

HOLY TRINITY CHURCH, PRESTWOOD
HEALTH AND SAFETY POLICY
(hereinafter referred to as HTP-HSP)
PART 08 WORKING AT HEIGHT

VERSION RECORD

Version	Amendments	Created by	Date	Reviewed by	Date	Approved by	Date
01	APPROVED	J Rolfe-Dickinson	01/04/17	David Wickham	04/07/17	Rev Deiniol Heywood	12/07/17

GLOSSARY OF TERMS

Term	Meaning
Church	Holy Trinity Church, Prestwood, the Church Cottage, the Church Hall, the Graveyard and all car parking areas
HTP-HSP	Holy Trinity Church, Prestwood – Health and Safety Policy.
Generic Headings	A word or phrase identifying a general area of activity in the church and adjacent buildings. Examples; Church Cleaning; Marriages; Lone working; etc.
Persons	Any person undertaking activities within the church and/or its adjacent buildings; graveyard and car parks.
PCC	Parochial Church Council who have a general responsibility for the implementation of the HTP-HSP.
Health and Safety Officer (HSO)	The nominated person responsible for ensuring compliance with the HTP-HSP.
Health and Safety Sub-Committee	The group comprising the HSO and others responsible to the PCC for the implementation of the HTP-HSP.
Activities	The various elements required to undertake the general area of activity identified in the General Heading. These form the core of the HTP-HSP.
Specific Event	An event that is part of the General Heading but which might also include unique Additional Activities.
Additional Activities	As defined in Activities but additional to them where required by a Specific Event.
Risk Assessment	A template based analysis of the activities to identify Hazards and Risks. Where Additional Activities are identified for a Specific Event an additional analysis is undertaken to identify Hazards and Risks associated with these.
Required Actions	Actions identified in the Risk Assessment necessary to eliminate or mitigate the Hazards or Risks.
Additional Required Actions	Actions identified in the Risk Assessment of Additional Activities necessary to eliminate or mitigate the Hazards or Risks.
Recommended Actions	Actions identified in the Risk Assessment necessary to eliminate or mitigate the Hazards or Risks but which might be impractical. These should be considered if circumstances allow.
Additional Recommended Actions	Actions identified in the Risk Assessment of Additional Activities necessary to eliminate or mitigate the Hazards or Risks but which might be impractical. These should be considered if circumstances allow.

1. PURPOSE OF THIS PART 08 WORKING AT HEIGHT

The purpose of this Part 08 Working at Height of the HTP-HSP is to identify the extent of Activities associated with this Generic Heading. It also identifies the persons who are likely to be associated with these Activities and who should, therefore, comply with the requirements of this section of the HTP-HSP. These are included in Section 2 SCOPE below

In Section 3 RISK ASSESSMENT it provides outline details of the Risk Assessment undertaken but does not include the actual Risk Assessment document. Details of the Risk Assessment are provided to allow persons to access it if required.

The Health and Safety Policy derived from the Risk Assessment is included in Section 4 of this document which must be complied with by all associated with the Activities identified. Section 5 lists the Required and Recommended Actions necessary to ensure compliance with Part 08 of the HTP-HSP.

2. SCOPE OF PART 08 OF THE HTP-HSP

2.1. Activities deemed to be included

A review of Working at Heights has identified a number of Activities that are associated with this Generic Heading. It is recognised that this may not be all-inclusive. Persons who are involved are, in specific cases, recommended to make their own assessment in order to identify any Additional Activities that need to be considered in the context of the HTP-HSP.

2.2. Significant Additional Activities

If any Additional Activities, identified as described in Section 2.1, are deemed to be significant they shall be advised to the Health and Safety sub-group of the PCC for consideration. As required a further Risk Assessment of these Additional Activities shall be undertaken and the resultant Required and Recommended Actions advised to the Persons involved.

2.3. Persons likely to be affected

A review of Working at Heights has identified a number of Persons who are likely to be associated with this Generic Heading. These Persons are those who must comply with the HTP-HSP by adherence to the Required Actions and consideration of the Recommended Actions. They should also act in a manner consistent with the HTP-HSP in respect of any identified additional Activities. Where significant Additional Activities have been identified and reviewed as described in Section 2.2 Persons shall comply with any resultant Additional Required or Recommended Actions.

The Persons identified are:

- Church Workers, Volunteers and external Contractors undertaking internal routine maintenance work in the Church
- Church Workers, Volunteers and external Contractors undertaking external routine maintenance work in the Church
- Flower Team, volunteers, who place flower decorations at height in the nave and on the chancel columns
- Church Cleaners

- Volunteers using the kitchen facilities accessing high level cupboards
- Persons gaining access to high level cupboards in the Vestry
- External Contractors undertaking routine testing of the Church Infrastructure
- External Contractors undertaking internal specific projects
- External Contractors undertaking external specific projects including Tree Surgery

3. RISK ASSESSMENT

3.1. Risk Assessment details

3.1.1. Reference and Date

The Risk Assessment Reference is 08-RA-2017 01 dated 12/07/2017.

3.1.2. Assessed Activities and associated Risks and Hazards

The identified Activities relate to:

- working at height generally,
- the use of ladders and step ladders,
- access to roofs
- use of scaffolding and scaffolding towers
- use of mechanical access platforms

3.1.3. Conclusions

The identified risks and hazards analysed in the Risk Assessment have demonstrated the need for Required and Recommended Actions as tabulated in Section 5 of this part of the HTP-HSP.

4. HEALTH AND SAFETY POLICY OF PART 08 OF THE HTP-HSP

It is recognised that working at height is the greatest risk activity and is responsible for most accidents whether in the home, at work or, in this case, the Church.

Working at Height is a wide-ranging activity from simply gaining access to a high level cupboard in the kitchen to gaining access to building roofs for maintenance or for other building purposes. Each and all of these access issues requires a safe means of gaining that access and these means vary considerably depending on the severity.

This part 08 of the HTP-HSP can only deal with the type of work that might be reasonably anticipated. There are, however, other Activities which present their own specific risks and hazards which might be required – tree surgery is an example. Whilst being a specific Activity, each tree will include its own specific problems based on size, location, access, density and type.

In such instances, whilst some of the Actions in this Part 8 of the HTP-HSP are likely to be applicable, a list of known hazards should be provided to bidding contractors. The Contractors must be asked to provide a Method Statement with his bid setting out how he will address the risks and hazards identified. Acceptance of a bid may be dependent on the responses from the Contractor in his Method Statement.

Issues relating to the use of External Contractors are covered separately in Part 21 Use of External Contractors of the HTP-HSP.

5. ACTIONS

5.1. Compliance with Health and Safety Policy

In order to comply with the HTP-HSP a number of Required and Recommended Actions have been identified in the Risk Assessment. These Required and Recommended Actions are set out below.

5.2. Required Actions

Table 1 below lists the Actions that have been identified in the Risk Assessment that are required by all who are involved in these Activities.

Table 1 Required Actions

<ol style="list-style-type: none">1. All Persons involved in the Activity <u>must</u> be asked if they are vertigo sufferers.2. Vertigo sufferers must not to be permitted to Work at Heights under any circumstances.3. <u>Under no circumstance</u> shall furniture be used for access to height.4. All ladders must be set at a safe angle which is based on 1m from the wall for every 4m of height – about 75°.5. External ladders extending beyond the top support must be a minimum of 1m above the top support.6. The highest rung used on a ladder must be the 4th down from the top. In the case of step ladders this is the 2nd rung down from the top.7. A back up person is required at the base of the ladder as protection.8. Ladders and stepladders must have non-slip feet.9. Stepladders must be of sufficient height consistent with their usage.10. Stepladders to have adequate step area and handrails for user stability.11. Where appropriate tops of ladders to be secured by fixed ropes or proprietary devices to prevent sideways slipping.12. Proprietary roof ladders must be used.13. Operatives working on roofs to wear safety harnesses attached by ropes to a safe belay point.14. Proprietary scaffold towers only to be used by trained operatives.15. Proprietary mechanical access platforms only to be used by trained operatives.16. Scaffolding to be supplied, designed and erected in accordance with UK standards.17. Scaffolding to be supplied, designed and erected by certificated Contractors.18. Scaffolding to be used only by professional contractors and fully trained operatives.19. Tools at high level to be secured against falling from height.20. Storage of materials at high level to be kept to a minimum consistent with work progress.21.
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5.3. Recommended Actions

Table 2 below lists the Actions that have been identified in the Risk Assessment that, because of practical reasons, are not required by all who are involved in these Activities. However, if proved

to be practical in a specific event, the listed actions in Table 2 are recommended to reinforce or supplement the Required Actions listed in Table 1.

Table 2 Recommended Actions to reinforce or supplement Required Actions

<ol style="list-style-type: none">1. Use of step ladders with lateral stabilisers2.
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