



## Working at Height Policy

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REGULATED BY RICS



## Working at Height Policy

### Our Commitment

The KLM Partnership, Chartered Surveyors, is committed to complying with all relevant health and safety legislation and fostering an understanding of the various issues arising from its business activities among its employees, suppliers, contractors and clients.

### 1 Introduction

This Policy reflects the practices commitment to meeting the requirements of the Work at Height Regulations 2005. It identifies the responsibilities of each Office Managing Partner and employees and provides guidance to those charged on their behalf with taking action necessary to ensure compliance. The extent of such action will be dependant on the level of risk of each activity undertaken 'at height'. In the majority of instances, the work involved is likely to be minimal and low risk, however, where work at height is a more significant issue, the requirement to manage it will be more onerous.

The Policy is not intended to provide definitive guidance to the Regulations and where any doubt exists as to the action to be taken or advice or assistance being required, contact should be made with the Practice / Office Safety Advisors.

The Work at Height Regulations 2005 apply to all work undertaken at height wherever there is the potential for a fall to occur which may cause personal injury. No height limits are specified in the Regulations in recognition that all work undertaken at height has the ability to result in injury. The Regulations apply to work undertaken inside or outside of buildings.

Work at height can range from the routine use of a stepladder to replace light bulbs, retrieve files on shelving etc which is a routine activity undertaken in many offices, to potentially higher risk activities when staff visit construction sites and are required to gain access onto the roofs of buildings. This Policy should be read in conjunction with all activities involving work at height in order to minimise any risk of injury occurring.

In the majority of instances this will involve situations such as the stepladder example already given. This will require a risk assessment of the task(s) followed by instructions to the staff in what to do and not do, including not standing on chairs, always using a stepladder and not overreaching.

Risk assessments must be undertaken by the Office Safety Advisor.

### 2 Requirements of this Policy

#### Managers

The Work at Height Regulations and this Policy require managers to do all that is reasonably practicable to prevent anyone falling and set out the following simple hierarchy for managing and selecting equipment for work at height:

- avoid work at height wherever possible;
- use work equipment or other measures to prevent falls where working at height cannot be avoided; and
- where the risk of a fall cannot be eliminated, use work equipment or other measures to minimise the distance and consequences of a fall should one occur.

These duties require that:

- a) all work at height is properly planned and organised;
- b) where applicable, all work at height takes account of weather conditions that could endanger health and safety;
- c) those involved in work at height are trained and competent to do so;
- d) the place where work at height is undertaken is safe;
- e) equipment used for work at height is appropriately selected, used, inspected and maintained;
- f) the risks from fragile surfaces are properly controlled; and
- g) the risks from falling objects are properly controlled.

The above measures require that the risks arising from such work is, therefore, risk assessed and that risk control measures commensurate with those risks are implemented. Managers must ensure that:

- no work is undertaken at height if it is safe and reasonably practicable to do it other than at height;
- the work is properly planned, appropriately supervised and carried out in as safe a way as is reasonably practicable;
- they plan for emergencies and rescue;
- they take account of the findings of the risk assessment referred to above.

## KLM Employees

The Partnership's employees have been issued with this statement and understand what is expected of them. Employees also understand the methods in which any working at height requirements may be controlled or reduced.

Staff must:

- Report to their manager any safety hazards associated with work at height;
- Use the equipment supplied (including any safety devices) correctly, follow the training and instruction given unless it is believed that doing so would be unsafe, in which case they must seek further instructions from their manager before proceeding.

If additional information is required in undertaking the risk assessment process for a specific project, the Practice Safety Advisor must be consulted.

## Staff Training

Managers must ensure that everyone involved in work at height is competent to do so, having received suitable and sufficient information, instruction and training and while being trained, is supervised by a competent person. It will also necessitate an appropriate training element in the organisation, planning, supervision, and supply and maintenance of the work and equipment used for such purposes.

Any training in conjunction with work at height will be either provided or approved by the Practice Safety Advisor.

## The Place Where Work is Undertaken

Where work is undertaken at height, which includes the means of access, it must be able to be undertaken safely and have appropriate features to prevent a fall, unless this would mean that it is not reasonably practicable for the worker to carry out the task safely (taking into account the demands of the task, equipment and working environment). Detailed safety requirements relating to where work is undertaken at height are set out in the Schedule to the Regulations and should be consulted where further information is required.

When selecting equipment for work at height:

- Use the most suitable work equipment;
- Give collective protection measures (e.g. guard rails) priority over personal protection measures (e.g. safety harnesses);
- Take account of:
  - the working conditions; and
  - risks to the safety of all those at the place where the work equipment is to be used.

Any member of staff visiting a construction site, should do so under the control of a third party, who is conversant with the safe access arrangements that are in place, particularly for gaining access above ground level and is able to provide an escort.

The Schedules to the Regulations provide the specific requirements for places of work and means of access for work at height. They cover fall prevention measures such as guardrails and working platforms, fall arrest measures such as nets and airbags, personal fall protection such as work restraints, fall arrests and rope access, and ladders.

## Monitoring

The Partnership monitors its performance and that of its staff, taking appropriate corrective action when necessary. Staff are encouraged to monitor themselves and others in the work place in relation to a safe working environment.

## Sub-Contractors and Clients

KLM actively encourages its sub-contractors, suppliers and clients to comply with the requirements of this legislation when applicable.

## Responsibility for Implementing the Policy

All KLM's personnel have a responsibility for implementing this policy. Particular responsibility lies with the partners and office safety advisors who have responsibility for monitoring its implementation.

## Supporting information.

HSE information leaflet INDG401 (Rev 1 – 04/07) titled The Work at Height Regulations 2005 (as amended) (Copy included in Section 5 Appendices of the Manual) which summarises what needs to be done to comply with the regulations.

Working at Height Risk Assessment Ref WAHR/ & Flow Chart (Copy included in Section 5 Appendices of the Manual)

Working at Height Policy Statement Ref WAH/PS (Copy included in Section 5 Appendices of the Manual)

Signed .....  ..... Date 1<sup>st</sup> October 2018

Managing Partner