



# WORK AT HEIGHT POLICY

**BADGER GROUP**  
Badger House  
121 Glover Street  
Birmingham, B9 4EY

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## Glossary

Term	Description

# Contents

<b>1</b>	<b>PURPOSE</b> .....	<b>1</b>
<b>2</b>	<b>SCOPE</b> .....	<b>1</b>
<b>3</b>	<b>REFERENCES</b> .....	<b>1</b>
<b>4</b>	<b>DEFINITIONS</b> .....	<b>1</b>
<b>5</b>	<b>GUIDANCE</b> .....	<b>1</b>
5.1	EXAMPLES - WHEN THE REGULATIONS WILL APPLY .....	1
5.2	THE RISKS OF WORKING AT HEIGHT.....	1
5.3	LEGAL DUTIES .....	1
5.4	THERE IS A HIERARCHY OF MEASURES REQUIRED OF BADGER .....	2
5.5	SPECIFIC REQUIREMENTS.....	2
5.6	ASSESSING RISKS FROM WORKING AT HEIGHT .....	2
<b>6</b>	<b>SAFE WORKING PRACTICES</b> .....	<b>3</b>
6.1	LADDERS .....	3
6.2	STEPLADDERS .....	3
6.3	ACCESS EQUIPMENT .....	4
6.4	MOBILE ELEVATED PLATFORMS .....	4
6.5	SCAFFOLD TOWERS .....	4
6.6	SAFETY LINES, HARNESSSES AND NETS .....	4
6.7	FRAGILE SURFACES .....	4
6.8	WEATHER .....	5
6.9	FALLING OBJECTS .....	5

## 1 PURPOSE

To ensure that all work at height is properly planned, assessed and controlled as per the requirements outlined within the Work at Height Regulations.

## 2 SCOPE

All Badger offices and sites

## 3 REFERENCES

- Work at height regulations 2005 (amended 2007)
- Work at height regulations a brief guide

## 4 DEFINITIONS

- Work at height - A place is defined as 'at height' if a person could be injured falling from it, even if it is at or below ground level

## 5 GUIDANCE

The work at height regulations apply to all activities involving working at height, as defined above. It also covers being hit by a falling object but not falling down a permanent set of stairs or travelling to or from work. There is no minimum height, there simply has to be a risk of personal injury from falling.

Badger employees should not work at height, the tasks listed above will be completed by competent contractors. The Safety Coordinator will be consulted to assist in the planning of any work at height activities.

This guidance can be used by the safety coordinator when reviewing works being completed by a contractor.

### 5.1 Examples - When the regulations will apply

- An office employee using a ladder to change a light bulb
- A building owner who engages a roofing contractor

### 5.2 The risks of working at height

The main hazards associated with working at height are people falling and objects falling onto people below. These may occur as a result of inadequate edge protection, or from objects in storage being poorly secured. People in a variety of jobs could be at risk of falling from height at work including those who undertake one-off jobs without proper training, planning or equipment.

### 5.3 Legal duties

There are some general requirements contained in other regulations relating to working at height:

The Workplace (Health, Safety and Welfare) Regulations 1992 (Amended 2002). They include the requirement that employers ensure that all areas where people could fall from a height are properly guarded or covered. The Work at Height Regulations 2005 (amended 2007) aim to encourage the avoidance of working at height if possible and where it cannot be avoided to use the best practicable means of ensuring the safety of those working at height.

## 5.4 There is a hierarchy of measures required of Badger

- To avoid work at height where possible, for example keeping shelving at low level.
- To use work equipment or other measures to prevent falls where work at height cannot be avoided; and
- Where the risk of a fall cannot be eliminated to use work equipment or other measures to minimise the distance and consequences of the fall.

## 5.5 Specific Requirements

Essentially Badger are required to risk assess and consider the safety of those working at height from the start to the finish of the job.

Therefore Badger must:

- Properly plan and organise the work
- Undertake risk assessments
- Ensure all those involved in working at heights are trained and competent
- Provide and maintain proper equipment for working at height and inspect the equipment
- Specifically consider the weather conditions and if necessary postpone the work
- Consider the risks from fragile surfaces and avoid them if possible
- Risk assess, provide and maintain collective and personal safety equipment
- Prevent items falling and prevent a person being hit by a falling object, if needs be, by restricting access to such an area.

## 5.6 Assessing risks from working at height

If work at height cannot be avoided, a risk assessment should be carried out by Badger before any work is undertaken. The assessment should highlight the measures that should be taken to ensure people are not at risk of falling from height. The risks associated with working at height must be assessed. The Health and Safety Executive recommends a five-step approach to risk assessment, and the risk of slips, trips and falls should also be considered.

### Step 1

Look for hazards associated with falls from height around the workplace and where are people required to work at height? Do they carry out work from ladders, platforms, scaffolds, or unprotected or fragile roofs?

### Step 2

Decide who might be harmed and how.

### Step 3

Consider the risks. Are there already measures in place? Are regular inspections carried out?

### Step 4

Record the findings.

### Step 5

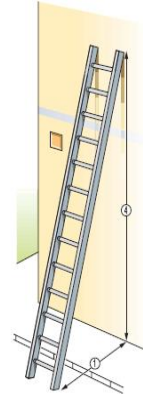
Regularly review the assessment.

## 6 SAFE WORKING PRACTICES

### 6.1 Ladders

Ladders are only acceptable for access or work of short duration. 3 points of contact should be maintained when using a ladder. They should be:

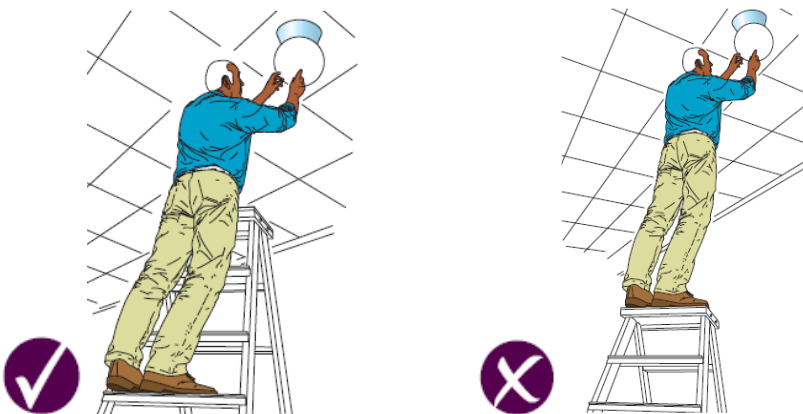
- Erected at correct angle (4 up to 1 out)
- Secured (preferably at top) or footed
- Positioned close to the work to avoid over-reaching
- Sufficiently protected at the base of any ladder or access equipment to prevent pedestrians or vehicles bumping into them.
- Be of suitable industrial specification for the work undertaken



### 6.2 Stepladders

When using stepladders the following precautions should be taken:

- Always spread them to their full extent and lock them off
- Do not work on the top platform
- Do not use the top tread, tool shelf or rear part of the steps as a foot support
- Only one person should be on the ladder at any one time
- The ladder must be appropriate and of the correct grade for the intended use.
- Maintain 3 points of contact as with ladders
- Be of suitable industrial specification for the work undertaken



### 6.3 Access equipment

- Any hired equipment must be fit for the purpose. Hire firms must provide information about the risks involved.
- All access equipment must be properly maintained and regularly inspected.
- Those erecting and using access equipment must be competent to do so, and training should be provided where necessary.
- Precautions must be taken to prevent the fall of objects or persons.
- Do not increase reach by placing ladders on access equipment.

### 6.4 Mobile elevated platforms

- Use the platform only on level, firm ground.
- Only use the equipment with outriggers and stabilisers.
- Work with a trained operator at ground level.
- Safety harnesses must be worn while on the platform, where required.
- Keep the platform within safe working limits and radius, taking account of wind speeds.
- Operator must be competent to operate the platform.

### 6.5 Scaffold towers

Scaffold towers should:

- Be erected by a competent person.
- Have a height to base dimension ratio not exceeding 3 to 1 indoors, or 2.5 to 1 outdoors.
- Have stabilisers deployed as necessary to meet the correct height to base ratio.
- Use outriggers or stabilisers if above 2.5 m high.
- Have all casters firmly locked before use.
- Have ladder access to the working platform.
- Never be moved while the tower is occupied.
- Be regularly inspected and maintained.

### 6.6 Safety lines, harnesses and nets

Fall restraint and arrest equipment such as nets, airbags and harnesses, etc. should only be considered as a last resort when no other means are reasonably practicable. They should only be used and erected by trained operatives and tested and inspected regularly.

### 6.7 Fragile Surfaces

The regulations define a fragile surface as 'a surface which would be liable to fail if any reasonably foreseeable loading were to be applied to it. Badger are required to ensure that no one working under our control goes onto or near a fragile surface unless that is the only 'reasonably practicable' way for the worker to carry out the task safely - bearing in mind the demands of the task, the equipment being used and the working environment.

If anyone is required to work on or near a fragile surface Badger must: -

- Ensure (as far as it is reasonably practicable to do so) that suitable platforms, coverings, guardrails and the like are provided (and used) to minimise the risk
- Where a risk of a person at work falling remains, do all that is 'reasonably practicable' to ensure suitable and sufficient measures are implemented to minimise the distance and consequences of a fall

- Make all persons them aware of the danger, preferably by prominent warning notices fixed at the approaches to the danger zone, e.g. at access points onto a fragile roof such as one constructed of cement sheets.

## 6.8 Weather

Clearly the weather is an important factor in working at height and the regulations are very clear on this point. Badger must ensure that any work at height is postponed if weather conditions present a danger to the health and safety of workers.

## 6.9 Falling Objects

When working at height, Badger must do all that is 'reasonably practicable' to prevent material/objects falling and take all 'reasonably practicable' steps to ensure that no one is injured by material/objects falling. This includes items stores, equipment, materials, debris and tools.