TO BE READ IN CONJUNCTION WITH ESP21 PERMIT TO WORK AND ESP23 AUTHORISING PERSONS PROCEDURES

1.0 PURPOSE

The purpose of this procedure is to assist the University of Lincoln Estates and Commercial Facilities Department in discharging the Health and Safety responsibilities by considering Working at Height as the significant danger to health that it has proven to be.

It applies to all contractors and members of the department carrying out work recognised as Working at Height.

The 2005 (amended) Work at height regulations define working at height as anywhere above or below ground level where there is a risk of a fall liable to cause personal injury.

Short duration work is defined as 20 minutes or less in any single location for the purpose of this procedure.

2.0 GENERAL

2.1 A risk assessment should be carried out to consider the following actions in the priority shown.

Eliminate the need to work at height all together, for example can the task be lowered down to ground level?

Reduce the height of a fall i.e. build up or raise a platform to the required height to provide a stable work surface, examples could include, scaffolding, access towers or Mechanical Elevating Work Platforms.

Isolate the risk, expose as few people as possible to the risk of a fall from height, control the numbers directly at risk.

Control the environment, consider the weather conditions if outdoors, is it suitable or can it wait for better weather conditions? Consider where the work actually is for example on a slope or a stairwell, how would these environmental conditions increase or reduce the risk to the operative and/or 3rd parties.

Working at height has been subdivided into 3 risk categories, although it is recognised and accepted that a serious fall can be from any height.

a. Working from a stepladder, ladders, podiums, step ups, scaffolding or access towers.
b. Working from a MEWP or Cherry picker.
c. Working on a roof utilising a mansafe system.

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2.2 The person at risk must go through the risk assessment process shown above and consider the consequences of falling from any height. You rarely survive a fall from height with no injury to yourself, even minor injuries must be considered.

For categories any work were there exists the possibility of falling more than 2.1m a written method statement describing how safety is to be achieved must be provided, for lesser falls it is acceptable to receive a verbal method statement before issuing a permit to work.

2.3 If attaching to a man safe system, using fall arrest PPE instead of the preferred fall restraint PPE then a workable rescue plan must be provided and checked.

2.4 When using powered access equipment, scaffolding or access towers you must also consider the competence of the individual, this can be provided with the use of an appropriate PASMA, IPAF or CISRS card or through providing either proof of a combination of experience and training as proof of competence or a signed letter on specific company headed paper signed by the individuals responsible line manager.

2.5 Ladders and step ladders are permitted to be used, but only as a temporary platform for work in any single location for no more than 20 minutes (short duration), and never where the risk is increased due to a platform edge being within 1.2m.

Any ladders or steps in use at work must meet the BS EN131 standard, preferably class1 (industrial duty), but class 2 (trade standard) will also be permitted, never class 3 (domestic).

Any equipment used i.e. step ladders, access towers or safety harnesses must be visually checked by the user before first use each day, using it would signify that you have checked it and consider it safe enough to entrust your personal safety too.

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2.6 The only staff that are permitted to use the mansafe systems dotted around on roofs within the University will have received regular training and have harnesses supplied and tested by Estates Services, these are strictly for their use (not to be loaned outside of the department) however the other trained people shown below can also use them if a task requires it.

Steve Holt
Simon Crampton
Mark Skinner
Kim Watt
Trevor Tomlinson

2.7 No other member of University staff are currently authorised to use the man safe systems on the roofs.

The actual safety lines they attach their safety harnesses lanyard to are compliant to the appropriate testing regime and the trained personnel know what the correct action is if they come across a damaged or untested piece of safety equipment – do not use it – **REPORT IT** via the support desk fault reporting system.

For anybody to use the Mansafe system it is a requirement of this procedure that they go onto the system in pairs, this can either be with another trained member of the department (named previously) or using a trained competent sub contractor.

2.8 Appropriately trained and equipped sub contractors can use the mansafe system Under the strict control of ESP21 Permit to Work Procedure, also if using it they Must use it in pairs as above, but in that case it would be expected that both people Would be provided by the sub contractor's parent company.

2.9 Working on roofs is not permitted on your own, there must be a minimum of **TWO** People working on the same roof at the same time so that they can act as each other's safety operative.

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2.10 It is the individual owner's responsibility to check that the harness and associated Equipment before use, also to record these checks each month in the appropriate log Book (note the transfastener's do not have an individual log book).

The owner of this procedure is responsible to ensure that the checks are carried out every month and to carry out his own inspection of them every 6 months.

2.11 As guidance working at height externally is not recommended in wind conditions that exceed any of the following conditions.

16 - 21 knots, 18 - 24 mph, 28 - 39 kmh, 8 - 11 m/sec as measured electronically on the nearest UoL roof to where the work is to be carried out.

If this guidance is ignored there must be a written method statement attached to the permit to work stating how the safe method of work is to be achieved.

It is still the responsibility of the contractor or individual member of staff to risk assess the conditions on the day at the site of work.

Be aware that the wind will funnel itself around the buildings and appear/feel stronger when exposed from different directions and around different shaped obstacles.

3.0 RESCUE PLANS

A rescue plan must be completed by any contractor using a Fall Arrest system. It will be the contractors responsibility to provide a rescue plan which must be agreed by the University of Lincoln prior to the commencement of the task.