

St Augustine's Catholic Primary School

Policy for Working Safely at Height

Agreed by Governors: October 2024

To be reviewed: October 2025

*As one family working together
to be the best that we can be,
we live, love and learn with Jesus.*

This policy is based on the model policy supplied by Birmingham LEA following the introduction of new guidelines.

NOTE:

1. Working at height means anything above ground level.
2. Everyone in a school who works at height (even putting up a classroom display) needs to have a risk assessment (documented) in place to cover any activity likely to arise.
3. Any one who accesses equipment such as step ladders has to have formal training on both the inspection of the ladders and their use. This has to be documented.

WORKING SAFELY

Headteachers/Department Heads/Managers/Supervisors/Teachers must not instruct staff in their charge to undertake any work at height task unless a suitable and sufficient risk assessment has been carried out and properly recorded.

All staff are instructed not to undertake any work at height unless they have been authorised to do so and have been informed of the risk assessment findings, trained and instructed as appropriate.

While not an exhaustive list, such work at height tasks may include the following:

- ❖ storing and/or retrieving materials
- ❖ placing and/or removing displays at height
- ❖ cleaning windows
- ❖ maintenance tasks

Risk assessments will be passed on to the headteacher for signature before being filed for future staff reference and audit inspection.

All relevant staff will be informed formally of the risk assessment findings.

Arrangements must be made to ensure new and temporary employees are informed of risk assessment findings before being asked to undertake any work at height.

It should be noted that Work at Height Regulations 2005 came into force from April 2005. These regulations complement and reinforce general duties under Health and Safety at Work etc Act 1974, the requirement to undertake a risk assessment under the Management of Health and Safety at Work Regulations 1999 and the provision of Workplace Equipment regulations 1998.

It is strongly advised that work at height guide INDG 401 be obtained from the HSE website.

Consider asking that supervisory staff, in consultation with staff under their charge, make a list of work at height tasks that they do so that specific risk assessments can be developed.