



## Health and Safety Policy

Working at Height Policy and Arrangements (Procedures)

### Approval and Reviews by the Parochial Church Council (PCC)

Type of Change	Date Approved by PCC	Changes Made
Approval	March 19, 2024	Policy for 2024

**This Policy is to be read in conjunction with the following documents: -**

- **Stratford-upon-Avon PCC Health and Safety Policy**
- **HSE Working at Height – A brief guide**
- **HSE Safe Use of Ladders and Stepladders – A brief guide**

Stratford-upon-Avon PCC will, so far as is reasonably practicable, ensure that work carried out at height is undertaken in compliance with the Working at Height Regulations 2005 (as amended).

The first consideration will always be to seek an alternative means of completing the work where at all possible.

**Definition of Work at Height - as per Work at Height Regulations 2005 (as amended):**

- a) work in any place, including a place at or below ground level.
- b) obtaining access to or egress from such a place while at work, except by a staircase in a permanent workplace, where, if measures required by these Regulations were not taken, a person could fall a distance liable to cause personal injury.



## **Arrangements (Procedures) when working at height**

Stratford-upon-Avon PCC will complete the following steps, where applicable, when working at height is necessary: -

### **1. Planning and Organisation**

- Complete a Risk Assessment to identify all the hazards associated with the task to be carried out and implement any remedial actions where possible arising from the assessment.
- Use the risk Assessment to assist in planning the safest possible method of carrying out the scheme of work.
- Provide appropriate work equipment selected to suit the task.
- Provide suitable PPE.
- Ensure all personnel are competent to undertake the work at height; and
- Use Permits to Work – Working at Height (HSF009) and Roof Work (HSF007) when applicable.

### **2. Training**

- Provide the employee(s) responsible for carrying out the task(s) with Instruction and Training in safe working at height to include any specific conditions that may apply to the task(s);
- Train the employee(s) in the use of all required safety equipment and PPE; and
- Communicate the safe method of working on any specific task to the employee(s).

### **3. Inspection**

- Ensure all safety equipment eg harnesses, working platforms, safety nets, ladders, step ladders, etc, are inspected before use and on a regular basis by a competent person and are maintained in a safe condition.
- Ensure Records are kept of the inspections/maintenance.

### **4. Contractors**

- Use only Contractors who are able to provide evidence of competence to work at height.
- Require Contractors to provide a Method Statement for the work to be undertaken.
- Issue a Permit to Work for Work at Height HSF009 and Roof Work HSF007 where required.
- Monitor all work at height by Contractors.
- Require evidence of certification on the erection and inspection of scaffolding, mobile towers etc.

**Next Policy Review Date:** January 2025

**---End of Policy---**