



## **1. INTRODUCTION**

The Work at Height Regulations 2005 place duties on employers to ensure that any work carried out at height is done in a safe manner that prevents persons or equipment falling from height. The selection of access equipment, such as ladders or mobile work platforms must be carefully considered and should be suitable for the task it is designed to be used for. Club members should not work on Club tasks at heights (i.e. over 2m) unless a specific risk assessment has been carried out and approved by the Rear Commodore House

## **2. PURPOSE**

The purpose of the policy is to ensure that where work at height cannot be avoided:

- 2.1. A suitable and sufficient risk assessment is carried out by a competent person before work is carried out.
- 2.2. Work is properly planned and safely carried out.
- 2.3. The correct access equipment is selected for the type of work being carried out.
- 2.4. Employees who are required to work at height are appropriately trained.
- 2.5. Suitable controls are put in place to reduce the risks of working at height.
- 2.6. These should include control measures to prevent persons not involved in the work from being struck by falling objects.

## **3. SCOPE**

The policy applies to all WSC staff working in any part of the clubs' premises. Contractors working on behalf of the club and to any Club members required to work at heights.

## **4. RESPONSIBILITIES, ACCOUNTABILITIES AND DUTIES**

Rear Commodore House and in his absence the Honorary House Officer will:

- 4.1. Ensure that all persons involved in working at heights at WSC are suitably trained and briefed regarding this policy.
- 4.2. Communicate to staff, members and contractors on site any changes to this policy and its interpretation.
- 4.3. Carrying out a risk assessment of all tasks that could be classed as working at height.
- 4.4. Determining the most appropriate means of access/egress and involving staff/contractors and others in the decision of a safe system of work. It is important to note that working from ladders should only be used for light work
- 4.5. Ensuring that access equipment undergoes a regular formal inspection by a competent person and that the inspection is recorded.
- 4.6. Engaging specialist contractors where heights are considered beyond the capability of staff.
- 4.7. Conduct periodic audits to check compliance with this policy.

## **5. Staff**

Any member of staff who is required to work at height must:



- 5.1. Carry out a pre-use check of any equipment for visible damage or defects before use on every day where the equipment is used.
- 5.2. Immediately take the equipment out of use if it is damaged.
- 5.3. Immediately report any defects to their employing officer.
- 5.4. Report any difficulty or danger regarding the height or the means of access to it.
- 5.5. Make use of any equipment designed to prevent individuals or objects falling.
- 5.6. Be trained to use any access equipment or work at heights system.
- 5.7. Use the equipment properly, in accordance with training and instructions.
- 5.8. Assist in the inspection of equipment which is subject to a periodic maintenance regime, and check that it has been maintained before using it. Formal periodic inspections must be recorded using the forms that are included at Appendix 1 or Appendix 2.
- 5.9. Report any accidents or near miss incidents to the Rear Commodore House.

### **6. Contractors**

All work undertaken by contractors must only be carried out following approval of relevant risk assessments and method statements detailing how the work will be carried out in a safe manner. Approval will usually be by Rear House Commodore or in his absence the Honorary House Officer.

- 6.1. Carry out and provide suitable risk assessments for any activities requiring work at height.
- 6.2. Work to approved method statements with adequate controls to prevent injury to themselves or others who may be affected by their work.
- 6.3. Use competent staff to carry out the works.
- 6.4. Provide suitable maintained access equipment to carry out the required work and check that it has been correctly installed before use and at appropriate periods thereafter.
- 6.5. Prevent unauthorised entry to access equipment when not in use.
- 6.6. Report all accidents or near miss incidents to the Rear House Commodore.

### **7. Member volunteers**

Club members who volunteer for work may only use the step ladder that is marked for members use and which is to be no more than 1.5m high, therefore technically member volunteers are not working at heights. Note that this step ladder is inspected by a competent member of staff every 6 months.

### **8. Ladders and stepladders**

Ladders and stepladders may be used where a risk assessment has shown that the risk is low and any work to be carried out is of short duration. Only light materials and tools should be used.

All ladders and Stepladders must be inspected in accordance with the Work at Height Regulations 2005 currently at least every six months, this must be recorded and the equipment labelled to show its expiry date.



## **9. Scaffolding**

The club has a set of tower scaffolding. The tower scaffold must only be assembled, dismantled or modified by competent persons who have received training in the type of scaffold to be installed.

The tower scaffolding must be inspected in accordance with the Work at Height Regulations 2005 currently at least every six months, this must be recorded and the equipment labelled to show its expiry date.

Should other forms of scaffolding/access be required their management will be covered by the club and the contractor as set out in section 6

## **10. Change history**

Version 1.0 dated 7 December 2020 - Initial Issue, approved by Dec 2020 Executive Committee



**Appendix 1 – Ladders / Stepladders Inspection Record Sheet**

Type and identifying number of equipment inspected: .....

Date of inspection: .....Date of next inspection.....

Name of person conducting inspection: ..... Job Role: .....

Checks	Y	N	N/A	Comments / Action
Are anti-slip feet on ladders / stepladders in-place, undamaged and not unduly worn?				
Are the feet free of such items as stones, grease, dirt or other debris, thus preventing them from making direct contact with the ground?				
Are the rungs, stiles, steps or platform free from mud, grease, oil or wet paint?				
Are the rungs, stiles, steps or platform free from cracks, splits, bends or warps?				
Are rungs or steps all in-place, unbroken and not weakened?				
Are tie rods in-place and undamaged?				
Are welds free of cracks / undamaged and all screws or rivets firmly in place?				



Is the equipment free of corrosion, sharp edges and dents?				
When set up on a flat surface, is the stepladder stable?				
Other issues (specify)				
Taking into account the findings above, is the ladder / stepladder safe to use?				

This ladder / stepladder has been subject to a detailed visual inspection and has been found as follows;

Safe for use / In need of maintenance / Requires disposal (delete as applicable)

Signed: ..... role: .....

Maintenance carried out: .....(date)      Disposed of: .....(date)



**Appendix 2 – Scaffold Towers Inspection Record Sheet**

Type and identifying number of equipment inspected: .....

Date of inspection: .....Date of next inspection.....

Name of person conducting inspection: ..... Job Role: .....

Checks	Y	N	N/A	Comments / Action
Are the manufacturer's instructions printed and available to use?				
Is the tower complete and aligns with the manufacturer's instructions?				
Are adjustable wheels on the tower undamaged and not unduly worn?				
Are the poles and the platform free from mud, grease, oil or wet paint?				
Are the poles and the platform free from cracks, splits, bends or warps?				
Are rungs all in-place, unbroken and not weakened?				
Are welds free of cracks / undamaged and all screws or rivets firmly in place?				



Is the equipment free of corrosion, sharp edges and dents?				
Other issues (specify)				
Taking into account the findings above, is the Tower scaffold safe to use?				

This Tower Scaffold has been subject to a detailed visual inspection and has been found as follows;

Safe for use / In need of maintenance / Requires disposal (delete as applicable)

Signed: ..... role: .....

Maintenance carried out: .....(date)      Disposed of: .....(date)

Signed: ..... role: .....