



# Working at Height Policy

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### 1. Purpose

This policy sets out The Cherry Tree Trusts approach to safely managing work at height. Its aim is to prevent injury or harm to employees, contractors, pupils, and visitors while complying with legal requirements.

### 2. Scope

This policy applies to all staff, contractors, and volunteers who may work at height, including:

- Ladders and stepladders
- Scaffolding
- Elevated platforms
- Roof work or access to high levels

It also applies to tasks involving temporary work at height in any location under the control of The Cherry Tree Trust.

### 3. Legal Framework

This policy is guided by:

- The Work at Height Regulations 2005
- The Health and Safety at Work Act 1974
- Relevant Local Authority / Department for Education guidance

### 4. Policy Statement

The Cherry Tree Trust is committed to:

- Eliminating work at height where possible
- Assessing and controlling risks where work at height is unavoidable
- Providing safe equipment, training, and supervision
- Ensuring compliance with relevant legislation and guidance

## **5. Roles and Responsibilities**

### **5.1 Governing Body / Trustees**

- Approve and review this policy
- Ensure adequate resources for safe working at height

### **5.2 Headteacher / Executive Leadership**

- Ensure staff are aware of the policy
- Monitor compliance and take corrective actions where necessary

### **5.3 Health and Safety Lead / Facilities Manager**

- Conduct risk assessments for work at height
- Maintain equipment (ladders, scaffolds, harnesses)
- Ensure training records are up to date

### **5.4 Employees and Contractors**

- Follow risk assessments and safe working procedures
- Report defects in equipment or unsafe practices
- Use personal protective equipment (PPE) where required

## **6. Risk Assessment**

- All work at height must be assessed before starting.
- Assessments should include:
  - The height involved
  - The condition of the work surface
  - Weather conditions if outdoors
  - Duration and frequency of work
  - Fall protection measures
- Hierarchy of control:
  1. Avoid working at height where possible
  2. Use work equipment to prevent falls
  3. Minimise consequences of a fall using PPE

## **7. Safe Work Procedures**

- Only competent staff or trained contractors should carry out work at height.
- Equipment (ladders, scaffolds, mobile elevating work platforms) must be:
  - Inspected before use
  - Fit for purpose
  - Used according to manufacturer instructions
- Ladders should only be used for low-risk, short-duration tasks.
- Scaffolding or harnesses must be used for higher-risk or prolonged work.

## **8. Training**

- Staff working at height must receive appropriate training, including:
  - Safe use of ladders and access equipment
  - Fall prevention and protection
  - Emergency procedures

- Refresher training should be provided every 2–3 years or when procedures/equipment change.

## **9. Incident Reporting**

- All accidents, near misses, or unsafe conditions must be reported immediately to the Health & Safety Lead.
- Investigations will identify causes and preventive measures.

## **10. Monitoring and Review**

- The Health & Safety Lead will monitor compliance with this policy.
- The policy will be reviewed annually or after any significant incident or legislative change.