

## Working at Height Policy

The Work at Height Regulations 2005 are relevant to all work at height activities carried out on the University campus and this Policy applies across the University's campuses, including Gibbet Hill, Westwood and Wellesbourne. The Policy also applies to all activities managed by the University at off-campus accommodation properties. Working at height means any work where, if precautions were not taken, a person could fall a distance liable to cause personal injury, this includes work:

- above ground/floor level
- where a person could fall from an edge, through an opening or fragile surface, or,
- where a person could fall from ground/floor level into an opening in a floor or a hole in the ground.

Working at height does **not** include a slip or a trip on the level, nor does it include walking up and down a permanent staircase in a building.

This Policy is supported by arrangements, instructions, and guidance on the management of lifting operations and lifting equipment, which are available on the University's Health and Safety web pages.

Under the provisions of Regulation 26, Safety Regulations and associated University Health and Safety Policy document, it is the duty of all staff, students and others working in the University to comply with this Policy, together with any other instructions, rules and guidance that may apply.

### Core Principles

1. All work at height must be properly planned and organised, and a risk assessment must be carried out before the work is commenced: reference should be made to the University guidance on Work at height, which is available via the Health, Safety and Wellbeing web pages.
2. Suitable control measures must be put in place to ensure safety, including the use of a Permit to Work (PTW) where it is deemed necessary. A PTW must be used for all work involving tower scaffolds, scaffolding, rope access techniques or Mobile Elevated Work Platforms (MEWPs), and must be considered for ladder usage where risk assessments deem it appropriate. A PTW would not be required where it has been identified that use of step ladders, podium steps, hop-up platforms, trestles (fitted with guard rails) or use of an elephants foot (or similar) are required for working at height. Please refer to the separate policy on Permits to Work.
3. Ladders can only be used for work at height when a risk assessment has shown that using equipment offering a higher level of fall protection is not justified because of the low risk and short duration of use; or there are existing workplace features which cannot be altered.
4. Steps must be taken to ensure not only the safety of those working at height, but also to ensure the safety of those who might be impacted by the work at height, for example passers-by and those working beneath any work at height activity

5. Those individuals involved in work at height must be competent and must receive an appropriate level of supervision for the work. The level of competence and supervision required is dependent on the risk associated with the work.
6. Equipment used for work at height must be registered in an inventory and must be properly inspected and maintained, and records kept of all such maintenance and inspection work. Some items will require statutory inspections, and the Estates Department must be informed of the existence of all equipment used for work at height so that the necessary arrangements can be made for such statutory inspections (see also the Work Equipment Policy).
7. When not in use, all equipment must be kept secure so that it cannot be used by any un-authorised individuals. This includes ensuring that un-authorised access to elevated work platforms is not possible.
8. Access to roof spaces is controlled under a separate policy on Permits to Work.

### Responsibilities

The Director of Estates is responsible for the implementation of this Policy, insofar as it relates to the activities and equipment associated with the Estates' Department and for its communication to its staff as appropriate.

Heads of Departments are responsible for the implementation of this Policy within their respective Departments insofar as it relates to the activities and equipment within their own Department and for its communication to their staff and students as appropriate.

Where work at height is carried out by staff or contractors then the prime responsibility for the safety of the work resides with the Department who employs the staff or engages the contractor.

All staff and students within departments must comply with this Policy and the associated arrangements, instructions and guidance on working at height.

The Director of Health and Safety is responsible for advising on the standards and regulations that must be achieved in order to meet legal requirements; for keeping the University's Health and Safety website up to date with the related policy documents, linking such pages to any relevant arrangements, instructions and guidance; and for ensuring that spot checks and audits are carried out to provide assurance that activities are being carried out in compliance with this Policy.

### Review

This policy will be reviewed when any legal requirements change or at least once every three years.

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