



Policy – Working at Heights

Work Regulations 2005 amended 2007

Definition

As a Church we have a duty of care to all who work and visit or church on average a thousand people per month require hospital treatment due to accidents involving step ladders alone. All Saints' PCC has therefore adopted the following policy for working at heights.

Conditions

No member of the public will be permitted to use steps or ladders of any height.

No member of staff will be permitted to use portable ladders.

All members of staff will be allowed to use low steps with a maximum of 3 risers.

Approved members of staff will be allowed to use step ladders with a maximum of 7 risers and the tower access ladder.

Approved staff members are: Church Operations Manager
 Church Wardens

Only external contractors will be permitted to use ladders or steps greater than 7 steps in height

Specifically, external contractors, who will supply and use their own equipment, will always be used for

- All roofing and guttering work/access
- Church high level lights work/access
- Church overhead projection equipment work/access
- Centre high level lights work/access
- Centre internal roof work/access
- 558A Window work/access

Requirements

All stepladders should meet the required British or European standards and will be annually inspected for suitability by the Church Operations Manager.

BS 1129:1990 (British) applies to wooden ladders.

BS 2037:1994 (British) applies to metal ladders.

BS EN 131:1993 (European) applies to both.

BS 7377:1994 (British) applies to step stools.

Most stepladder accidents are caused by human error, not by ladders failing. But any equipment in poor condition is potentially dangerous; a check should be carried out prior to each job.

Is the stepladder generally sound? No damage to the stiles (the outside uprights), or steps or top platform. If you do find any structural damage don't attempt to repair it report the damage to your team leader.

Are the rubber or plastic non-slip feet safely in position? Before you use the stepladder, any missing ones must be replaced before use, report the missing feet to your team leader

Make sure that the steps are all clean and dry; avoid falls and injuries from equipment by following the points below for every job.

- Wear flat firm soled shoes. Never work in high heels, bare feet or slippers.
- Check that there are no overhead hazards near where you are going to work.
- Check that the stepladder is locked into the correct position. If it is a multi-way design make sure that it's in the right configuration for the job you're doing. Always follow the manufacturer's instructions.
- Rest it on a firm and level base if you're working outside. Place a large flat board on any soft ground to make a stable base.
- Place it front-on to the work.
- Never work sideways.
- Keep a secure grip at all times.
- Never have more than one person on the stepladder at any one time.
- Don't put loose tools where they could move or fall and cause an injury. Use a fixed-on work tray, if necessary.
- Always have both your feet on a step. Never stand on the top platform to gain extra height, keep your belt buckle (navel) below the top of the steps.
- Never over-reach.
- Keep steps out of the way of children.



No	<i>Policy Document Change History</i>	<i>Date</i>	<i>Who</i>
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