

SLOUGH BAPTIST CHURCH POLICY	Working at Height Policy
POLICY NUMBER: SBCP-34	



Primary Responsibility:	Secretary	
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Review Period:	5 years
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DISTRIBUTION

Original	Slough Baptist Church Office
Copy	Website (PDF)

1. Purpose and Scope

Slough Baptist Church is committed to ensuring compliance with Health and Safety Regulation and the principles that underlie them. This policy was specifically drafted in response to an action from the Insurers to formalise in writing our policy relating to working at height.

This policy applies to all activities that present a risk of falling from height within the building or grounds of Slough Baptist Church.

The HSE combine 'working at height' with 'working on fragile surfaces'. This policy shall be reviewed every five years, but in the event of a material change in either the SBC Health and Safety Policy or HSE regulation, the Trustee responsible for Health and Safety or for Insurance will bring this policy to the Trustees for review.

2. Safe Covering of Pits and Diggings

The covers of the Baptismal Pool shall be maintained in good condition and only removed or placed in position by those experienced with their use.

Digging pits on church premises shall only be carried out by appropriate contractors, The risk to employees, volunteers and members of the public will be assessed prior to digging the pit. Adequate screening and or covering of adequate strength and stability shall be agreed with the contractor prior to commencing work on the pit.

3. Reduction of Need to Work at Height

As much work as possible should be completed at ground level. Where practical, working at height even for a short time or with low risk should be avoided by the measures such as the following:-

- Using extendable tools from ground level;
- Installing cables at ground level;
- Installations that allow items to be lowered to ground level for maintenance.

4. Working on Fragile Surfaces at Height

No employee or volunteer shall climb onto a fragile surface at Slough Baptist Church, such as the bicycle shed. Instead, if repairs require such activity, a suitable contractor will be appointed to carry out such work. As part of the tendering process, Slough Baptist Church shall require contractors to demonstrate their competence in handling all aspects of Health and Safety when working at height, and to demonstrate that they have adequate insurance cover.

5. Use of Scaffolding Towers and Scaffolding

No employee or volunteer shall climb scaffolding or scaffolding towers at Slough Baptist Church.

If repairs require such activity, a suitable contractor will be appointed to carry out such work. As part of the tendering process, they shall assure Slough Baptist Church of their competence in handling all aspects of Health and safety when working at height and adequate insurance cover.

6. Use of Ladders

For tasks of low risk and short duration, ladders and step ladders may be used by employees and / or volunteers only where the conditions listed below are met.

- The correct type of ladder will be used for each job;
- The person using the ladder shall be competent and sufficiently experienced;
- To prevent the ladder slipping, it must be placed securely at a 75 degree angle (bottom to be 25cm away for every 1m height);
- No ladder longer than 3 metres may be used unless fixed securely or held firmly by a second person;
- Overreaching and carrying of loads at height is avoided;
- There are no children in the vicinity of the ladder.
- No other risks to safe use of the ladder have been identified by the risk assessment;

If the conditions above are not met, a suitable contractor shall be appointed to carry out the work and they may be requested to fix anchor points to make future work at height safer.

7. Maintenance of Ladders

Any ladders and step ladders owned by Slough Baptist Church shall be maintained and checked annually. Only ladders registered and checked by Slough Baptist Church or authorised contractors are to be used for working at height.

Before use, the ladder is to be checked for safety. The ladder must be undamaged and have serviceable rubber footings.

The ladder is to be returned to the secure storage area after use.

8. Working on Flat Roofs that are not Fragile

Such work is not to be undertaken by the caretaker, other employees or volunteers unless a specific risk assessment is completed by the Church Manager and approved by a trustee.