified during the induction.
<b>8.0</b>	<b>Inspection and maintenance procedures</b>		
8.1	Is the equipment selected subjected to formal inspection before and periodically during use? (refer to guidance and flow diagram boxes)	Yes	<b>Give details:</b>  A recorded visual inspection of the portable tower scaffold will be undertaken between the contractor and FM Manager before work commences
8.2	Detail who will carry out the above inspection. Ensure records are maintained (refer to various inspection checklists and the work at height audit form within the policy)	Yes	<b>Provide details of who, when and how often?</b>  Contractor/FM Manager – copy kept in project file
8.3	<b>Summary of WAH equipment and controls selected. Describe the controls in place for this working at height activity.</b>		
	<ul style="list-style-type: none"> <li>• Site induction to be completed by FM with the contractor before work commences – clarification of work, check RAMS, discussion and clarification of WAH controls, visual check of the condition of the work equipment – e.g. outriggers fixed, edge protection in place, barriers in place etc.</li> <li>• Radio provided for contractor and contact instructions given.</li> <li>• Work between 5.00 – 7.00 pm – few passers-by in the area</li> <li>• Scaffold tower suitably erected and used by an approved contractor</li> <li>• Competent contractor – PASMA cards/tower scaffold training certificates checked before work commences</li> <li>• Supervisory checks during the work period</li> <li>• Checks on quality of work after completion</li> </ul>		

<b>9.0</b>	<b>Management approval and review</b>				
<b>9.1</b>	Date approved	By (name and job title)	Review period	Date required	Reviewed by
	05/03/2021	Cole Porter	N/A	N/A	N/A
<b>10.0</b>	<b>Level of Risk – taking into consideration sections 4.0 to 10.0 above, state the new level of risk with this proposed activity (tick box).</b>				
10.1	Low <input checked="" type="checkbox"/> Medium <input type="checkbox"/> High <input type="checkbox"/> If the work activity remains HIGH, contact Corporate Health and Safety Team for further advice and guidance, minimum of 5 working days prior to work commencing				
<b>11.0</b>	Comments/remedial actions required		Action Required (Y/N)	Date Action to be Completed, by Whom	Date Completed
	Book other FM team members onto the WAH course to allow greater flexibility when overseeing WAH activities.		Yes	May 2021, by Joe Bloggs	
<b>12.0</b>	Copy sent to Corporate Health and Safety Team <a href="mailto:employee.healthandsafety@derby.gov.uk">employee.healthandsafety@derby.gov.uk</a>		Date sent:		