



Document Title:	Working at Heights Policy
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1. Introduction

RHSU is committed to meeting its statutory obligations under the Work at Height Regulations 2005. This policy sets out the responsibility of all line managers and provides guidance to the process and action that should be taken to ensure compliance.

Work at height will range from the routine use of a stepladder to potentially higher risk activities undertaken by trained/competent persons.

The Work at Height Regulations 2005 applies to all work undertaken at height, wherever there is the potential for a fall to occur which may cause personal injury. No height limits are specified in the Regulations in recognition that all work undertaken at height has the ability to result in injury.

2. Risks Arising from Work at Height

In view of the broad definition of 'work at height', it is likely that this Policy will be applicable to every department. For the majority it will involve situations such as the stepladder example already given. This will require a risk assessment of the task(s) followed by instructions to the staff in what to do and not do, including not standing on chairs, always using a stepladder and not overreaching.

Risk assessments must be undertaken by a trained member of staff. For those departments in which more significant risks exist, comprehensive risk assessments will be required to identify how tasks are to be undertaken and the equipment, training and other elements necessary.

3. Responsibilities

This policy will be managed on behalf of Royal Holloway Students' Union (RHSU) by the Assistant Venue Operations Manager (Technical & Events).

i. Managers

The Work at Height Regulations and this Policy requires that any managers with line management responsibility do all that is reasonably practicable to prevent anyone falling from height. Managers will take appropriate measures as are necessary to ensure that all work at height is planned, organised and undertaken by competent persons. They will ensure that only the most appropriate work equipment is used and that measures to prevent falls (e.g. guardrails and working platforms) are in place. They will ensure that all equipment required for working at height is maintained, certified and checked prior to use for any task.

Managers will also refer to the following guidelines:

- i. Avoid work at height wherever possible.
- ii. Use appropriate equipment or other measures to prevent falls where working at height cannot be avoided.
- iii. Where the risk of a fall cannot be eliminated, use harnesses or other measures to minimise the distance and consequences of a fall, should one occur.
- iv. All work at height must be properly planned and organised.
- v. Where applicable, all work at height takes account of weather conditions that could endanger health and safety.
- vi. Those involved in work at height are trained and competent to do so.
- vii. The place where work at height is undertaken is safe.

- viii. The equipment used for work at height is appropriately selected, used, inspected and maintained.
- ix. The risks from falling objects are properly controlled.

Managers must ensure that:

- i. No work is undertaken at height if it is safe and reasonably practicable to do it other than at height.
- ii. The work is properly planned, appropriately supervised and carried out in as safe a way as is reasonably practicable.
- iii. They plan for emergencies and rescue.
- iv. They take account of the findings of the risk assessment referred to above.

ii. Staff, students and others

Staff, student and others must ensure that:

- i. They report to their line manager any safety hazards associated with work at height.
- ii. They use the equipment supplied (including any safety devices) correctly, follow the training and instruction given, unless it is believed that doing so would be unsafe, in which case they must seek further instruction from a manager before proceeding

4. Training

Managers must ensure that everyone involved in work at height is competent to do so, having received suitable and sufficient information, instruction and training and while being trained, is supervised by a competent person.

5. Monitoring

The implementation of this Policy will be monitored at departmental level with any accidents, incidents or near misses being recorded and reported centrally.

The Deputy CEO will produce annual accident/incident statistics which will be circulated to the Board of Trustees and Health & Safety Committee. Such reports will facilitate a critical review of trends and necessary corrective action.