

Eskdale School

*A place of belonging, a place of inspiration*

Working at Heights Policy

**Eskdale School aims:**

To develop as a vibrant, dynamic community committed to the principles of “Every Child Matters” so that all of our students

* are safe and healthy
* enjoy and achieve
* make a positive contribution
* experience success so that they are equipped to make their way in the world of work**.**

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| Date of Policy Adoption by Governing Body: | |
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| Next Review | December 2023 |
| A picture containing text  Description automatically generatedSigned (Chair of Governors) | |

**Responsibilities:**

Employers are responsible for providing:

* A safe work environment
* Safe systems of work
* Training, supervision and information

Employees are responsible for:

* Protecting their own health and safety
* Using equipment provided to protect their health and safety

Staff must make sure that they undertake correct procedures when working at heights. In order to ensure this they must assess any potential risk. If work at height cannot be avoided, a risk assessment should be carried out before any work is undertaken. The following 5 step approach to risk assessment when working at height is recommended by the HSE:

* Step 1 - Look for hazards associated with falls from height around the workplace.
* Step 2 - Decide who might be harmed and how.
* Step 3 - Consider the risks. Look at areas with unguarded openings or without guardrails and covers. Are regular inspections carried out?
* Step 4 - Record findings
* Step 5 - Regularly review the assessment.

The following guidelines are those issued by the HSE and should be adhered to when working within school:

**Working with Ladders**

Ladders are acceptable only for access or work of short duration.

They should be:

* erected at a correct angle (4 up to 1 out)
* secured at the top or footed
* positioned close to the work to avoid over-reaching
* sufficiently protected at the base to prevent others bumping into them.

**Working with Stepladders**

When using stepladders the following precautions should be taken:

* always spread them to their full extent and lock them off
* do not work on the top platform
* do not use the top tread as a foot support
* only one person should be on the ladder at any one time
* the ladder must be appropriate and of the correct grade for the intended use.

**Working with Scaffold Towers**

Scaffold towers should:

* be erected by a competent person
* have a height to base ratio not exceeding 3:1 indoors (2.5:1 outdoors)
* have stabilisers deployed as necessary
* have all castors firmly locked before use
* have ladder access to the working platform
* never be moved whilst the tower is occupied
* be regularly inspected and maintained

**Weather Conditions**

Exposure to the weather should be given consideration when working at heights. If there is any doubt as to whether you should be working at height due to adverse weather conditions do not do so.