

Working at Height Policy

General Policy Statement

It is the policy of Enginus UK Ltd to avoid any work at height where it is reasonably practicable to do so. Where work at height is unavoidable then all reasonable steps shall be taken by the company to provide a safe working environment for employees required to carry out their trade or professional skills at height.

Enginus UK Ltd shall provide the necessary preventive and protective measures to prevent falls of persons or materials from the workplace and will liaise with any other persons involved in the work activity.

The employee of Enginus UK Ltd and any other person involved in the work activity shall cooperate in the implementation of this policy.

The responsibility for the implementation of this section of the policy on behalf of Enginus UK Ltd lies with the individual branch Directors who will ensure that those in control of work activities involving working at height on a day to day basis.

Operating Procedure

It is a requirement under s.2 of the Health and Safety at Work Act 1974 (HSW Act) that employers shall ensure that all employees have a safe place of work, while s.3 requires that other persons are not put at risk by the work activity. In addition to this, s.2 of HSW Act states that there must be a safe means of access to and egress from that place of work, both vertically and horizontally.

Under the Management of Health and Safety at Work Regulations 1999 employers, in relation to work at height, are required principally to make adequate assessments of the health and safety risks to their employees arising out of such activities; identify and implement appropriate control measures to remove or reduce the risks presented; provide employees with comprehensible and relevant information about the risks and the protective or preventive measures identified by the assessment; take individual capabilities (as regards health and safety) into account when appointing persons to carry out such tasks on their behalf and provide adequate health and safety training.

More explicit requirements relating to working at height are contained in the Working at Height Regulations 2005 (as amended 2007). These regulations apply to all occupational work at height with limited exceptions. They place duties on employers, the self-employed, and any person who controls the work of others at height such as facilities managers and building owners.

Working at Height Regulations

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| Regulation 4 | Requires work at height to be properly planned, supervised and carried out safely. In particular it requires that that such work is only carried out when weather conditions allow it to take place safely. |
| Regulation 5 | requires that persons working at height and those supervising such work are competent. |
| Regulation 6 | requires a risk assessment and a hierarchal approach to controlling the risks associated with work at height. Duty holders must avoid work at height when they |

can, use work equipment to prevent falls where work at height cannot be avoided, and where the risk of a fall cannot be eliminated, then measures to minimise the distance and consequences of such a fall must be taken.

Regulation 7 covers the selection of work equipment and requires that collective protection measures (guard rails, etc) must be used in preference to personal protective measures, (harnesses, etc).

Regulation 8 requires that particular work equipment must comply with the schedules to the regulations (e.g. guard rails must be 950mm above the edge from which a person could fall).

Regulation 9 concerns the avoidance of risk from fragile surfaces. Again a hierarchical approach to control the risks is required commencing with a requirement that no person passes across or near or works on or near a fragile surface unless it is not reasonably practicable to do otherwise.

Regulation 10 requires steps to be taken to prevent the fall of material and objects.

Regulation 11 requires danger areas, where a fall of a person or materials may occur, to be protected by means of delineation and appropriate notices.

Regulation 12 concerns the inspection of work equipment such as scaffolds, safety harnesses and ladders.

Regulation 13 requires the inspection of places of work at height and

Regulation 14 outlines the duties of those working at height.

In addition there are eight schedules, which carry the details of how the more general regulations can be complied with.

Schedule 1 requirements for existing places of work and means of access or egress at height.

Schedule 2 requirements for guardrails, toe-boards, barriers and similar collective means of protection.

Schedule 3 requirements for working platforms.

Schedule 4 requirements for collective safeguards for arresting falls.

Schedule 5 requirements for personal fall protection systems.

Schedule 6 requirements for ladders.

Schedule 7 particulars to be included in a report of inspection.

Record Keeping

Records must be kept of all statutory (as prescribed by regulation 12 and schedule 7 of the Work at Height Regulations) inspections of places of work at height and of work equipment provided to control the associated risks including:

Scaffolding including mobile scaffold towers

Mobile elevated working platforms

Personal fall protection systems

Nets and bags

Ladders.

Other details that should be provided include:

Details of competent person(s) responsible for supervising erection, altering or dismantling of scaffolds or for inspection of particular equipment

Any medical conditions which may prevent or hinder persons from carrying out activities involved in working at height, such as visual impairment and loss of hearing.

The results of assessments of the risks to which persons may be exposed whilst working at height, plus any review or revision made to working procedures arising from these assessments

Details of information and training provided to persons required to undertake work at height.

Procedure for Securing the Health and Safety of Workers

Enginus will, in consultation with workers and/or their representatives:

Ensure that an assessment of the risks involved in work at height and take steps to eliminate or control them are undertaken

Provide all the necessary equipment to allow safe access to and egress from the place of work

Provide suitable plant to enable the materials used in the course of the work to be safely lifted to, and stored if necessary at, the workplace

When working in an open environment, assess the effect of weather conditions on the type of work being undertaken and, if necessary, halt work temporarily (once the work, plant and equipment have been left in a safe condition) until such time as it is safe to continue

When working at dusk, night or dawn, provide sufficient local lighting, so that work can be carried out safely and access and egress are easily visible

Arrange for the regular inspection of all equipment required for working at height in accordance with statutory requirements

Appoint a competent person to be responsible for the supervision of the erection, altering and dismantling of scaffolding and for the inspection of equipment used in work at height.

Procedures for Dealing with Health and Safety Issues

Enginus line managers will prepare a method statement (a written safe system of work incorporating the results of any risk assessments made) for work at height, to be followed by all involved in such work. Where it is not possible to follow the method statement:

No further work should be undertaken

A responsible person should be informed

Alternative procedures will be outlined and workers will be advised of these following appropriate consultation.

Information and Training

Enginus will provide any information, instruction and training that an employee may require to carry out his or her trade or skill in a safe manner when working at height. The company shall ensure that supervisors responsible for ancillary plant and equipment used for the work are suitably and adequately trained and capable of providing the correct information on its use.

Safe Systems of Work

In order to prevent falls of persons or objects from a height, the following measures must be taken. take steps to eliminate or control them are undertaken

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Safe Systems of Work

In order to prevent falls of persons or objects from a height, the following measures must be taken.

Carry out a risk assessment in advance to identify potential risks and in order to implement safe working practices.

If at all possible, arrange for work to be done at ground level or provide safe working platforms where this cannot be done.

Scaffolding should be erected by trained and experienced workmen making use of all the necessary plant and equipment including lighting where required.

Ensure that adequate edge protection is provided.

Ensure that the surfaces of working platforms, gangways and runs are free of protrusions and obstructions and that they are large and strong enough to hold workers along with their tools and materials.

Erect barriers or use covers to prevent falls through openings in the floor.

Make use of safety harnesses and belts, or safety nets, where these are required.

Follow the method statement laid down by the company; if this is not possible, inform a responsible person immediately.

Inspect equipment before use; scaffolding should be inspected by a competent person.

Report any defects found to a responsible person immediately.

See also:

HSG33 – Health & Safety in Roof Work

The Working at Height Regulations 2005

Guidance Risk Assessment Manual

<http://www.hse.gov.uk/falls/solutions.htm>

<http://www.hse.gov.uk/falls/wait/index.htm>.

Signed

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Steve Miller

Director

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