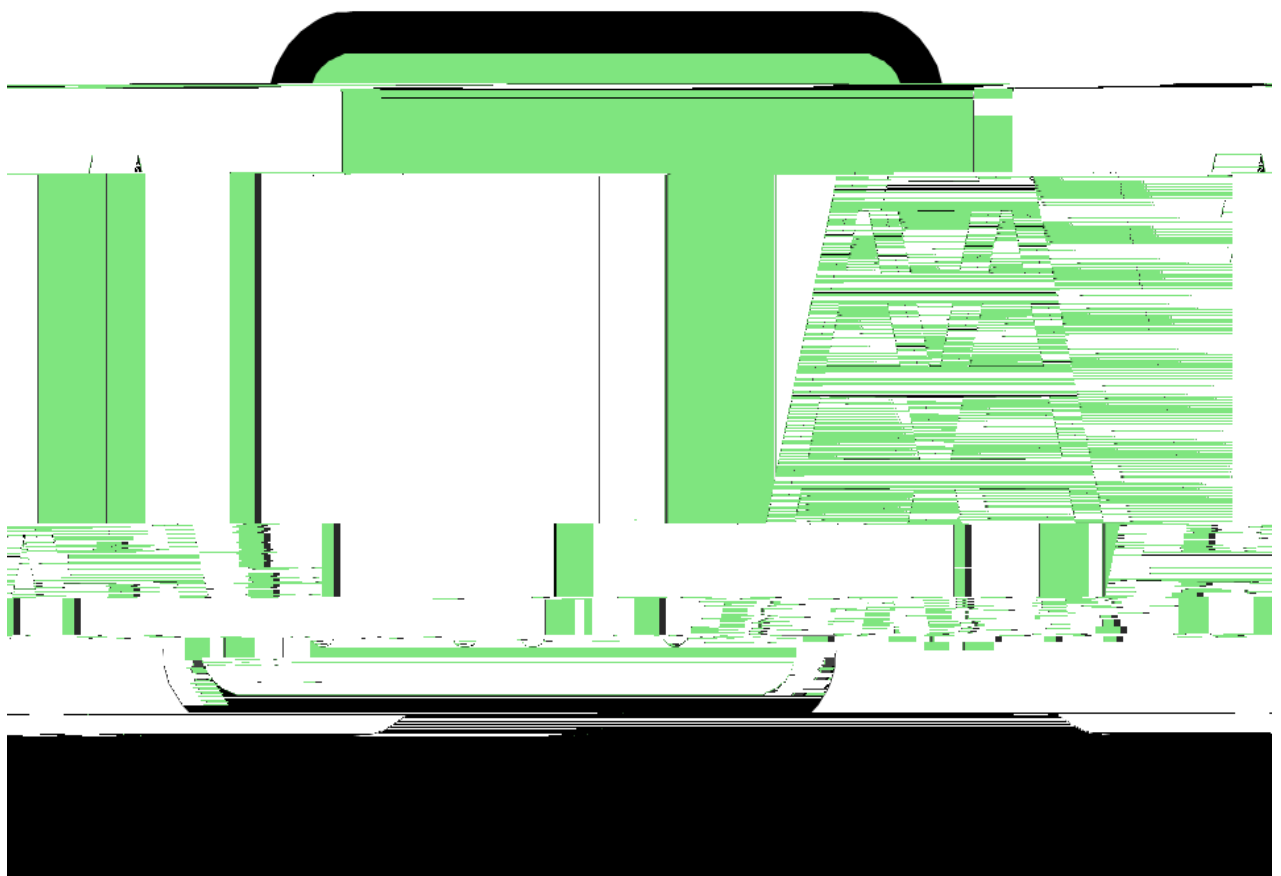


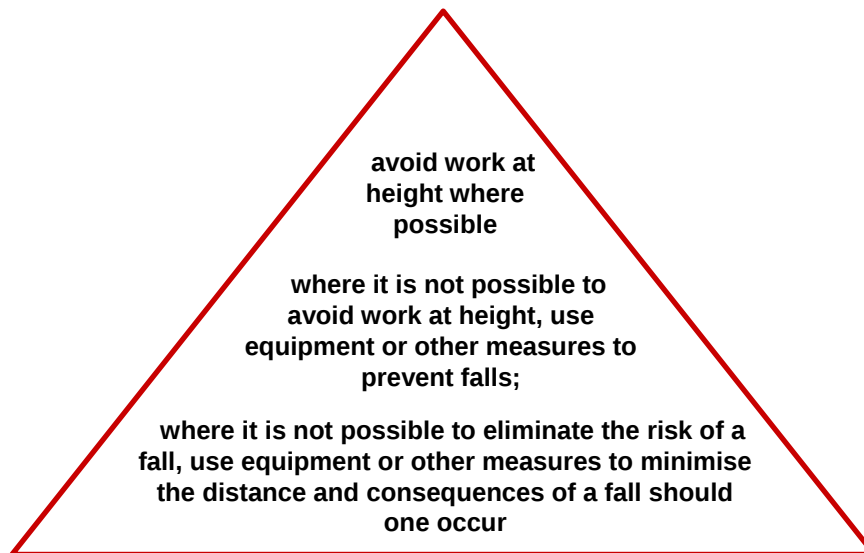


Typical examples of work at height undertaken within the University of Reading include, but are not limited to:

- Putting up posters on walls and display boards above eye level
- Accessing high shelves for storage
- Changing light bulbs
- Accessing or working on wall mounted equipment, such as monitoring systems and air conditioning units
- Accessing or working on flat roofs
- Accessing large waste skips
- Working in loading bays
- Putting up Christmas decorations
- Using access platforms / ladders within theatres to build scenery
- Art projects
- Building maintenance work
- Grounds work, tree pruning

Guidance:

Falls from height are the most common cause of fatal injury and the second most common cause of major injury to employees in the UK, accounting for around 15% of all such injuries. Even a short fall of less than 2 metres can result in a major injury. In the Education Sector over the last six years there have been five deaths and over three thousand injuries due to falling from height. Most major injuries U Ž



Staff must:

- Report any activity or defect that is likely to endanger yourself or another person;
- Ensure that you receive appropriate training for working at height;
- Use equipment for working at height in accordance with your training;
- Comply with any instructions or procedures for working at height.

The duties set out above apply to contractors and their workers who are engaged on University construction and maintenance contracts. There is a duty to ensure the competency of contractors selected to undertake work at height, and there is a shared responsibility to assess the risks of work that could affect University staff, students or any others. The risk assessment and associated safe working rules and procedures must be agreed with the contractor. In so far as University staff control such work, there is a duty to apply the requirements of this Guide.

If there is no alternative to working at height, the work must be properly planned, supervised, and carried out in as safe a way as is reasonably practicable.

For outdoors work, the plan must take account of adverse weather conditions. Work must be postponed if weather conditions are likely to endanger the health and safety of those working at height.

Guidance:

Adverse weather conditions include:

Snow, frost and ice on ladders and scaffolding (risk of slips and falls)

High wind (do not use ladders if the wind force is force 6 or above – defined as strong breeze when

If the risk of a fall remains, equipment to prevent a fall must be provided, so far as reasonably practicable. Such equipment must be suitable and give collective protection for the whole workforce e.g. guard rails, priority over personal protection measures e.g. safety harnesses. Consideration should be given to the working conditions; the distance to be negotiated for access and egress; the distance and consequences of a potential fall; the duration and frequency of use; the need for evacuation in the event of an emergency; and any additional risks posed by the use, installation or evacuation of such equipment.

Guidance:

The regulations allow for various different types of work equipment to be used. However, the choice should be determined by the risk assessment. The equipment chosen needs to be suitable in relation to:

How frequent the work or access is e.g. where frequent access is needed a fixed stairway is more suitable than a ladder.

The duration and nature of the work e.g. for long duration, or heavy duty work, scaffolding will be more appropriate than a ladder. Where the work is heavy duty but short duration a cherry picker is likely to be the appropriate choice.

The location of the work including how much available floor space and headspace there is, and the nature of the floor surface etc.

As well as selecting the correct type of equipment the actual equipment chosen has to be suitable i.e. it has to be capable of providing access at the required height without the need to overreach or stand on the guardrails of a cherry picker or the top rung of a stepladder etc. The equipment must also be in a safe condition.

Ladders and stepladders are regarded primarily as a means of acc

Ladders must be in good condition. Schools/Departments are responsible for implementing a programme of regularly examining ladders under their control and records of these examinations must be kept. There must also be a visual inspection by the user before each use to ensure that the ladder is in good condition and that it can be used safely in

Further information and guidance is available from the following sources:

Appendix 1: Requirements for the place of work, access and egress

These must:

- Be stable and of sufficient strength and rigidity;
- Be located on a suitable stable and strong surface;
- Be sufficiently large enough to allow the safe passage of persons and safe use of plant or materials, and to provide a safe working area;
- Have means to prevent a fall e.g. guard rails of at least 950mm (910 for existing structures);
- Not have any gaps through which a person, object or materials could fall;
- Be constructed, used and maintained in a condition to prevent slipping or tripping, or crushing of persons between it and any adjacent structure;
- Be prevented from inadvertent movement or slippage.

Appendix 2: Inspection of work equipment

Equipment for work at height (guard rails, toe-boards, barriers, working platforms, scaffolding, collective and personal fall protection and arrest equipment, rope access and positioning systems, work restraint systems and ladders) must be inspected:

Appendix 3: Requirements for guard rails, toe boards, barriers and other collective means of protection

Means of protection must be suitable in terms of size, strength and rigidity for the purpose for which they are being used;

Be placed and secured to ensure that they do not become accidentally displaced;

Be placed to prevent any fall of people, materials or objects;

Any means of support or attachment must be sufficiently strong and suitable for the purpose;

There must be no lateral opening in the means of protection (guarding) except where an opening is necessary for a ladder or stairway;

If removed for access or work purposes, means of protection must be replaced as soon as practicable;

If means of protection are removed to enable work to be undertaken, there must be other effective compensatory safety measures in place.

The top guard rail must be at least 950mm high (or for existing guard rails 910mm high);

Toe boards must be fitted and suitable to prevent the fall of persons, materials or objects;

Any intermediate guard rail must be positioned so that any gap between it and other means of protection does not exceed 470mm.

Appendix 4: Requirements for all working platforms

Such platforms and any supporting structures where appropriate must:

- Be located on a stable and suitably strong surface;
- Be of suitable strength and rigidity for the purpose
- Be prevented from slipping by secure attachment to another structure (e.g. by an anti-slip device);
- Be capable of being erected and dismantled safely, without any risk of components becoming accidentally displaced and endangering any person;
- Remain stable while being altered or modified;
- In the case of wheeled structures e.g. tower scaffolds, prevented from moving inadvertently during work at height;

Appendix 5: Additional requirements for scaffolding

Strength and stability calculations, except where the scaffold is assembled in conformity with a generally recognised standard configuration;

A plan for the assembly, use and dismantling of the scaffold (depending on the complexity), drawn up by a competent person;

The plan and any instructions to be available to those persons assembling, using, altering or dismantling the scaffold;

The scaffold to be suitable (in terms of size, layout, and strength) for the work to be undertaken.

Scaffold that is not available for use to be clearly marked with warning signs, and for there to be physical measures to prevent access.

Only trained persons to undertake scaffold assembly, dismantling or alteration, and for them to be supervised by a competent person.

