

# **M.B. Power Services (Essex) Ltd**

## **HEALTH & SAFETY CODE OF PRACTICE**

### **FOR**

## **MANAGING WORK AT HEIGHT**

## CODE OF PRACTICE

### Managing Work at Height

#### Policy Statement of Intent

It is the policy of M.B Power Services to ensure that appropriate precautions are identified through the risk assessment process and implemented to ensure, so far as is reasonably practicable, the health safety and welfare of its employees and others who may be affected by our work. The minimum standards to be met include:

- Maintain a written, up to date; suitable and sufficient risk assessment for each work task.
- Implementation, management, monitoring and recording of precautions identified as necessary by the applicable risk assessment.
- Ensure adequate, means of collective or individual protection, means of assistance, maintenance and testing of equipment.
- Seek suitable advice and assistance from specialist competent persons.
- Document and communicate procedures and policies as required.
- Provide suitable instruction and training for all persons that may be affected.

#### Scope and Application

This policy applies to all M.B Power Services employees and subcontractors.

In accordance with the Company's 'Statement of Policy on Health and Safety at Work', Directors are responsible for applying the Company's Health and Safety Policy within their respective Service Areas through the arrangements detailed within the 'responsibilities' section of this Code of Practice.



H H Burrridge

Date

....01.12.09

MANAGING DIRECTOR

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## 1. Introduction

- 1.1 The following Code of Practice (COP) has been drawn up in order to provide instructions and guidance for Managers and all persons carrying out any work at height.
- 1.2 The main purpose of this COP is to ensure that all working at height is assessed and managed in accordance with the code of practice for risk assessment the requirements of the Working at Height Regulations 2004 and in such a manner as to be safe for all parties that may be affected.
- 1.3 This COP is not to be regarded in anyway as relieving any persons of their statutory responsibilities or their responsibility to avoid accidents. Neither is the COP intended to restrict or impede the way in which work is performed.

## 2. Definition of Working at Height

- 2.1 The term ***Working at Height*** covers ***all activities*** where a person could fall above or below ground level whilst undertaking a task, and subsequently suffer personal injury to themselves, or cause injury to others by their actions.

## 3. Responsibilities

### 3.1 Line Managers Responsibility

1. Identifying Work Activities of staff involving work at height.
2. Carry out a risk assessment for each activity involving significant risk whilst working at height.
3. Control the Risks to as low a level as is reasonable.
4. Provide Information and Instruction to Staff, i.e. provide the 'Safe System of Work' (S.S.O.W.).
5. Monitor the Controls to ensure they remain effective.
6. Review the Risk Assessment at appropriate intervals.

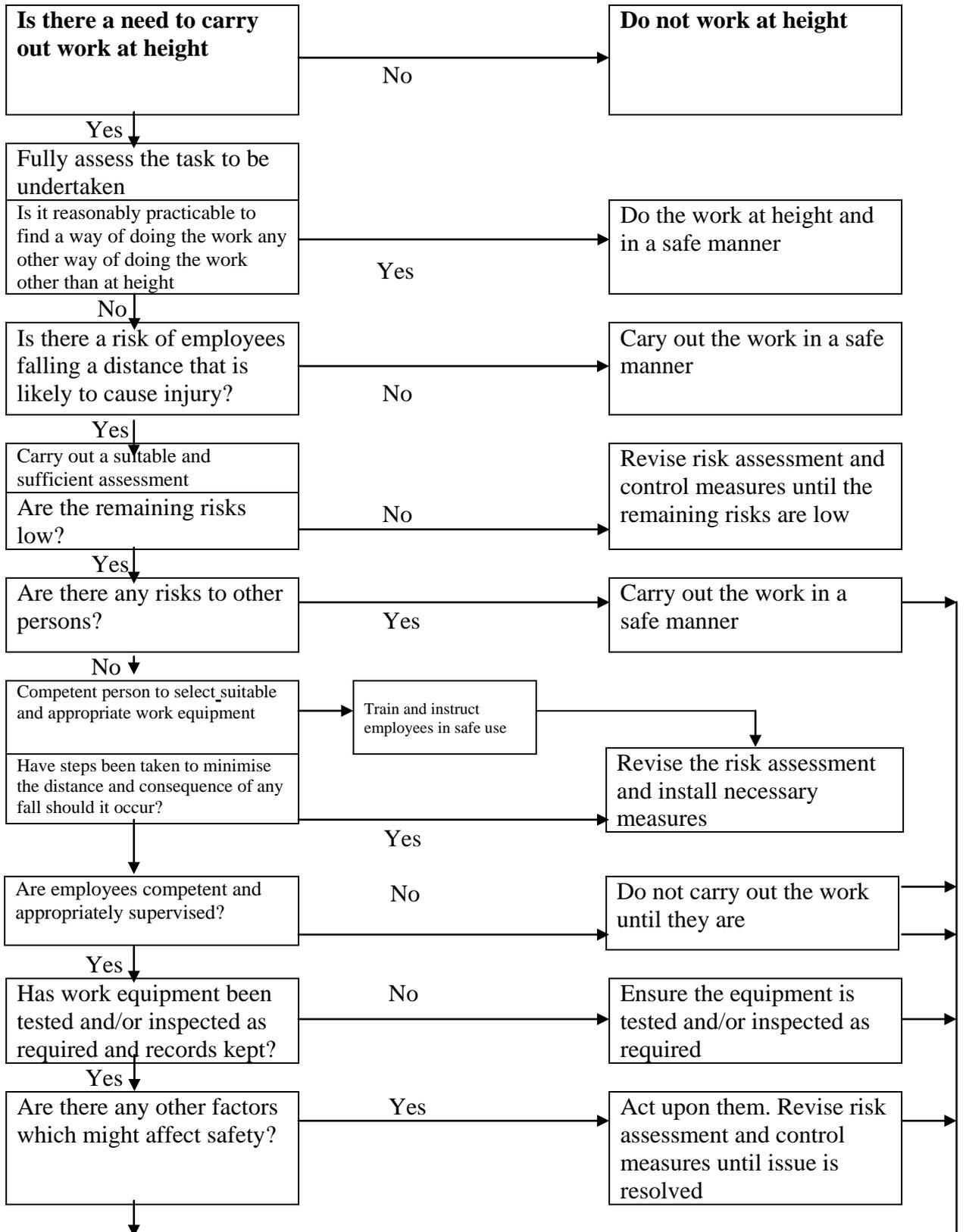
### 3.2 Employees Responsibility

1. Follow Safe systems of work or other safe working instructions/ guidelines provided.

2. Ensure all work equipment is serviceable and suitable for intended use.
3. Consider environmental factors e.g. rain, wind whilst working at height.

#### 4 Flow Diagram/Procedure

##### OVERVIEW OF GENERAL RISK ASSESSMENT PROCEDURE



No

Carry out the work  
in a safe manner



## 5. Training

- 5.1 Training to support the general risk assessment process in conjunction with working at height is available from the Corporate Health & Safety team.
- 5.2 Further practical support is available from your health and safety advisor in support of the risk assessment process.
- 5.3 It is important to ensure records of all training carried out are maintained for a minimum of 3 years.

## 6. Advice and further information

Further advice, information and guidance to support this procedure can be obtained from a number of sources including:

- Your Health and Safety Adviser,
- The Internet including the official Health and Safety Executive website <http://www.hse.gov.uk/>.
- Height safe, absolutely essential health & safety information for people who work at height, available at: <http://www.hse.gov.uk/pubns/heightsafeleaflet.pdf>
- Health and safety in construction, Approved Code of Practice and Guidance HSG150 (rev), HSE Books 10/01 ISBN 0 –7176 –2106 -5
- Protecting the public: Your next move, Approved Code of Practice and Guidance HSG151, HSE Books 2001 ISBN 0 –7176 –1148 -5
- Health and safety in roof work, Approved Code of Practice and Guidance HSG 33(Second edition), HSE Books 1998 ISBN 0-7176 -1425 -5
- Tower Scaffolds, Construction Information Sheet No10 (Revision 3),
- General access scaffolds and ladders, Construction Information Sheet No49 (Revision),
- Working on Roofs, HSE Information leaflet INDG 284,

- A range of other documents including, HSE guidance, Approved Codes of Practice, legislation, product information, British Standards, industry specific guidance etc available direct or through your Health & Safety Adviser.

## **Appendix 7.1**

### **Applicable Legislation**

#### **1. Working at Height Regulations 2005**

The above legislation introduced on the 6th April 2005, acts to consolidate the requirements and coordinate arrangements identified in other related legislation.

The regulations require the following steps to be observed in relation to identifying the hazard, assessing the risk and developing the controls required for working at height:

#### **Organising & Planning**

To ensure that the task is properly planned, appropriately supervised and carried out in a manner, which is as far as reasonably practicable safe.

To include the selection and provision of suitable work equipment.  
Consideration of environmental factors. Planning for emergencies and arrangements for personnel rescue.

#### **Competence**

To ensure the competence of all persons involved in the planning, organisation, supervision and training of tasks in relation to working at height.

#### **Avoidance of risk from work at height**

To ensure that work at height is not carried out where it is possible to work remotely to remove the possibility of personal injury.

Minimise the distance and consequences of a fall above or below ground level to include any access or egress system, permanent or temporary working platforms.

#### **General principles for selection of work equipment for work at height**

To take account of the working conditions, duration and frequency of use, foreseeable loadings, allow passage without risk, the distance of travel, the distance and consequences of a potential fall and any additional risk imposed

by the use, installation or removal of work equipment or by evacuation and rescue from that work equipment.

***Provision of collective protection measures in preference over protection measures***

**Protection from falling objects and danger areas**

To ensure that material and objects are not thrown or tipped from height in circumstances where it is liable to cause personal injury to any person.

To ensure materials and objects are stored in such a way as to prevent risk to any persons, arising from the collapse, overturning or unintended movement of those stored materials and objects.

To ensure, as far as reasonable practicable, that all workplaces where persons are liable to fall a distance or be struck by falling object are suitable guarded with devices preventing unauthorized entry and all such areas are clearly indicated.

**Inspection of work equipment and places of work at height**

All work equipment shall be inspected in accordance with the requirements of the Provision and Use of Work Equipment Regulations 1998 and the Lifting Operations and Lifting Equipment Regulations 1998.

All locations where working at height is carried out shall be inspected and maintained to ensure their integrity in relation to environmental conditions and or time constraints as imposed for statutory inspection in accordance with the relevant regulations.

Ensure that all permanent protection rails or parapets in place to afford fall protection are visually inspected prior to each occasion before the place of work is used.

**Duties of persons at work**

Every person shall use work equipment or safety devices provided to them for protection whilst working at height by his employer, or by a person under his whose control they work, in accordance with:

- Any training in conjunction with work equipment or device provided for work at height,
- The instructions and or arrangements provided to them by their employer or person in control in compliance with the requirements and prohibitions under the relevant statutory provisions.

## 2. Management of Health and Safety at Work Regulations 1999.

The above regulations require detailed, documented, suitable and sufficient risk assessments to be undertaken. Resultant controls must be put in place to eliminate or reduce the assessed risk prior, to any and all work at height being undertaken.

Provision of information, instruction and training to ensure competence must be given prior to any and all working at height being undertaken.

Controls introduced to provide protection from injury in relation to a fall from height should be primarily provided collectively for all persons that are assessed to be at risk.

Depending on the practicality of the situation, protection to reduce the risk of injury may need to be provided to the individual, with the issue of personal protective equipment as a last resort.

Head protection must be provided if the operator may strike their head at any time whilst undertaking the task.

When risk assessing any activity in relation to **working at height** the main considerations within your assessment should include:

**Physical limitations in relation to access to the task** (You may only be able to use a ladder or steps due to the size or location of the working area. Where possible you **must consider** the use of a scaffold tower or powered access equipment)

**Duration of the task** (What is reasonable for a short access period [a few minutes] would not be suitable for an extended period!)

**Complexity of the task** (This may include the amount and type of equipment required, how is the equipment to be used, numbers of persons or different skills needed to achieve the task)

**The environment in which the task is to be undertaken**

(If external, then what are the expected weather conditions and how will they affect the task?)

**Controlled access to the working area** (To ensure a safe working environment for both the person carrying out the task and all others in the vicinity. e.g. - protection barriers, information signage, vehicle marshals to

Control traffic flow, debris protection netting)

### **Cooperation and communication with all other parties**

(Contractors, user groups)

## **Appendix 7.2**

### **Ladders Suggested control measures.**

1. The **ladder** must be suitable for the purpose it is to be used for. Only use Class 1 (175kg max rating) Industrial Grade ladders or to EN 131(115kg max rating) Light Trade use ladders.
2. **All ladders** to be inspected prior to each use and well maintained.
3. **All ladders** must be subject to a regular documented inspection regime, with the use of a 'tag' system to indicate when ladders were last inspected, by whom, and a date of next inspection.
4. Do not use damaged or repaired ladders.
5. **Ladder** to be at 75 degree angle on firm and level base and evenly supported on both stiles.
6. To extend 1.05m above landing place for handhold and secured by both stiles.
7. To be positioned correct way up (**Metal ladder**, rung flat surface uppermost / **wooden ladder** metal support under rung).
8. Rungs to be kept free of mud and boots to be cleaned before use.
9. Do not use rungs to support boards for access. Intermediate landing place to be provided on scaffolds, to ensure maximum height of ladder 9m.
10. Only one person to be on ladder at any time.
11. A second person should be at the base of the **ladder** to add stability and to keep the area clear.
12. Do not use **ladders** particularly metal ladders where overhead electric cables are in the vicinity.
13. Do not over reach.
14. Do not place **ladder** where it can be dislodged or struck by traffic / doors.
15. Carry light tools etc in a shoulder bag or holster attached to a belt.
16. Use Gin Wheel or other lifting equipment rather than carry bulky items up the ladder.

17. Tie off ***ladders*** at all times where possible.
18. Always secure or remove ladders at the end of the working day to prevent unauthorised use or access.
19. For further guidance, contact your ***Directorate Health and Safety Adviser***.

### Appendix 7.3

#### Step Ladders. Suggested control measures.

1. The ***stepladder*** must be suitable for the purpose it is to be used for.
2. **See 1 above** :( Class 1 Industrial Grade ladder or to En131 Light Trade, not carrying excessive weights).
3. The ***stepladder*** must be in good condition and inspected before each use.
4. All stepladders must be subject to a regular documented inspection regime, with the use of a 'tag' system to indicate when ladders were last inspected, by whom, and date of next inspection.
5. ***Do not use damaged or repaired stepladders.***
6. All rubber/plastic feet to be in good condition for good stability.
7. The ***ladder*** must be positioned correctly on level, stable ground and open to the extent of the retaining cord/bar.
8. If possible the steps should be set at a right angle to the work face.
9. Do not use the top platform for work, unless designed with special handholds.
10. The user's knees should remain below the top of the steps.
11. Steps must be kept clean and free from mud or grease, as must any footwear.
12. Only one person to be on the ***stepladder*** at a time.
13. Do not over-reach.
14. Do not place ***stepladder*** where it can be dislodged or struck by traffic/doors.
15. Carry light tools etc. in a shoulder bag or holster attached to a belt.
16. More suitable access equipment (scaffold platform) should be considered for work that requires long periods of time on access equipment.
17. ***Stepladders*** must always be stored in a safe place immediately after use.
18. Under no circumstances should ***stepladders*** be placed on trailing electrical leads or rested against electrical switches/wiring when in use or storage

19. Depending on the client group it may be appropriate for a second person to be at the base of the **stepladders**.
20. For further guidance, contact your **Directorate Health and Safety Adviser**.

## Appendix 7.4

### Suggested General Precautions

Every employer shall ensure that a ladder is used for work at height only if a risk assessment under regulation 3 of the **Management Regulations** has demonstrated that the use of more suitable work equipment is not justified because of the:

- **Low risk and,**
- **Short duration of use,**
- **Existing features on site, which he cannot alter.**

Properly assess the job to determine what equipment should be used. Ladders are often used for tasks, which could be done more safely and more quickly from equipment such as a cherry picker or a scaffold platform. **Only use ladders for low risk, short duration tasks or where the existing features of the site cannot be altered.**

Consider whether there are ways of doing the job, which avoid working at height. It may be possible to carry out cleaning work, for example, from the ground or catwalk using long-handled cleaning tools.

If work at height is unavoidable, aim to protect against falls by providing a suitable working platform fitted with edge protection (i.e. guard rails and toe boards).

In some exceptional circumstances it may be appropriate to use fall-arrest equipment such as a safety harness. If such equipment is used, adequate training and supervision must be provided.

**Always consider how else the job could be undertaken before deciding to work from a ladder. It will often be safer, easier and quicker to use a mobile elevating work platform or a tower scaffold.**

## Appendix 7.5

**Example risk assessments and Safe systems work**

**M.B. Power Services (Essex) Ltd**

**Safe System of Work**

In accordance with: Management of Health & Safety at Work Regulations 1999

Site:	Section:	Location:
Task/Activity: <b>USE OF LADDERS (ACCESS ONLY)</b>	Risk Rating:	Ref No:

<b>Determine Procedure Below</b>
<p><b>Use of ladders</b></p> <ul style="list-style-type: none"> <li>• Never access potentially fragile roofs</li> <li>• Ladder to be at 75 degree angle on firm and level base and evenly Supported on both stiles.</li> <li>• To extend 1.05m above landing place for handhold and secured by both Stiles.</li> <li>• Ladder to be inspected prior to each use and well maintained.</li> <li>• To be positioned correct way up. Rungs to be kept free of mud, and boots to Be cleaned before use.</li> <li>• Do not use rungs to support boards for access. Intermediate landing place to Be provided on scaffolds, to ensure maximum height of ladder 9m.</li> <li>• Only one person to be on ladder at any time.</li> <li>• A second person should be at the base of the ladder to add stability and to Keep the area clear.</li> <li>• Do not use ladders, particularly metal ladders, where overhead electric Cables are in the vicinity.</li> <li>• Do not over reach.</li> <li>• Do not place ladder where it can be dislodged or struck by traffic/doors.</li> <li>• Carry light tools etc, in a shoulder bag or holster attached to a belt.</li> <li>• Use Gin Wheel or other lifting equipment rather than carry bulky items up the Ladder.</li> <li>• Tie off ladders where possible.</li> </ul>

Can Safe System of Work be met (Y/N) – if NO determine Local Controls Below
<i>Yes procedure should be followed</i>

***I have read this Safe Working Procedure and associated Risk***

**Assessment and where necessary recorded any local variations from the Standard Conditions or Safe System of Work.**

Signed:

Name:

Date:

MB/HS/14

## M.B. Power Services (Essex) Ltd

### Safe System of Work

In accordance with: Management of Health & Safety at Work Regulations 1999

Site:	Section:	Location:
Task/Activity: <b>Mobile Elevated Work Platform Use</b>	Risk Rating:	Ref No:
<p><b>PLANNING</b> Conditions for safe use will vary from site to site, Include ground conditions, overhead supply's, underground services, backfilled trench work, manhole covers, strong winds, use of the area by others, restricted height etc, the conditions should be surveyed and date checked for available safe use.</p> <p>Only authorised personnel will operate MEWPS, and the SWL of the machine must be sufficient for the maximum combined weight of persons, tools, and materials.</p> <p><b>PHYSICAL</b> Certain types of MEWPS are fitted with outriggers and / or stabilisers that shall be used as recommended by the manufacturer's operator instructions. If the work area is to be used by other workers or vehicles, the whole of the MEWPS work area shall be barricaded and warning signs in place. It is current practice to use safety harnesses from MEWPS fitted with booms. Whether safety harnesses should be worn or not shall be agreed with the site management. A check of the MEWP shall be carried out before and after use of the machine, as guided by the manufacturer's instructions.</p> <p><b>TRAINING</b> As the operator of the MEWP you must be adequately trained and competent with the safe operation of the machine as required by law. Also keep your certificate of training available as proof of training.</p> <p><b>SECURITY AND STORAGE</b> Safe storage of MEWPs must be considered when not in use. The MEWPs must be sited away from public activities and, if necessary, protection placed around the MEWP to ensure it cannot be accessed.</p> <p>Lock off device is required to ensure no unauthorised use.</p>		
Can Safe System of Work be met (Y/N) – if NO determine Local Controls Below		
Yes		

***I have read this Safe System of Work and associated Risk Assessment and where necessary recorded any local variations from the Standard Conditions or Safe System of Work.***

Signed:

Name:

Date:

MB/HS/16

## Health & Safety Risk Assessment

**In accordance with: Management of Health & Safety at Work Regulations 1999**

<b>Directorate:</b>		<b>Section:</b>		<b>Location:</b>		
<b>ACTIVITY: USE OF LADDERS</b>		Scope: (access only)				
PERSONS AT RISK	HAZARD IDENTIFIED	WHAT COULD GO WRONG?	RISK BEFORE (H/M/L)	CONTROLS REQUIRED e.g. training, equipment, PPE, SSW etc	RISK AFTER (H/M/L)	ACTION Date & Resp..
Staff	Falls	Death, serious head/ back injury. Broken bones		<ul style="list-style-type: none"> <li>Implement a documented inspection regime</li> <li>Ladders to be thoroughly visually inspected prior to each occasion of use.</li> <li>Quarterly formal record of visual inspection to take Place.</li> <li>Training in use received prior to .use</li> <li>Safe system of work written and circulated to all Staff using ladders (see attached)</li> <li>Ladder to be securely footed or tied during use.</li> </ul>		
Staff	Falling objects	Fractured skull		<ul style="list-style-type: none"> <li>Carried items to be securely fastened e.g. on tool belt</li> <li>Area below ladder to be cordoned off with hazard tape.</li> </ul>		
Staff	Slips	Personal injury		<ul style="list-style-type: none"> <li>Heightened awareness</li> <li>Suitable sturdy footwear to be worn by staff</li> <li>Use prohibited in icy wet conditions</li> </ul>		
Staff	Electric Shock	Death, serious burns from overhead / live electric cables		<ul style="list-style-type: none"> <li>Never work in vicinity of live overhead cables</li> <li>Avoid electrical appliances e.g. external lights in Wet weather.</li> </ul>		
Date of original		Date of this Assessment:		Review Date:	Reference No:	Name of Assessors:
<b>Overall Risk Rating (H, M L):</b>				<b>Managers Name &amp; signature:</b>		

MB/HS/13

## Health & Safety Risk Assessment

**In accordance with: Management of Health & Safety at Work  
Regulations 1999**

<b>Site:</b>		<b>Section:</b>		<b>Location:</b>		
<b>TASK / ACTIVITY:</b> <i>Mobile Elevated Work Platforms</i>		Scope: Normal working conditions. Daytime				
PERSONS AT RISK	HAZARD IDENTIFIED	WHAT COULD GO WRONG?	INITIAL RISK RATING (H/M/L)	CONTROLS REQUIRED e.g. training, equipment, PPE, SSW etc	UPDATED RISK RATING (H/M/L)	ACTION Date & Resp..
<b>Users of the Mobile Elevated Work Platform, (MEWP).</b>  <b>Any persons in the area.</b>	Working at height  Slips, Trips, Falls Strike Against  Objects Falling  Electrical Shock  <b>Vehicles (RTA)</b>  <b>Vehicle (Non RTA)</b>  Work Equipment	<b>Falls of persons,</b>  <b>Persons in the area, objects.</b>  <b>Potential injury to persons below.</b>  <b>Injury to personnel</b>  <b>Misuse or equipment failure leading to injury.</b>  <b>Unauthorised use, Inadequate storage arrangements.</b>		<b>Collective / Individual fall Protection</b>  <b>Provision of safety zone, material storage, and operations.</b>  <b>Traffic management control. Competency, training and information.</b>  <b>Persons happy to work at height.</b>  <b>Lock off device fitted. Safe storage area required</b>		
<b>Date of Assessment:</b>	Date of Last Assessment:	<b>Review Date:</b>	<b>Reference No:</b>	<b>Name of Assessor:</b>		
<b>Overall Risk Rating:</b>				<b>Managers signature:</b>		

MB/HS/15

## Six monthly inspection record form for (Ladders and step ladders)

The following checks should be carried out before each occasion of use but should be formally recorded below at least annually.

**Ladder Identification Number.....**

No	Check	Yes, No, N/A	Comments
1.	<b>Any defects – such as cracks, shakes, splits, gouges, splinters, cuts and decay?</b>		
2.	<b>Broken or inadequate repair?</b>		
3.	<b>Excess wear on rungs or treads?</b>		
4.	<b>Loose, broken, missing or decayed rungs or treads?</b>		
5.	<b>Poor stile-to-rung fastening? (Repairs carried out with spikes nails or similar fastenings should be rejected).</b>		
6.	<b>Wear at head and feet of stiles?</b>		
7.	<b>Corrosion on fastenings? E.g. bolts, nuts, screws and mild steel fittings.</b>		
8.	<b>Lack of rigidity, excessive “play” between stiles and rungs?</b>		
9.	<b>Warping and sagging?</b>		
10.	<b>Damage to ropes and chains?</b>		

**Remarks**

**Inspected by**.....

**Date**.....

MB/HS/08B

MB/HS/08A

**BASIC PRE-USE CHECKLIST**

Employers and employees and all users of ladders should be able to answer 'Yes' to each of the questions, or to the alternative given, before a job is started.

Type of ladders: \_\_\_\_\_ Ref/Identification Number: \_\_\_\_\_

Description of where used \_\_\_\_\_

By whom: \_\_\_\_\_ Date: \_\_\_\_\_

- (a) Is a ladder, step-ladder etc the right equipment for the work? YES [ ] NO [ ]
- (b) If so, is the equipment in good condition and free from slippery Substances? YES [ ] NO [ ]
- (c) Can the leaning ladder be secured at the top? YES [ ] NO [ ]
- (d) If not can it be secured at the bottom? YES [ ] NO [ ]
- (e) If (a) cannot be achieved, will a second person stationed at the base provide sufficient safety? YES [ ] NO [ ]
- (f) Is the top rung level with the platform? YES [ ] NO [ ]
- (g) Is there adequate handhold at the place of landing? YES [ ] NO [ ]
- (h) Are there platforms at 9m maximum intervals? YES [ ] NO [ ]
- (i) Is the ladder angle correct? YES [ ] NO [ ]
- (j) Is the support for the ladder adequate at both the upper point of rest and the foot? YES [ ] NO [ ]
- (k) Is the ladder properly positioned? YES [ ] NO [ ]
- (l) If it is necessary to carry tools and equipment, has provision been made for carrying them so that the user can keep his hands free for climbing? YES [ ] NO [ ]
- (m) If an extension ladder is used is there sufficient overlap

- between sections? YES [ ] NO [ ]
- (n) On the step-ladders are the stays, chains or cords in good condition? YES [ ] NO [ ]
- (o) Can the step-ladder be placed sufficiently near the work on a firm level surface? YES [ ] NO [ ]
- (p) Is the ladder clear of overhead electric cables? YES [ ] NO [ ]