1. Haringey Council Procedure

1.1 It is the procedure of Haringey Council to ensure the health, safety and welfare of all its employees at work, of students while they are engaged in activities in our schools, contractors with whom we partner to deliver services, as well as members of the public who live within or access our properties.

1.2 It is recognised that within certain services and certain schools there will be activities undertaken by employees that involve work at heights. It is therefore council procedure that suitable and sufficient controls are maintained in relation to these activities, so that associated risk levels are both acceptable to avoid harm and to ensure legal compliance. It is mandatory that all staff of all departments and schools to adhere to this safety procedure.

2. Scope of Procedure

2.1 This document aims to provide instruction and guidance for all staff on the standards adopted by the council and to be followed by staff for 'work at height' activities.

2.2 This procedure applies to LBH operations carried out by staff and contractors who are engaged to do work at height, which may include work using:

- Suspended cradles & chairs
- Hydraulic platforms (cherry pickers)
- Crane lift platforms (man riders)
- Work involving climbing or use of ladders/steps/scaffolding for access
- Work on roofs, e.g. asbestos sheeting
- Window cleaning
- Work near a roof edge
- Erecting or inspecting structures of any kind
- Materials/objects stacked or racked above ground level
- Playground equipment/climbing frames
- Mounting or dismounting from plant or vehicles
- Working on fixed stairs
- Excavations
- Scaffolding (it is covered by specific Policy) which you can find in Haringey website

2.3 As well as working at height above ground, this document also covers work below ground where there is the risk of injury due to falling (e.g. manholes, shafts).

2.4 The Council acknowledges the safety hazards inherent in working at heights, especially roof work, and will ensure that any risks are reduced to a minimum. All reasonable steps shall be taken to provide a safe working environment for employees required to carry out work at height.

2.5 Not included under this procedure is:

- Work on permanent stairs where no structural or maintenance work is being undertaken.
- Access and egress to / from a permanent workplace using a staircase.
- Work in upper floors of a building where there is no risk of falling.

2.6 Persons at risk from working at height activities are any permanent, part time, work experience or temporary employee. Also, any contractor, agency worker, volunteer, trespasser, school pupil, visitor or other members of the public who may fall from a height or may be struck by a falling object.

2.7 London Borough of Haringey will 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.

3. Key Terms & Summary Information

3.1 Key Terms

Work at Heights	Means - (a) work in any place, including a place at or below ground level; (b) obtaining access to or egress from such place while at work, except by a staircase in a permanent workplace, where, if measures required by these the Work at Height Regulations were not taken, a person could fall a distance liable to cause personal injury.
Inspection	Such visual or more rigorous inspection by a competent person as is appropriate for safety purposes.
Ladder	Meaning fixed, portable or step ladder unless otherwise specified.
Mobile Access Equipment (MEWPs)	Meaning equipment such as cherry pickers, mobile elevated work platforms, man riders, etc.
Ladders & the Work at Height Regulations	Under the Work at Height Regulations: • ladders can be used for access and egress • ladders can be used to work from • Ladders can be used where the task (or series of tasks) is of low risk and short duration

4. Responsibilities

4.1 **Directors, Heads of Service and Head Teachers** are responsible for implementing and monitoring compliance with this procedure in their area or school.

4.2 Managers

4.2.1 Managers are responsible for implementing this safety procedure in their areas of responsibility, and, where appropriate, providing the necessary resources to others for its implementation.

4.2.2 Ensure that all staff who report to them are made aware of the content of this procedure.

4.2.3 Ensure that all risk assessments for areas under their control have due regard to the content of this procedure.

4.2.4 The completion of a method statement when works at height are of a complex nature or the work is carried out on a substantial height.

4.2.5 Inform workers of the results of assessments and the measures which will be taken to reduce risk.
4.2.6 Ensure all ladders are identified/tagged and registered using the Ladder Register Form (appendix 2).
4.2.7 Appointing competent person to undertake the twice-yearly ladder inspections and to ensure they are recorded. Those inspections are carried out termly in schools.
4.2.8 Provision of appropriate training, instruction, and supervision.
4.2.9 Planning for emergencies.
4.2.10 Selection of suitable work equipment.
4.2.11 All fragile surfaces are labelled as such and easily identified by those who may have to work in the vicinity.
4.2.12 Ensure that contractors are working in accordance with this Procedure.

4.3 Staff

4.3.1 Staff are required to work in a safe manner and adhere to the content of this safety procedure.
4.3.2 Cooperating in the implementation of this Procedure.
4.3.3 Adhering to control measures identified by risk assessment and method statement (when applicable).
4.3.4 Using work equipment or safety devices provided for work at height in accordance with any training or instructions.
4.3.5 Reporting any activity or defect that could lead to an injury.
4.3.6 Notifying their line manager of a medical or other condition which may affect working at height safely e.g. vertigo or ear infections.
4.3.7 Reporting any changes that would mean the risk assessment is no longer valid.
4.3.8 Not to act in a reckless and / or careless way.

5. Specialist Advice

5.1 The council provide specialist advice by employing competent qualified health and safety practitioners, who are part of the Corporate Health and Safety Team. They can be contacted by telephone or email: 020 8489 4520, health.safetyadvice@haringey.gov.uk

6. Other documents you may need to consider

6.1 Legislation and Guidance (hyperlinks)

6.1.1 The Work at Height Regulations 2005
6.1.2 http://www.legislation.gov.uk/uksi/1998/2307/contents/made
6.1.3 Provision and Use of Work Equipment Regulations 1998 - HSE ACOP L22
6.1.4 Working at Height - HSE A brief guide indg401
6.1.5 Safe Use of Lifting Equipment - HSE ACOP L113
6.1.6 Thorough Examination of Lifting Equipment - HSE indg422

6.2 Other Guidance

6.2.1 Safe use of ladders and step ladders
6.2.2 Using ladders safely - pre use checks
6.2.3 The ladder Association Code of Practice

7. Risk Assessment and Method Statement

7.1 A risk assessment must be carried out by a competent person before working at height to decide what control measures are required to avoid or reduce risks. Work should be done at a safe level to minimise the risk. If this is not possible, then the RA must consider:

- The people; their physical condition e.g. age, vertigo, pregnancy.
- The activity; whether repair, maintenance, or visual inspection.
- The equipment to be used, mobile access platforms, scaffold, ladders etc.
- Location; whether near / over water, power lines, roads.
- The environment; the weather such as temperature, lighting, and wind conditions.
- Duration and frequency of the work.
- Condition & stability of the working surface; for example, whether fragile surfaces, soft ground, or roofs.

7.2 Hazards

The main hazards associated with working at height are:

- Persons falling e.g. collapsing structures, fragile surfaces, inclement weather.
- Falling objects from above.
- Falling object onto those below.
- Overhead hazards e.g. power cables.
- Presence of wildlife e.g. bees, wasps, birds, bats, etc.
- Lightning.
- Object colliding with work at height equipment e.g. vehicles, people, etc.

7.3 Hierarchy of control

7.3.1 It is the responsibility of all managers to ensure a simple hierarchy for managing and selecting work equipment for work at height is applied to all tasks that involve work at height, before work commences. They must ensure:

- Carry out the work from an existing place that is not considered to be at height.
- Construct a permanent place of work at height including permanent access routes to the work area.
- Provide work equipment for preventing a fall occurring. Collective protection measures must take precedent over individual measures.
- Take steps to minimise the distance and consequences of a fall.
- Provide additional training and instruction or other measure to prevent personal injury arising from a fall.

- The school headteacher will be responsible for work at height in schools.

7.4 Method statement

7.4.1 The method statement is to be completed before working at height starts for those activities that are of a complex nature or the work is carried out at a substantial height.

7.4.2 It needs to be appropriate to the scale and complexity of the work. In all cases, it should make sure that risks are recognised and assessed, and the appropriate control measures specified. It should identify working positions, access routes and show:

- How falls are to be prevented, or where this is not possible, minimised.
- How danger to those at work below, and to the public, from falling materials is to be controlled.
- How risks to health will be controlled.
- What equipment will be needed.
- What competence and/or training is needed.
- Who will supervise the job 'on site'.
- How changes in the work will be dealt with without affecting safe working.
- Who will check that the system is effectively controlling risk.

7.4.3 Safety method statements should be clear and illustrated by simple sketches where necessary. There should be no ambiguities or generalisations, which could lead to confusion. They should be produced for the benefit of those carrying out the work and their immediate supervisors and not be over complicated.

8. Requirement for Safe Working at Height

8.1 Every existing place of work or means of access or egress at height must:

- Be stable and of sufficient strength and rigidity for the purpose for which it is intended to be used.
- Rest on a stable and sufficiently strong surface, where applicable.
- Be of sufficient dimensions to permit safe passage and the safe use of material and equipment.
- Be provided with suitable and sufficient edge protection.
- Have no gaps which a person could fall.
- Have no gaps which materials or objects could fall and injure persons below unless control measures have been taken to ensure that no person could be injured.
- Be constructed and maintained to prevent the risk of slipping and tripping and prevent any person being caught between any adjacent structure.

8.2 If the above criteria are not met then alternative measures must be taken to prevent the fall of a person or object which usually involves the provision of work equipment.

8.3 The use of personal fall protection equipment to prevent or minimise the consequences of a fall should be only considered when collective preventive measures, e.g. scaffolds and cherry pickers, are not practical. Personal fall protection equipment that prevents a fall, e.g. a work restraint system, should always take priority over personal equipment which only limits the height and/or consequences of a fall, e.g. a fall arrest system.

9. Requirement for Safe Working at Height

9.1 When selecting equipment to be used when working at height (above or below ground) the following should be considered:

- The working conditions and the risks to the safety of persons at the place where the work equipment is to be used.
- In the case of work equipment for access and egress, the distance to be negotiated.
- The distance and consequences of a potential fall.
- The duration and frequency of use.
- The need for easy and timely evacuation and rescue in an emergency.
- Any additional risk posed by the use, installation, or removal of that work equipment or by evacuation and rescue from it.

9.2 The characteristics of equipment for working at height including:

- Dimensions which are appropriate to the nature of the work to be performed and the foreseeable loadings.
- Allowing passage without risk.
- The most suitable work equipment, having regard to the hierarchy of control to be applied during the assessment of risk.

10. Falling Objects

10.1 When working at height only objects / tools essential to the work should be carried and they should be properly secured in a tool bag, so they can be transported without objects falling. Pockets / clothing should be checked for any loose items, and they must be secured or removed if not necessary for the work. To prevent objects falling onto persons below the following precautions should be used, as necessary:

- Create an exclusion zone beneath where the work is taking place, by erection of barriers and warning signs.
- Provide barriers at the workplace such as mesh guards or nets to prevent or catch items that are knocked off the structure.
- Secure loose objects to the person or structure, by means of a strap / rein.
- When people are working at heights above ground level, any persons approaching the work area from below should wear safety helmets. When people are working below ground level and there is the possibility of others at ground level, those below should wear safety helmets where practicable

11. Roof work

11.1 All roofs should be treated as fragile until a competent person has confirmed they are not.

11.2 On most sloping roofs, and on all fragile surfaces, crawling boards or specially designed roof ladders should be used, to distribute the weight of workers and materials over as wide an area as possible.

11.3 For very limited short-term work these methods may provide adequate access without the need to use guard rails or other additional scaffold at the roof edge however in most cases it will be necessary to use guard rails and toe boards at the edge of the roof area to prevent the fall of workers or materials. In many cases it may be appropriate to consider the use of harnesses or safety nets.

11.4 Materials should not be dropped from the roof; materials should be lowered in a controlled manner in suitable containers or dropped down an enclosed debris chute.

11.5 Work on roofs can be done safely by adopting the following precautions:

- Provide properly erected and maintained access and egress to work areas.
- Provide working platforms, guardrails, and toe boards, etc. which are suitable and adequate.
- Ensure that crawling ladders or boards are secured in position and can bear the required load.
- Ensure that access on or over fragile materials is guarded or that the fragile material is suitably covered.
- Display prominent warning notices at all access points to fragile materials.
- Ensure that, when required, safety nets are properly installed, maintained, inspected, and tested and that they are as close as possible below the work.
- Ensure that work is carried out under competent supervision.
- Organise training, as necessary.

11.5.1 The HSE document, HSG33 (4th edition), Health & Safety in Roof Work, provides practical advice for the planning or roof work, the selection of equipment and the competence of roof workers. Those persons who are managing roof work are encouraged to examine this document during the planning and risk assessment stage.

11.6 Industrial Roofing

11.6.1 Where roofing is laid in sheet form, the issues listed above should all be considered but there is the additional danger presented by the leading edge of the roof (e.g. the edge created as sheets of roofing are added or removed). A safe system of work should be developed that will prevent falls through roof materials as well as at the roof edges.

12. Window Cleaning

12.1 All window cleaning at height is to be carried out by competent trained employees.

13. Stairs

13.1 Stairs are a natural hazard which are a common feature in most buildings.

13.2 To minimise the risk from stairs the following precautions are appropriate:

- Uniform tread, depth and riser height.
- Secure, even, non-slip treads.
- Secure fencing on all open sides of staircases (minimum of 0.9 metres height).
- Provision of two secure handrails unless the staircase is deemed low risk where one handrail would suffice as a minimum.
- Adequate lighting with minimal shadows.
- Safe pitch.

13.3 Stairs should not be blocked in any way, e.g. by storing materials.

13.4 The carrying of unwieldy objects on stairs should be avoided.

13.5 Safe and appropriate footwear and clothing should be worn when using stairs. e.g. avoid high heel shoes and loose sandals.

13.6 Care should always be taken when using stairs including full use of the handrail.

13.7 Routine health and safety inspection should incorporate all stairways to identify any potential defects.

14. Ladders

14.1 There are many types and sizes of ladders, including portable, suspended, step, interlocking, extension, mobile or fixed ladders. Regardless of their use they all need to meet the requirements of this procedure.

14.2 Ladders are work equipment and must be suitable for the task.

14.3 All ladders will have a unique identification number and be subjected to a formal six monthly inspection that is undertaken by a competent person.

14.4 The user will visually inspect prior to each use and on each working day all ladders that are to be used in the course of their work using the table in point 14.2.1.

14.5 Never attempt to repair a ladder with a defect however trivial.

14.6 Do not use a painted ladder as you may not see any underlying defects.

14.7 Ladder Selection

14.7.1 In the old standard, there are 3 classes of ladders:

- Class 1 ladders are of a strong construction and are to be used for general access and industrial use. They have a total load bearing of 175 Kg and each rung is design to support 130Kg.
- Class EN131 ladders are of a lighter construction and are used for lighter duty tasks and are to be clearly labelled ‘for light tasks only’. They have a total load bearing of 150 Kg and each rung is design to support 115Kg.
- Class 3 ladders are of a lightweight construction and have a limited safe working load. They have a total load bearing of 125 Kg and each rung is design to support 95Kg. These ladders are typically used for domestic DIY and must not be used for work activities.

14.7.2 In the new standard, all ladders are Class EN131, whether professional or domestic. As above, domestic ladders must not be used for work activities.

- Ladders will be made of a material appropriate to the task. This will usually be aluminium or fibreglass. Aluminium ladders will not be used where working near or with electricity.
- Ladders of specific construction, size, safe working load and class rating will be selected as part of the risk assessment process.

14.8 Stepladders

14.8.1 Stepladders provide a freestanding means of access, but they require careful use.

14.8.2 They are not designed for any degree of side loading and are relatively easily overturned. Avoid overreaching. People have been killed getting down from workplaces such as loft spaces when they have stepped onto the top step of a stepladder, which has then overturned. The top step of a stepladder should not be worked from unless it has been designed for the purpose.

14.9 Risk Assessment

14.9.1 When risk assessment are undertaken to decide upon the control measures required for working from a ladder the following must be considered:

- The use of equipment that protects all those at risk (e.g. access equipment fitted with guard rails, such as independent scaffolds, tower scaffolds, mobile elevating work platforms (MEWPs) and mast climbing work platforms.
- No work is to be undertaken from a ladder where more than one hand is to be used to perform a task, unless a third point of contact could be obtained by using a ladder belt, specially designed for the task.
- The use of hooks on the ladder to hold equipment, such as a bucket.
- That working times are kept to an absolute minimum (<30 minutes).
- That the work can be undertaken without stretching.
- That the ladder is securely tied to the structure or equipment could be used to prevent slipping e.g. stabiliser. Footing the ladder is no longer acceptable.
- That work tools are carried in a shoulder bag or holster attached to a belt so that both hands are free when climbing.
- The area immediately below the working area is cordoned off.
- That facilities or other devices are provided so that ladders are secured when not in use so as to prevent unauthorised use.
- That persons required to use ladders are competent to use the ladder correctly and to carry out the pre use checks.
- That heavy bulky or unwieldy loads are never carried up or down ladders.

14.10 Use of Step-Ladders, Fixed and Portable Ladders

14.10.1 The following paragraphs dictate the measures required to permit the use of ladders for work and will form the control measures within any risk assessment required for working at height:

- A ladder may only be used for work at height once a risk assessment has demonstrated that the use of more suitable work equipment is not justified because of the low risk and the short duration of use or existing features on site that cannot be altered.
- Any surface upon which a ladder rests shall be stable, firm, of sufficient strength and of suitable composition to support the ladder so that its rungs or steps remain horizontal and any loading intended to be placed on it.
- The ladder must remain stable through its use.
- A suspended ladder must be attached in a secure manner so that it cannot be displaced and swinging is prevented (with the exception of a flexible ladder).

14.10.2 A portable ladder shall be prevented from slipping during use by the following methods in order of preference:

- Securing the stiles at or near their upper or lower ends.

- Use of an effective anti-slip or other effective stability device.
- Any other arrangements of equivalent effectiveness.
- A ladder used for access must be long enough to protrude sufficiently above the place of landing (1 meter or 3 rungs) to which it provides access, unless other measures have been taken to ensure a firm handhold.
- No interlocking or extension ladder shall be used unless its sections are prevented from moving relative to each other while in use.
- A mobile ladder must be prevented from moving before it is stepped on.
- Where a ladder or run of ladders rises a vertical distance of 9 metres or more above its base, there shall, where reasonably practicable, be provided at suitable intervals sufficient safe landing areas or rest platforms.
- Every ladder shall be used in such a way that a secure handhold and secure support are always available to the user and the user can maintain a safe handhold when carrying a load unless, in the case of a step ladder, the maintenance of a handhold is not practicable when a load is carried, and a risk assessment has demonstrated that the use of a stepladder is justified because of either the low risk or the short duration of use.
- No ladders should be used if there is a possibility of contact with overhead electrical wires or unprotected electrical equipment (e.g. power transformer bushings) unless the electrical apparatus has been isolated (and earthed, if over 1000v) and an appropriate Permit for Work issued.

14.11 Pre-Use checks

14.11.1 The following pre-use checks must be followed orderly when working from a ladder:

- Select the correct ladder for the job. Class and safe working load must be stated on the ladder e.g. sticker on the side stile.
- Visually inspect the rungs and stiles for dents, corrosion and splits. The feet must be present and not worn out.
- Check the environment: the weather, ground is firm and level, where the ladder will rests is firm, there are no overhead hazards, the ladder can be secured, check for traffic or movement of people and for wildlife – birds, bats, wasps, etc.
- Check that the surface is suitable to support the weight and that the side slop is no greater than16° or the back slope is no greater than 6°.
- The landing place is not fragile.
- Erect the ladder walking it if possible and place using the 1 in 4 rule (75°). Then secure the ladder.
- Ensure that ladders are locked away or secured so as to prevent unauthorised use when not in use or at the end of the working day.
- Ensure that only one person is on a ladder at any time.

14.12 Six Monthly Checks

14.12.1 The appointed person whom carries out six monthly inspections of ladders must do so using the following table and using the Ladder Inspection Form at appendix 1:

LADDER PART	CONDITION	ACTION
Wooded Rungs	Missing Split Damaged Wire ties broken	The ladder is to be taken out of service immediately, secured and thereafter destroyed to prevent re-use.
Wooden Stiles	Split Damaged Warped Safety feet attached, if fitted	
Metal Rungs	Missing Cracked Weld Joint	
Metal Stiles	Buckled Twisted Safety feet attached, if fitted	
All Parts of both wooden and metal ladders.	Paint has been applied. Grease or oil deposits present.	
All accessories – bolts / pins	Missing Loose	
All parts of wooden ladders.	A clear preservative or varnish has been applied.	This is acceptable as the condition of the timber can still be assessed.

15. Mobile Elevating Working Platforms (MEWPs)

15.1 MEWP includes cherry pickers, crane-lift platforms and suspended cradles or chairs.

15.2 MEWPs can provide a safe means of working at height if used properly in accordance with their instructions. Line Mangers and others responsible for the use of MEWP must assess the risk of users falling from or being thrown from the basket, and take precautions to eliminate or control those risks.

15.3 All employees using MEWPs must be properly trained.

15.4 Whilst inside the cage, employees must use fall arrest system and be tied to a suitable location within the cage at all times, unless when operating a MEWP close to a body of water in to which it could overturn, fall protection equipment should not be used but a life jacket should be worn instead.

15.5 It is forbidden to move the position of the MEWP whilst on extended position.

15.6 All MEWP must be suitable for the task for which the following precautions must be included:

- The provision of a guard rail at a minimum height of 950mm with additional rails fitted to ensure no more than 470mm between each rail and the platform.
- The floor is slip resistant and free of trip hazards.
- Toe boards are fitted around the edge of the platform.
- Properly maintained and regularly inspected.
- Any persons using such equipment must be trained and competent in its use. These records must be made available for inspection/checking, if requested.
- Deadman controls are clearly marked to show their method of operation.
- Precautions must be taken to prevent the fall of persons and objects.
- The space directly under the cage is closed off so no persons pass under them.
- Where a MEWP is used as a means of access to the roof, the equipment should be designed to allow safe access from the MEWP to the roof.

16. Protective Equipment

16.1 Fall restraint systems and equipment will include a lanyard which must be adjusted, or set, to a fixed length to prevent the user physically getting to a place where they could fall, e.g. a roof edge or fragile surface or from a Mobile working platform.

16.2 Staff need to:

- Be suitably trained and assessed for competency in the use of their personal fall protection systems and equipment for the particular application.
- Have identified suitable anchorage points and have read and understood the product information before using the equipment.
- Have checked that the components in the system are compatible.
- Undertake checks and inspections.

16.3 <u>Fall arrest</u>

16.3.1 Fall arrest is a type of PPE that limits how far a person may fall however it will not prevent the fall occurring in the first place. Incorrect application of PPE can result in serious injury and may prove fatal. All persons using such equipment must be trained in its use.

16.3.2 Equipment provided for arresting falls must be:

- Of suitable and sufficient strength to arrest the fall of the person using it.
- Attached securely to the structure or plant, and the structure or plant must be of suitable and sufficient strength and stability to safely support the equipment and any person(s) liable to fall.
- It is important that if any worker falls and is caught by the fall arrest equipment, that they should not be subjected to any excessive force. Hence use of a shock absorber,

such as tear-out lanyards must be used and where possible is always anchored above head height to reduce the impact forces of a fall.

- It is not acceptable to rely on the emergency services to rescue anyone who has fallen and is suspended due to wearing fall arrest equipment.
- A rescue plan must take into account time scales required to prevent injury and should ensure that the person / persons requiring rescue are not kept waiting longer than necessary.
- Equipment should be inspected before use for signs of excessive wear and / or damage. Correct function of locking mechanisms, webbing checked for cuts, burns, frays or signs of chemical attack. If any defect is found, the equipment must be rejected and withdrawn immediately from use.
- Anchor points should be above the person working at height (where possible) and the fall arrest line must be as short as practicable to minimise the potential fall distance.
- Any eye-bolts used as anchorage points for fall arrest equipment and / or safety harness must be included in the normal lifting equipment inspection regime.
- Eye bolts used as anchorage are potentially subject to shock loadings and the fixing into the wall is equally as important.

17. Stacking and Racking

17.1 Materials and objects should be stacked/racked safely secured and the racking structure itself should have sufficient strength for the circumstances of use.

17.2 Appropriate precautions include:

- Safe palletisation.
- Banding or wrapping to prevent individual articles falling out.
- Set limits for the height/weight of stacks.
- Regular inspection of stacks.
- Special arrangements for irregularly shaped or unstable objects.
- Safe loading/unloading of racking, i.e. mechanical where possible or manual for light/low level objects.

17.3 For stores areas more information can be found in the HSE's HS(G)76 "Warehouse and Storage".

18. Playground Equipment and Climbing Frames

18.1 All playground equipment including climbing frames should be;

- Selected appropriately with due regard to the ability of the users and the intended level of supervision.
- Installed, maintained and tested in accordance with BSEN 1176 parts 1 to 7.
- Provided with impact absorbing surfaces installed to BSEN 1177 where there is a significant risk of injury from a fall.
- Properly supervised.
- The subject of instruction and training in appropriate use for users and those supervising the users.
- Restricted in use for unauthorised users or during unsupervised periods or inclement weather.

19. Other General Fall Hazards

19.1 Other general fall hazards, eg. loft access, stairwells, balconies, vehicles etc. Specific control measures may include:

- Secure fencing (guard rails) where possible for potential falls. Guard rails and similar means of protection must be of sufficient size, strength and rigidity and be appropriately placed and secured.
- Any fencing should also prevent objects/materials falling through where the risk is significant to persons below.
- Secured access for vehicle load sheeting and for inspection and maintenance.
- Where appropriate, fencing/barriers should also provide protection from falls to small (climbing and crawling) children.
- Climbing deterrents, e.g. "anti-climb" paint, guards etc. may be used but must be clearly signed and located where they cannot themselves contribute to a serious fall.
- Any hole or opening, whether temporary, e.g. excavation or permanent, e.g. vessel/drain access should be suitably covered/guarded to prevent falls.

20. Monitoring and Review

20.1 A variety of monitoring systems must be utilised to ensure adherence with this procedure including departmental monitoring checks.

20.2 This safety procedure must be reviewed every 26 months and revised as soon as practicable where changes in statute or industry best practice deem the content out of date.

21. Approval of the Procedure

21.1 This safety procedure was reviewed by the Corporate Health, Safety and Wellbeing Board and approved by the Council's Head of Organisational Resilience on 15th February 2021. Any required variations from this safety procedure should be brought to the attention of the Council's Head of Organisational Resilience.

Approved by (print name): Andrew Meek, Head of Organisational Resilience

Signature:

Date: 15.02.2021

Appendix 1 – Ladder Inspection Form

INSPECTION CARRIED OUT BY	
Name in Capitals	
Signature	
Position	

Location	
Description of item	
Ladder ID Number	
Date of Inspection	

Item	Satisfactory Yes	Satisfactory No	Defect (s)	Action Required Immediate	Action Required Follow-Up	Follow-Up Action Carried Out By	Follow-Up Action Date
Compliant with British standards							
Any evidence of wear, distortion, decay corrosion, cracks, splits or corrosion							
Are there any loose, bent or missing rungs							
Ropes / chains on stepladders secure and of correct length?							
Are there any splinters or sharp edges on stiles and treads? / cracks							
Handrails in good condition and securely fixed?							
Non slip feet fitted to stiles and in good condition?							
Storage							

Correct support							
Protected to prevent damage							
Secured to stop ANY unauthorised use							

Appendix 2 – Ladder Register

Identification Number	Type of Ladder	Standard	Material	Number of rungs/steps	Signature

- Staff using ladders should carry out a visual check for signs of damage and that the ladder is safe before use.
- Named member of staff responsible for inspecting ladders should carry out a recorded inspection of all ladders on site Termly in the case of schools and setting and 6 monthly elsewhere.
- Ensure that all ladders are secured at all times to prevent unauthorised use.
- Training will depend on the type of intended use and the results of any working at height risk assessment.