

# One best way

## Health and Safety Standard No. 17

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### Group – Property, Development and Retail Management Working at Height Management Plan

November 2015

#### Overview

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Health and Safety Executive - Working at Height. Falls from height are one of the biggest causes of workplace fatalities and major injuries and accounts for nearly 50% of construction fatalities and a significant amount of serious injuries. A lot has been achieved in terms of the protection of persons falling but in-line with protecting persons falling we have to put as much effort into how we stop tools, equipment and materials falling.

To address this and working towards our Incident and Injury Free, Safe and Healthy Environment, we have developed this OBW Working at Height Management Plan (WAHMP) to identify, control, monitor and allocate accountabilities to persons in control of working at height activities. With the intention to mitigate the risk of injury to our people, our contractors, suppliers and any other person who may be affected by our activities. Land Securities is demanding the generation of a site specific WAHMP to ensure that all working at height activities are properly planned, managed, supervised and monitored. This OBW document is aimed at eliminating / mitigating the risk of persons, tools, equipment and materials from falling.

This One Best Way document sets out Land Securities standard for minimising risk to its working at height activities and operations. The WAHMP **must** take into account all working at height activities where there is a potential for persons, tools, equipment and materials falling. It applies to all companies, contractors or individuals carrying out working at height activities on any Land Securities' Developments or Operational sites.

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#### Scope

The prevention of persons falling is key but in addition all tools, equipment and materials are to be prevented from falling e.g. tethered/secured, when working on Land Securities' Developments and Operational sites in any or a combination of the following example situations;

- This includes work on both internal and external elevations.
- All roof works, flat and pitched.
- The erection, dismantling or alteration of scaffold structures.
- When working on the leading edge of an opening or edge of the structure.
- When working adjacent to an opening or edge of the structure. There is no prescribed distance regarding when this is applicable, the distance shall be assessed on an individual activity basis based on the degree of risk.
- When working externally to the structure.
- Where there is a risk of tools, equipment and materials falling within the building e.g. risers, stairwells, lift shafts, atria and entrance halls.
- Any location where tools, equipment or materials could fall into Personal Protective Free zones or public areas.
- You must also consider the possibility that if either a tool, piece of equipment or material did fall could it hit anything, which could send it outside the site boundary into the public area.

***The above list is not exhaustive but provides a guide/prompt for you to consider when planning your working at height activities.***

## Legal Requirements

The purpose of the Working at Height Regulations is to prevent death and injury caused by a fall from height. If you are an employer or you control work at height (for example construction managers, facilities manager or building owners who may contract others to work at height) the Regulations apply to you.

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.

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.

The Work at Height Regulations 2005 (as amended) dictate the following:

*5. Every employer shall ensure that no person engages in any activity, including organisation, planning and supervision, in relation to work at height or work equipment for use in such work unless he is competent to do so or, if being trained, is being supervised by a competent person.*

*10. – (1) Every employer shall, where necessary to prevent injury to any person, take suitable and sufficient steps to prevent, so far as is reasonably practicable, the fall of any material or object.*

*(2) Where it is not reasonably practicable to comply with the requirements of paragraph (1), every employer shall take suitable and sufficient steps to prevent any person being struck by any falling material or object which is liable to cause personal injury.*

*(3) Every employer shall ensure that no material or object is thrown or tipped from height in circumstances where it is liable to cause injury to any person.*

*(4) Every employer shall ensure that materials and objects are stored in such a way as to prevent risk to any person arising from the collapse, overturning or unintended movement of such materials or objects.*

All employers are to carry out a risk assessment to identify and specify the measures necessary to control the risk of persons, tools, equipment and materials falling.

## **Risk Assessment and Planning**

The Principal Contractor with information provided by the specialist contractors must produce a Site Specific WAHMP. Which in addition to demonstrating how the contractor will prevent persons from falling, it must include their prevention of falling tools, materials and the protection of third parties/general public. The plan must detail the measures they intend to take to prevent tools, equipment and materials from falling throughout the duration of their works.

When Land Securities are responsible for such activities the WAHMP must still be developed and produced and signed off by the Regional Health and Safety Manager.

The WAHMP and associated risk assessments shall be briefed and made available to all personnel who are expected to work within the prescribed control measures.

The employer **must** ensure that the prescribed means for prevention does not increase the risk of any injury.

If the chosen means of prevention of tools, equipment and materials, employers are responsible for ensuring they are appropriate for the task to be performed. Tool, equipment and material tethers must:

### **The specification of working at height equipment, tools and tethers.**

- Carry a CE mark.
- Be provided with a test certificate to confirm the maximum weight of the tool or equipment to be tethered.
- Be marked with its Safe Working Load (SWL).
- Be matched to a tool/equipment that has been individually weighed to confirm it is within the maximum weight allowable.
- Be provided with a locking mechanism at the connection points.

Tools, Equipment and Material tethers must not:

- Be modified in any way unless approved by the manufacturer.
- Increase the overall risk associated with the work activities and conditions.

It is essential that all equipment, tool components or tethers are inspected and maintained in accordance with the manufacturer's guidance. This should include the following as a minimum:

- A pre-use visual inspection by the user on a daily basis.
- A formal weekly inspection by the user with appropriate records kept.
- An inspection by a competent person at intervals determined by the suppliers/manufacturers with appropriate records kept.
- A quarantine procedure for items out of service when a defect is identified.

## Inspection and Maintenance

There is a legal responsibility on the employer to provide the necessary information, training and instruction to their workforce to ensure individuals have the skills, knowledge, training and experience in any equipment associated with the working at height activity and be familiar with the arrangements for taking items out of use if a defect is identified.

The employer has the responsibility for ensuring all working at height equipment and items provided for prevention of falling tool, equipment and materials are used, inspected, maintained and stored correctly and they are expected to implement and maintain adequate monitoring and review arrangements.

Employers are expected to ensure an adequate level of management, supervision and monitoring is in place to meet the requirements laid out in this Policy.

## Skills, Training, Knowledge and Experience

Any person planning, supervising putting persons to work at height or carrying out working at height activities **must** have the appropriate Skills, Training, Knowledge and Experience (STKE) e.g.

- Specific Working at Height training in line with BS8454 – Mandatory
- CSCS card – right card right job - Mandatory
- MEWP for Managers Course – for persons planning and putting persons to work at height – Mandatory.
- IPAF - activity specific
- PASMA – activity specific
- Safety Harness/ Running Lines – activity specific
- Ladder training – activity specific
- IRATA - Rope Abseiling – activity specific
- FASET - Safety Netting – activity specific
- CISRS Card – Scaffolders - activity specific

## Monitoring

The monitoring of all working at height activities, will primarily be carried out by the employer at regular intervals e.g. when the environment changes, change of personnel. The Principal Contractor must also have a plan in place to monitor all working at height activities.

## Other Actions

Please refer to **Health and Safety Standard No 2 – Working at Height MEWP's** Knowledge Library for more details on Land Securities working at height management requirements.

**ACTION TO BE TAKEN:** Compliance - status - **Mandatory**

- **FURTHER HELP AND CONTACTS:** If you need any further information or guidance please contact any member of the Land Securities Health and Safety Team.