



*Making the difference*

# Working at Height Policy



## Health & Safety Working at Height Policy

**Introduction** Vbranch House School (main building) has a single flat roof which was re-roofed to the latest standard in 2003. It is constructed of a water proof membrane bonded to a wood substrate carried on load-bearing corrugated metal plates, themselves bolted to structural supports. There are a number of fibre-glass lights but these were all new in 2003 and have a 20 year structural guarantee along with all other parts of the roof. The roof line is 3.8 metres (12'6") above ground. The roofs of the two storage sheds and the two workshops are pitched.

**Necessity to work at height** It is necessary to work on the main roof in order to clean the gutters and drain pipes and to empty the drain filters from leaf litter. It is not necessary to work on any of the pitched roofs and any work on these roofs is not authorised. It may be necessary to work on the external walls to clean gutters to suspend wiring, or for some other authorised purpose, and it will be necessary from time to time to use step or extending ladders inside the school building

**Working at height procedures** Access to the main flat roof is gained by one Roof Access Point (RAP) outside the external Boiler Room door. Two securing brackets have been fixed to the external wall at the RAP and there are two securing ties on the approved access ladder which clip into these brackets. Only authorised personnel are to work at height and these personnel must use the RAP and the ladder must be secured in the approved manner before it is used. The procedure whilst working on the roof is that any person should walk from the RAP **to the centre of the roof and then from the centre of the roof to the part of the roof at which work is required.** This is because there is no barrier or safety rail around the perimeter of the roof and thus anyone working on the roof should **always face the perimeter** to avoid the possibility of inadvertently stepping off the edge. Ladders used to access gutters must be footed by a second person and any bucket used to collect leaf litter must be secured to the ladder and not handheld (the principle here is that the **person working at height must have both feet and one hand on the ladder, and must only work with one hand**). Step or extending ladders used internally may be used single-handed except for the large ladder used in the school hall which must always be footed by a second person.

**Authorised Personnel** Members of staff authorised to work at height are the Chief Executive, The Mobility Project Manager, the Workshop Technician/Groundsman and the Consultant Technical Assistant. Other members of staff may be authorised from time to time by the Chief Executive.

**Review** Members of staff authorised to work at height are encouraged to discuss this policy and suggest any improvements to it with the Chief Executive.

