



# **Dixons Allerton Academy**

## **Policy: Working at Heights**

**Responsibility for Review: Senior Leadership Team**

## Statement of intent

This Academy recognises that there may be an increased risk to the health and safety of its employees whilst working at heights. For this reason, we have devised a policy which sets out our approach in both identifying these risks and adequately managing them. Any questions regarding the operation of this policy should be addressed to Operations Manager.

Signed by :.....  
Date:.....  
(Principal)

Signed by :.....  
Date:.....  
(Chair of Governors)

## Definition

For the purposes of this policy, working at heights is *'work in any place where, if precautions were not taken, a person could fall a distance liable to cause personal injury. You are working at height if you work above ground/floor level and could fall from an edge, through an opening or fragile surface'* (HSE September 2014).

## Legal Position

Our duty to both assess and control any risks from working at heights is governed by the Health and Safety at Work Act 1974 (HSWA). The legislation requires us to ensure, so far as is reasonably practicable, the health, safety and welfare of our employees. Similar duties are owed to other workers, such as agency temps under section 3 of the HSWA. This will be achieved by carrying out risk assessments in accordance with the Management of Health and Safety at Work Regulations 1999 (as amended).

Working at Heights is specifically covered by The Work at Height Regulations 2005.

## Risk Assessment

Our risk assessments will cover all work currently undertaken whilst working at heights. Once all job roles involving working at heights have been identified, the following factors will be considered:

- Justification for working at height and organization of the work
- Selection, use and inspection of work equipment
- Competence of personnel
- Training & refresher training
- Description and duration of work
- Access and egress
- Weather conditions
- Where appropriate, fall protection
- Securing the work area
- Working on roofs.

## Contractors

Prior to work commencing the contractor will be made aware of this policy for working at heights. The contractor will also be expected to provide a method statement/risk assessment that lists the control measures for working at height and have completed and signed the relevant sections of the Roof Work Permit if appropriate

## The worker

The medical fitness of each worker to work at heights will also be assessed by the Site

Manager or designated deputy.

## **Control Measures**

In order to manage the risks identified, we have introduced the following control measures:

- Maintenance and Inspection – Ladders and step ladders will be checked prior to use by the user and inspected on a frequency of not less than once per year by the Site Manager or designated deputy. Mobile Elevated Work Platforms, scaffold towers will be checked, inspected and maintained in accordance with the manufacturers, hirers or suppliers requirements. This is a statutory requirement under Lifting Operations and Lifting Equipment Regulations 1998
- Scholars – The interface between working at heights and scholars is recognised as high risk and where necessary our risk assessments will reflect the higher duty of care required for young persons
- Lone Working – All working at heights will be subject to a lone working risk assessment.

## **Training**

Where necessary, anyone required to work at heights will be fully trained in the safe working practices to be adopted in order to carry out their tasks safely. This will apply to employees and other workers where applicable, such as agency staff and contractors.

## **Line Managers**

It is the responsibility of individual line managers to monitor the tasks being carried out by their staff when working at heights.

## **Employees**

Employees are expected to co-operate fully with any instructions given by their managers. They are also expected to follow the Academy's safe systems of work and any associated procedures. Failure to do so may result in formal action being taken against the individual(s).

