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## **Working at Heights Policy**

Moulton Parish Council as an employer, must protect its workers from the health risks of working at heights.

### **1. Purpose and Scope**

This policy is for any staff who work at heights in their role.  
This policy outlines the processes to be followed by employees when working at heights.

### **2. Legal Responsibility & Policy Support**

Moulton Parish Council recognises its duty of care to its employees and its legal obligation to support employee wellbeing at work under the terms of:  
[Health and Safety at Work etc. Act 1974 \(legislation.gov.uk\)](#)  
[The Management of Health and Safety at Work Regulations \(1999\) \(legislation.gov.uk\)](#)  
[The Work at Height Regulations 2005 \(legislation.gov.uk\)](#)

Employers and those in control of any work at height activity must make sure work is properly planned, supervised, and carried out by competent people. This includes using the right type of equipment for working at height.

Employers and those in control must first assess the risks.

Employees have general legal duties to take reasonable care of themselves and others who may be affected by their actions, and to co-operate with their employer to enable their health and safety duties and requirements to be complied with.

### **3. Guidelines**

Work at height means work in any place where, if there were no precautions in place, a person could fall a distance liable to cause personal injury.

For example, you are working at height if you:

- Are working on a ladder or a flat roof.
- Could fall through a fragile surface.
- Could fall into an opening in a floor or a hole in the ground.

All staff should take a sensible approach when considering precautions for work at height.

Before working at height, you must work through these simple steps:

- Avoid work at height where it is reasonably practicable to do so.
- Where work at height cannot be avoided, prevent falls using either an existing place of work that is already safe or the right type of equipment.
- Minimise the distance and consequences of a fall, by using the right type of equipment where the risk cannot be eliminated.

- Complete a risk assessment when needed.

You should:

- Do as much work as possible from the ground.
- Ensure you can get safely to and from where they work at height.
- Ensure equipment is suitable, stable and strong enough for the job, maintained and checked regularly.
- Make sure you don't overload or overreach when working at height.
- Take precautions when working on or near fragile surfaces.
- Provide protection from falling objects.
- Consider your emergency evacuation and rescue procedures.

The following are all requirements in law that you need to consider when planning and undertaking work at height. You must:

- Take account of weather conditions that could compromise worker safety.
- Check that the place (e.g., a roof) where work at height is to be undertaken is safe. Each place where people will work at height needs to be checked every time before use.
- Stop materials or objects from falling or, if it is not reasonably practicable to prevent objects falling, take suitable and sufficient measures to make sure no one can be injured, e.g., use exclusion zones to keep people away or mesh on scaffold to stop materials such as bricks falling off;
- Store materials and objects safely so they won't cause injury if they are disturbed or collapse.
- Plan for emergencies and rescue, e.g., agree a set procedure for evacuation. Don't just rely entirely on the emergency services for rescue in your plan.

When selecting equipment for work at height, you must:

- Use the most suitable equipment appropriate for the work.
- Take account of factors such as:
  - The working conditions (e.g. Weather).
  - The nature, frequency and duration of the work.
  - The risks to the safety of everyone where the work equipment will be used.

#### **4. Further Information**

We recommend that all staff working at heights also read the relevant HSE guidelines:

[Working at height: A brief guide \(hse.gov.uk\)](#)

[Step-by-step guide to control risk of work at height - HSE](#)

[Safe use of ladders and stepladders: overview - HSE](#)

#### **5. Training**

All staff working at height will complete relevant training.

#### **6. Compliance**

Failure to comply with any aspect of this policy or related policies such as Health and Safety, may constitute a disciplinary offence.

**This policy is reviewed annually by the Executive Officer and submitted to the full council for approval.**

**Last Reviewed: January 2024**

**Review Due: January 2025**