



Working at Height Policy

This policy covers the use of ladders and other equipment.

1. The aim of this policy is to protect all volunteers from accident and injury when working at height within the church building or outside.
2. The policy seeks to implement the guidance of the HSE and will be reviewed annually prior to the AGM.
3. No use of a ladder or other working at height equipment is to take place by one person working alone. A minimum of two people at all times.
4. No use of a ladder or other working at height equipment is to take place without a risk assessment being done.
5. Anyone using a ladder must read and sign a copy of the HSE INDG455 "Safe use of ladders and stepladders" prior to commencing work.
6. All work using a tower must...
 - a. Be approved by the Leadership Team prior to commencement. In order for this to happen...
 - i. The check list must be completed and submitted to the Leadership Team for approval along with a signed and dated risk assessment.
 - b. One member of the working party must have completed the working at height training specified by the Leadership Team and only this person may ascend the tower.
 - c. All members of the working party must read and sign the "HSE Working at Height: A brief guide" before commencing work.
 - d. The Tower will only be unlocked by the H&S Officer or the Administrator on receipt of a completed checklist signed by two members of the Leadership Team and a copy of the "HSE Working at Height: A brief guide," signed by all members of the working party.
 - e. On completion of the work the tower is to be dismantled and stowed by the working party who then report to the H&S Officer or the Administrator.
 - f. The tower is then to be locked by the H&S Officer or the Administrator.

Date created	14 th June 2017
Dates of reviews	10 th June 2020