

WORKING AT HEIGHT POLICY

1. The following has been taken from the Work at Height Regulations 2005:

Definition: What is 'Work At Height?' A place is 'at height' if a person could be injured falling from it, even if it is at or below ground level. 'Work' includes moving around at a place of work (except by a staircase in a permanent workplace) but not travel to or from a place of work.

The Work at Height Regulations 2005 apply to all work at height where there is a risk of a fall liable to cause personal injury. They place duties on employers, the self-employed, and any person who controls the work of others (e.g. facilities managers or building owners who may contract others to work at height) to the extent they control the work.

2. The Trustees and Church Leadership Team will do all that is reasonably practicable to prevent anyone falling, through the implementation of policies and procedures, and through appropriate training, where applicable.
3. Staff/volunteers must:
 - a. avoid work at height where they can;
 - b. use work equipment or other measures to prevent falls where they cannot avoid working at height;
 - c. where they cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distance and consequences of a fall should one occur.
4. Only designated staff/volunteers and approved contractors may undertake any working at height procedure for which they have prior approval from the Trustees and Leadership Team, according to their role.
5. All such tasks must be undertaken using appropriate equipment, approved by the Trustees for working at height, e.g. ladders or towers owned/hired by the Church or an by approved contractor. Tables and chairs, etc. should never be used for 'Work at Height' activities.
6. The Trustees or members of the leadership team have the right to stop any person from working at height if they feel it is appropriate to do so.
7. Wherever possible at least two people should be involved in working at height activities. It may be operationally necessary for some key workers, to undertake working at height tasks alone but this should only be undertaken when other people are in the building and at least one of these people should be made aware that the task is being undertaken.
8. All ladders, scaffolding, etc. owned by the Church will be regularly checked for wear / damage and a record kept.
9. When working at height in vulnerable places, e.g. behind a door, then appropriate signs need to be displayed and ideally a second person should 'stand guard' to prevent an accident.