

Working At Height Procedures

Springhead School

General Statement

This establishment recognises that there may be an increased risk to the health and safety of its employees whilst working at heights. For this reason, we have devised a procedure which sets out our approach in both identifying these risks and adequately managing them.

Definition

Work at height means work in any place where, if precautions were not taken, a person could fall a distance liable to cause personal injury. You are working at height if you:

- work above ground/floor level
- could fall from an edge, through an opening or fragile surface or
- could fall from ground level into an opening in a floor or a hole in the ground

Work at height does not include a slip or a trip on the level, as a fall from height has to involve a fall from one level to a lower level, nor does it include walking up and down a permanent staircase in a building.

Legal Position

Our duty to both assess and control any risks from working at heights is governed by the Health and Safety at Work Act 1974 (HSWA). S.2 requires us to ensure, so far as is reasonably practicable, the health, safety and welfare of our employees.

This will be achieved by carrying out risk assessments in accordance with the Management of Health and Safety at Work Regulations 1999 (as amended). Working at Heights is specifically covered by The Work at Height Regulations 2005.

Risk Assessment

Our risk assessments will cover all work currently undertaken whilst working at heights.

Contractors

Prior to work commencing the contractor will be required to complete the ATWS form. The contractor will also be expected to provide a method statement that lists the control measures for working at height and provide their own access equipment.

Control Measures

In order to manage some the risks identified, we have introduced the following control measures:

Maintenance and Inspection

Ladders and step ladders will be checked prior to use and visually inspected termly. Mobile Elevated Work Platforms, scaffold towers will be checked, inspected and maintained in accordance with the manufacturers, hirers or suppliers requirements.

Lone Working

Working at height must not be undertaken whilst lone working.

This list is not exhaustive and other control measures will be required. This procedure must be read in conjunction with the risk assessment.

Training

Anyone required to work at heights will be fully trained in the safe working practices to be adopted in order to carry out their tasks safely.

Line Managers

It is the responsibility of individual line managers to monitor the tasks being carried out by their staff.

Employees

Employees are expected to co-operate fully with any instructions giving by their managers. They are also expected to follow the Organisation's safe systems of work, risk assessments and any associated procedures. Failure to do so may be a disciplinary offence.

Signed:	E Cargill
Date:	March 2026
Review Date:	March 2027