



Working at Height Policy

Introduction

Working at height remains one of the biggest causes of fatalities and major injuries. Common cases include falls from ladders and through fragile roofs. Work at height means work in any place, including at or below ground level, where a person could fall a distance liable to cause injury.

Working at height will be avoided where possible.

Illogan Parish Council's employees, councillors, council volunteers, independent volunteers and contractors may have to work at height. The Council will check that there are suitable and sufficient procedures and safeguards in place to protect people working at height.

Purpose

This policy outlines the principles, responsibilities, and procedures to ensure the safety of employees, volunteers, and contractors working at height. The goal is to minimise risks associated with working at height and comply with relevant legal and regulatory requirements.

Scope

This policy applies to all employees, volunteers, and contractors engaged in activities that involve working at height in any capacity, regardless of the location or duration of the task.

Definition of Working at Height

Working at height refers to any activity performed in a place where a person could fall a distance liable to cause injury. This includes:

- Working on raised planters, play equipment, ladders, scaffolding, or elevated platforms.
- Working near fragile surfaces.
- Working at ground level where there is a risk of falling into an opening, such as a hole or trench.

Responsibilities

Organisation

- Provide a safe working environment for all individuals working at height.
- Check compliance with legal and regulatory requirements.
- Provide appropriate training, equipment, and supervision.



- Conduct risk assessments and implement control measures.

Employees, and Council Volunteers

- Follow all instructions, training, and safety procedures.
- Report any hazards, defective equipment, or unsafe practices immediately.
- Use personal protective equipment (PPE) and safety systems.

Contractors and Independent Volunteers

- Provide the Council with copies training and competency certificates
- Provide the Council with copies of Working at Height Policies, Procedures and Risk Assessments etc
- Provide and use appropriate equipment
- Adhere to safe working practices
- Use personal protective equipment (PPE) and safety systems.

Risk Assessment and Planning

- A risk assessment must be conducted before any work at height is undertaken. The assessment should identify potential hazards, evaluate risks, and outline control measures.
- Planning should include the selection of appropriate equipment, access methods, and emergency procedures.

Control Measures

- **Avoid Work at Height:** Wherever possible, eliminate the need for work at height by modifying tasks or using equipment that can be operated from the ground.
- **Prevent Falls:** Use guardrails, scaffolding, or work platforms to prevent falls.
- **Minimise Consequences:** Where falls cannot be prevented, use fall arrest systems, safety nets, or airbags to reduce the severity of injuries.

Equipment

- Ensure all equipment used for working at height is inspected and maintained regularly.
- Only use equipment that is fit for purpose and operated by trained individuals.
- Keep records of all inspections and maintenance.



Training

- Provide adequate training to employees, and council volunteers on safe working at height practices.
- Obtain competency certificates from contactors and external volunteers for the proper use of equipment, hazard identification, and emergency response procedures.

Emergency Procedures

- Establish and communicate clear emergency procedures for rescuing individuals in the event of a fall or other incident.
- Ensure all individuals working at height are aware of these procedures and know how to implement them.

Monitoring and Review

- Regularly monitor compliance with this policy and the effectiveness of control measures.
- Review the policy annually or after any incident involving work at height, and update as necessary.

Non-Compliance

Failure to comply with this policy may result in disciplinary action, termination of contracts, or exclusion from work activities.

Review Date	Reviewed By	Amendments	Minute Number
28.01.26	Governance Review Committee	<ul style="list-style-type: none"> • Page 1 – third paragraph – amend to read 'Illogan Parish Council's employees, councillors, council volunteers ...' • Page 2 – amend title to read 'Contractors and Independent Volunteers' 	GR26/01/17.2