

# **ABSOLUTE GLASS LTD**

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## **Safe use of access equipment**

### **Measures Taken**

- Avoid working at height wherever possible.
- When working at height choose the safest and most appropriate working platform to use.
- Recognise any potential problems
- Provide safe systems of work
- Always supply adequate information, instruction, training or supervision
- All work at height is properly planned and organised;
- Those involved in work at height are competent;
- The risks from working at height are assessed and appropriate work equipment is selected and used;
- The risks from working on fragile surfaces are properly controlled;
- Equipment for work at height is properly inspected and maintained.

### **Equipment used:-**

#### **Ladders**

- The work is of short duration and involves only light work
- Three points of contact can be maintained at all times
- The work only requires one hand to be used
- The work can be reached without stretching
- The ladder can be fixed to prevent slipping
- A good handhold is available
- The ladder is safe to use and has been regularly inspected.

#### **Mobile elevated working platform**

- Only a suitably trained and competent person operates the platform e.g. hold a suitable qualification such as a training certificate from the International Powered Access Federation (IPAF) or a CPC card that covers the equipment being used etc.
- That fall arrest equipment is provided and used by the person or persons inside the platform
- No one in the platform will climb out over the guard rails unless the platform is specifically designed to allow this
- All hand tools are secured to the platform with safety ropes to prevent them falling should they be dropped
- A suitable means of descent from the platform is provided in case of an emergency
- Maintenance and test records (dated within the last 6 months) of the equipment are available for inspection.

#### **Mobile scaffolding tower**

- It has been erected by a suitably trained and competent individual e.g. PASMA trained etc.
- The relevant components show no signs of rust or damage
- A suitable means of access is provided inside the tower
- Toe boards and guard rails are provided at the suitable heights (Toe board 150mm, intermediate guard rail 470mm and the top guard rail 950mm)
- That weather and ground conditions are properly considered as these may adversely affect the stability of the tower and also its suitability for the task
- Manufacturers guidelines are followed in relation to the height to base width ratio
- That an inspection regime is in place to ensure the tower remains safe at all times

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## Fixed scaffolding

- That it has been designed, erected, altered and dismantled by a competent person or the work is supervised by a competent person
- It is only erected on a firm level foundation that is capable of taking the load of the scaffold
- It is braced and tied to a permanent structure or otherwise stabilised
- If it is to be loaded then it must be appropriately altered to withstand the extra weight
- That platforms are fully boarded and wide enough for work and access
- That scaffold boards are properly supported and do not over hang excessively i.e. More than four times its thickness
- That there is a safe ladder or other means of access to the platform. If a ladder is used it must be tied off and extend at least one metre above the platform to provide a safe handhold
- It is regularly inspected and formal detailed inspections are made at least every 7 days or sooner if something occurs that may have affected its strength and/or stability

## Overview

Before carrying out works:-

- Consider whether there are other, safer ways of doing the job. Can work at height be avoided?
- Ensure that you have fully considered all of the ways in which you or your employees could be at risk of falling
- Don't underestimate the risks involved.
- Simply 'taking care' is not enough. Proper precautions must be in place.
- Don't start work at height until you have properly planned the work and assessed and controlled the risks involved.
- Decide what equipment is required for the job. Ideally precautions should be designed to prevent a fall, for example using guard rails at a roof edge or crawling boards on a fragile roof. For some jobs it may be appropriate to use fall arrest equipment such as a safety harness and lanyard.
- If you have not got the appropriate equipment then get it. Don't take a chance with a ladder if what you should be using is a tower scaffold. Making do without the right equipment to speed up the work or minimise expense can lead to injury or death, as well as prosecution if the law is broken.
- Ensure that there are no defects in any equipment that you use.
- Make sure that equipment is used safely and that any necessary training or supervision is provided.