



**Somerset**  
Council

# **HS27 Working Safely at Height Policy.**

<b>Organisation</b>	Somerset Council
<b>Title</b>	HS27 Working Safely at Height
<b>Author</b>	Daniel Thomas
<b>Owner</b>	The Corporate Health & Safety Unit
<b>Protective Marking</b>	Official – Unclassified
<b>Primary Legislation</b>	<a href="#"><u>The Working at Height Regulations 2005</u></a>

## Policy on a page

Work at height can be described as work in any place where, if precautions were not taken, a person could fall a distance liable to cause personal injury.

Somerset Council (The Council) is committed to keeping its employees and any other persons who may be adversely affected by our works, safe and free from harm.

This Working at Height policy supports and extends on the Council's overarching Health and Safety Statement of Intent and is supported by additional guidance on how best to protect employees carrying out those operations which involve working above or below ground, and where falls or falling objects are likely to cause injury.

In order to comply with the above, this policy and associated guidance provides the Council's rules that must be followed, the standards to be maintained, and signposts to further guidance. It also highlights the risks to users, clients and the Council and the potential consequences of breaching this policy.

This document and associated guidance will be available to: **All Elected Members, Somerset Council Staff, 3<sup>rd</sup> Party Contractors, Secondees and Volunteers.**

### Key Messages

- Somerset Council will ensure that through design of its premises, its management of them and supervision of staff that workplace risks from working at height are reduced so far as is reasonably practicable.
- Anyone who is required to work at height must have undertaken a work at height awareness training course which is provided by the Corporate Health and Safety Unit, or equivalent external training, where applicable additional task or equipment specific training may be required.
- Managers must ensure that risk assessments are carried out for all working at height activities which cannot be avoided.
- The Corporate Health and Safety Unit can advise managers on completing risk assessments and sourcing suitable external training courses.

This “policy on a page” is a summary of the detailed policy and guidance documents, please ensure you read, understand, and comply with the arrangements stated.

## Responsibilities

<a href="#">Somerset Council</a>	<a href="#">Directors and Senior Managers</a>
<a href="#">Service Managers and those with direct line-management responsibilities for employees undertaking working at height activities</a>	<a href="#">Authorised Persons (AP) who issue permits to work</a>
<a href="#">Premise Managers, Property Services, or those in control of premises</a>	<a href="#">Employees</a>
<a href="#">Corporate Health and Safety Unit</a>	

### Somerset Council will ensure:

- Compliance with The Working at Height Regulations 2005.
- That through design of its premises, its management of them and supervision of staff that workplace risks from working at height are reduced so far as is reasonably practicable.

### Directors and Delegated Senior Managers will:

- Ensure that this policy and guidance is implemented in their respective business areas.
- Ensure business areas under their control are adequately resourced to implement effective arrangements to control risks associated with working at height activities so far as is reasonably practicable.

### Service Managers and those with direct line-management responsibilities for employees undertaking working at height activities will:

- Ensure that working height activities are avoided, so far as is reasonably practicable.
- Ensure that suitable and sufficient risk assessments are carried out for all working at height activities which cannot be avoided, and safe systems of work are applied.
- Ensure the requirement for personal protective equipment is given adequate consideration when undertaking the risk assessments.
- Ensure employees are consulted during the risk assessment process.

Ensure that all work at height is properly planned, appropriately supervised, and carried out in a safe manner.

- Plan for emergencies, implement effective rescue procedures, and where risk assessments have identified a need, issue permits to work.
- Ensure provision of suitable work equipment or other measures are implemented to prevent falls where work at height cannot be avoided.
- Provide direction, guidance, and support for the implementation of this policy.
- Ensure all work equipment used whilst working at height is being carried out is properly inspected and maintained.
- Ensure that all staff involved in working at height are aware of this policy, understand its contents and comply with local procedures and safe systems of work.
- Ensure recruiting managers clearly outline work at height activities in the recruitment information made available to prospective applicants.
- giving due regard for the candidate's ability to complete the tasks required.
- Ensure all staff who work at height are fit to do so.
- Ensure that staff who work at height and those who issue permits to work, have appropriate information, instruction, training, and supervision.
- Ensure all contractors employed are competent to work at height and are appropriately managed when on site.
- Ensure that all work at height takes account of weather conditions that could endanger safety.
- Where required, implement a permit to work process in accordance with Somerset Council policy guidance HSG27

### **Authorised Persons (AP) who issue permits to work will:**

- Be responsible for the issue of the permit to work and its cancellation.
- Ensure those concerned are working in accordance with their risk assessments and safe systems of work.
- Ensure all necessary precautions, including emergency procedures are considered and implemented where required.
- Check safety arrangements as required by the permit procedures.
- Act upon any report of an activity or defect likely to endanger safety.
- Check the workplace before a permit is issued.
- Check work equipment installed or assembled prior to use.
- Issue permits in accordance with Somerset Council policy guidance HSG27

### **Premises Managers, Property Services, or those in control of premises will:**

- Where applicable comply with responsibilities required of Service Managers and those with direct line-management responsibilities for employees undertaking working at height activities.
- Ensure anyone undertaking work at height activities on the premises is working to a risk assessment.

- Ensure work at height activities are properly planned, organised, and undertaken by appropriately trained and competent persons.
- Ensure the place where work is to be done is safe.
- Ensure risks from fragile surfaces are properly controlled.
- Ensure risks from falling objects are controlled.
- Ensure that in the case of new buildings and when modifying existing buildings, they are designed to minimise risks as effectively as possible.
- Where required, implement a permit to work process in accordance with Somerset Council policy guidance HSG27

### **Employees will:**

- Report any illness, medical condition, or medication that may prevent them from working at height safely.
- Identify and report any defects found in relation to equipment provided for work at height.
- Co-operate with any training requirement and use the equipment supplied properly.
- Follow instructions or arrangements provided to them by their employer or person in control in compliance with the requirements and prohibitions under the relevant statutory provisions.
- Report unsafe acts and misuse of equipment used for working at height.

### **The Corporate Health and Safety Unit will:**

- Offer advice to managers regarding this policy and associated guidance.
- Maintain and communicate this policy.
- Review this policy at intervals not exceeding 3 years.
- Provide technical advice when required.
- Provide Work at Height Awareness Training as required.
- Audit Compliance with this policy

## Governance Arrangements

### Policy Compliance

If any employee is found to have breached this policy, they may be subject to Somerset Council's disciplinary procedure.

### Policy Governance

The following table identifies who within Somerset Council is Accountable, Responsible, Informed or Consulted with regards to this policy. The following definitions apply:

- **Responsible** – the person(s) responsible for developing and publishing the policy
- **Accountable** – the person who has ultimate accountability and authority for the policy
- **Consulted** – the person(s) or groups to be consulted prior to final policy implementation
- **Informed** – the person(s) or groups to be informed after policy implementation

<b>Responsible</b>	Corporate Health & Safety Unit
<b>Accountable</b>	Chief Executive
<b>Consulted</b>	LGR JNF Union Group, LGR H&S Sub-Workstream, Health, Safety and Wellbeing Steering Group (HSWSG)
<b>Informed</b>	All members, employees, contractors (on request), volunteers & 3rd parties (on request)

### Review and Revision

This policy will be reviewed as it is deemed appropriate, for instance when there is a change in statutory requirements and/or HSE guidance is revised, but no less frequently than every 36 months. Policy review will be undertaken by rolling programme established by the CHSU and agreed by the Health, Safety, and Wellbeing Steering Group.

### Version History

Revision Date	Author	Version	Description of Revision
	Daniel Thomas	V1.0	New policy - draft

## Document Notification

Approval	Name	Date
Corporate H&S Advisor		
Service Director of Workforce and chair of HSWSG		
HR Committee		