

# WORKING AT HEIGHTS

BECAUSE TRAINING MATTERS

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**SKILLS  
TRAINING  
CENTRE**

# WORKING AT HEIGHTS

## Courses

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## INTRODUCTION

Falls from height remain the single biggest cause of workplace deaths and one of the main causes of major injury.

During 2007/8 58 workers died and 3623 suffered a serious injury as a result of a fall from height. Ladders remain the most common agent involved and account for more than a quarter of all reported falls from height incidents.

## WHAT IS 'WORKING AT HEIGHT'?

A place is 'at height' if (unless the Regulations are followed) a person could be injured falling from it, even if it is at or below ground level. 'Work' includes moving around at a place of work (except by a staircase in a permanent workplace) but not travel to or from a place of work. For instance, a sales assistant on a stepladder would be working at height, but the HSE would not be inclined to apply the Regulations to a mounted police officer on patrol.

## THE REGULATIONS

The Work at Height Regulations apply to all work at height where there is a risk of a fall liable to cause personal injury. The regulations place duties on employers, the self-employed, and any person that controls the work of others (for example facilities managers or building owners who may contract others to work at height).

As part of the Regulations, duty holders must ensure:

- ▶ all work at height is properly planned and organised;
- ▶ those involved in work at height are competent;
- ▶ the risks from work at height are assessed and appropriate
- ▶ work equipment is selected and used;
- ▶ the risks from fragile surfaces are properly controlled; and
- ▶ equipment for work at height is properly inspected and maintained.

There is a simple hierarchy for managing and selecting equipment for work at height.

Duty holders must:

- ▶ avoid work at height where they can;
- ▶ use work equipment or other measures to prevent falls where they cannot avoid working at height; and
- ▶ where they cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distance and consequences of a fall should one occur.

## PROSECUTION

Employers are being warned to take correct precautions when their staff work at height. The HSE regularly prosecute individuals and organisations for breaches of the regulations, particularly when these breaches result in death or serious injury to employees.

## STAFF TRAINING

### Regulations 5 and 6(5)(b)

You must ensure that everyone involved in the work is competent (or, if being trained, is supervised by a competent person). This includes involvement in organisation, planning, supervision, and the supply and maintenance of equipment.

Where other precautions do not entirely eliminate the risk of a fall occurring, you must (as far as it is reasonably practicable to do so) train those who will be working at height how to avoid falling, and how to avoid or minimise injury to themselves should they fall.



## BASIC SCAFFOLDING INSPECTION : 1 DAY WHO SHOULD ATTEND

Local Authority inspectors/enforcement officers and contractors required to carry out basic visual safety inspections of Scaffolding.

This course is not intended for those working on Building Sites, for these staff the 2 day course may be more appropriate.

### COURSE CONTENT

- ▶ Relevant Legislation
- ▶ Working at height regulations
- ▶ Definition of terms
- ▶ Tubes – fittings; types; uses; inspecting
- ▶ Boards – types; uses; inspecting
- ▶ Ladders – inspecting; securing; using
- ▶ Construction and layout of:
  - ▶ independent scaffolds
  - ▶ putlog
  - ▶ zip up/mobile towers
  - ▶ static; tallescope; proprietary
- ▶ Ties – types; uses; methods of fixing
- ▶ Inspection procedure – initial; weekly; scaftags; record keeping
- ▶ Practical/simulated inspection
- ▶ Site safety

## ADVANCED SCAFFOLDING INSPECTION : 2 DAYS WHO SHOULD ATTEND

Those required to carry out more detailed Scaffolding Inspections.

### COURSE CONTENT

- ▶ Relevant legislation and codes of practise
- ▶ Construction design and management regulations.
- ▶ Work at height regulations
- ▶ Scaffolding types and correct use of components -  
Types covered:
  - ▶ independent
  - ▶ putlog
  - ▶ birdcage
  - ▶ systems
  - ▶ protection fans
- ▶ Scaffolding components and terminology
- ▶ Types and importance of ties
- ▶ Inspection procedures (incl. scaftags)
- ▶ Maintaining scaffold inspection reports
- ▶ Detecting errors in scaffold structures
- ▶ Inspection of ladders: their proper use and fixing
- ▶ Reporting procedures
- ▶ Timings of inspection
- ▶ Practical exercise
- ▶ Documentation and records

## MOBILE TOWERS : 0.5 DAY WHO SHOULD ATTEND

An essential half day course for those who use, or may use Mobile Towers in the course of their work.

### COURSE CONTENT

- ▶ Relevant legislation and codes of practice
- ▶ Mobile towers
- ▶ Components
- ▶ Features
- ▶ Stability
- ▶ Safe working load
- ▶ Practical erection, moving and dismantling of mobile tower



## PASMA MOBILE TOWERS : 1 DAY WHO SHOULD ATTEND

Those who use Mobile Towers on building sites or where PASMA certification has been specified in the contract.

### COURSE CONTENT

- ▶ Relevant legislation and codes of practise: HASAWA, PUWER, MHSWR, BS1139
- ▶ Risk assessment including environmental conditions
- ▶ Safe working at height
- ▶ Height to base ratio
- ▶ Selection and suitability
- ▶ Safe working load
- ▶ Types of tower
- ▶ Tower components
- ▶ Stability
- ▶ Wind conditions
- ▶ Manufacturers instructions
- ▶ Moving of mobile towers
- ▶ Erecting, using and dismantling
- ▶ HD1004
- ▶ Ties
- ▶ Question paper
- ▶ Demonstration
- ▶ Practical assessment

## LADDERS AND STEPLADDERS : 0.5 DAY WHO SHOULD ATTEND

An essential half day course for those who use, or may use ladders and stepladders in the course of their work.

### COURSE CONTENT

- ▶ Relevant legislation and codes of practice
- ▶ Safety
- ▶ Moving ladders and stepladders
- ▶ Checking ladders and stepladders
- ▶ Securing ladders and stepladders
- ▶ Ladder aids – levellers, stabilisers, stand offs etc.

## INSPECTION OF LADDERS AND STEPLADDERS : 0.5 DAY WHO SHOULD ATTEND

All those required to carry out and record inspections of Ladders and Stepladders.

### COURSE CONTENT

- ▶ Working at height regulations
- ▶ Other relevant health and safety legislation
- ▶ Risk assessment in relation to ladders and stepladders
- ▶ How to select equipment and assess its suitability
- ▶ The requirements of INDG 402, 'Safe Use of Steps and Ladders'; BS 2037 'Alloy Ladders and Steps'; BS 1129 'Timber Ladders and Steps'
- ▶ How to inspect ladders and stepladders for patent defects
- ▶ How to complete a ladder inspection form and the procedure of withdrawing ladders and steps from service
- ▶ Safe methods of transporting ladders and steps
- ▶ Safe use and methods of securing ladders and stepladders
- ▶ Local codes of practice/method statements relating to inspection of ladders, stepladders

## WORKING AT HEIGHTS FOR MANAGERS : 1 DAY WHO SHOULD ATTEND

Anyone that is involved in the planning, supervision or management of work at a height.

### COURSE CONTENT

- ▶ Risk assessment
- ▶ Legislation related to working at heights
- ▶ British and European standards
- ▶ Organisation planning
- ▶ Competence – decision maker, user, others
- ▶ Hierarchy of control
- ▶ Selection of equipment
- ▶ Fragile surfaces/falling objects
- ▶ Inspection and records

## WORKING AT HEIGHTS FOR OPERATIVES : 1 DAY WHO SHOULD ATTEND

All those required to work at height using a harness as part of their job.

### COURSE CONTENT

- ▶ Health and safety at work Act
- ▶ Working at heights regulations
- ▶ Accident reporting; prevention and investigation
- ▶ COSHH
- ▶ Fire prevention
- ▶ Risk assessment
- ▶ Method statements
- ▶ Manual handling
- ▶ Access equipment
  - ▶ steps and ladders
  - ▶ towers
  - ▶ scaffold
  - ▶ harnesses
  - ▶ machines (MEWPs)
  - ▶ cradles
  - ▶ roof protection

## SAFE USE OF SAFETY HARNESSSES : 0.5 DAY WHO SHOULD ATTEND

The course is designed for candidates who are actively involved in working at height and who use/may be required to use safety harnesses as part of their job.

### COURSE CONTENT

- ▶ Health and safety legislation
- ▶ Construction regulations
- ▶ Hierarchy of control
- ▶ Types of fall protection
- ▶ Inspections
- ▶ What to use and when
- ▶ Anchor points
- ▶ Visual checks
- ▶ Safe use and wearing
- ▶ Defects and reports
- ▶ Cleaning
- ▶ Storage
- ▶ Records

*N.B. Client needs to provide their own harnesses, unless agreed with STC in advance.*

## MOBILE ELEVATING WORK PLATFORMS (EORS SCHEME) : 1–3 DAYS WHO SHOULD ATTEND

Those required to use a MEWP as part of their job who are not required to hold an IPAF or CPC Licence. The scheme is aimed at those who are using plant on a regular or adhoc basis, who are working for Local Authorities; Local Authority Contractors; Highway Contractors; Highways Agency or other similar organisations. EORS is not intended for those who are required to work on sites that are operated by the Major Contractors Group.

### COURSE CONTENT

- ▶ Health and safety at work Act and other relevant regulations
- ▶ The hazards associated with the construction industry and the means available to minimise the risk these hazards present
- ▶ The principles of safe systems of work
- ▶ Accident prevention and control
- ▶ Personal protection and the use of protective clothing and equipment
- ▶ Control of noise pollution
- ▶ Manual handling
- ▶ Fire
- ▶ Electricity
- ▶ Principles in the safe operation of plant
- ▶ Operating a MEWP - no load conditions
- ▶ Operating a MEWP – working conditions
- ▶ Individual assessment

*The Equipment Operators Registration Scheme is recognised by the Highways Agency and Local Authorities. You are however, advised to check that an EORS Licence is acceptable to your client before booking any training and/or assessments.*

## IPAF COURSES : 1–2 DAYS

The International Powered Access Federation (IPAF) promotes the safe and effective use of powered access worldwide. Set up in 1983, IPAF is a not-for-profit members' organisation that represents the interests of manufacturers, distributors, users, rental and training companies.

Courses generally last one to two days and are a mixture of theory and practice, with a written and a practical test.

The current IPAF categories, with abbreviations and brief explanations, are:

**Static Vertical (1a)** : Vertical personnel platforms (static)

**Static Boom (1b)** : Self-propelled booms (outriggers), trailers/push-arounds, vehicle-mounted platforms

**Mobile Vertical (3a)** : Scissor lifts, vertical personnel platforms (mobile)

**Mobile Boom (3b)** : Self-propelled booms

**Special (SPECIAL)** : Specialist machines

Those who successfully complete IPAF training are awarded the PAL Card (Powered Access Licence), the most widely held and recognised proof of training for platform operators. The PAL Card is valid for five years and shows the machine categories that the operator has been trained in. It also features the holder's photo and signature, and can be verified by calling IPAF.

## WHAT TO DO NEXT

If you would like to discuss your organisation's working at heights training requirements, please contact us on **020 8619 0939** or e-mail [info@skillstrainingcentre.co.uk](mailto:info@skillstrainingcentre.co.uk).

We will be happy to assist you in putting in place a programme that is cost effective and relevant to your staff.





## ABOUT US

Our Accreditations  
Specialist Facilities  
Legislation / Code of Practice



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