Working at Heights
Safety Rules and Procedures

Compass UK & Ireland Ltd

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Change Control

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Working at Heights
Safety Rules and Procedures

1.0 General

This document sets out the Working at Height (WaH) Safety Rules and Procedures (herein after abbreviated to “these Rules”) relating to:

- Avoiding Working at Height activities where possible
- Controlling Working at Height on sites where Compass has control over and therefore responsibility for managing the risk of Working at Height.
- The responsibilities for the control of the dangers related to Working at Heights.
- Minimising the risks associated with Working at Height
- The appointment of the Authorising Engineer, Authorised Persons, Competent Persons, Safety Persons.
- The qualifications and training necessary for the appointment of the Authorising Engineer, Authorised Persons and Competent Persons.
- The documentation for the application of these Rules.

These Rules provide direction on how Working at Height is to be managed on sites and in work situations, which are under the control of Compass. They are to be read in conjunction with other Compass Safety Rules.

These Safety Rules and Procedures are therefore produced to enable Compass to fulfil the requirements of the Work at Height Regulations 2005 and to operate under a system of work that is safe.

1.1 Application of these Rules

These Rules are mandatory for all Compass personnel taking part in or controlling Working at Height activities for which Compass has control. These Rules are designed to provide a safe framework within which Working at Height activities can be carried out safely.

In case of apparent conflict between these Rules and a statutory requirement, the latter is to be followed and the Authorised Person is to notify the Authorising Engineer.

If it is necessary to depart from any requirement of these Rules, the Authorised Person is to agree such departure in writing with the Authorising Engineer. Further advice on the application of the Rules can be obtained from the Authorising Engineer.

1.2 Definitions of Personnel

Duty Holder (DH)
A person, on whom the Working at Height Regulations imposes a duty in connection with Safety.

Designated Person (DP)
A person appointed, in writing by the Duty Holder to take responsibility for the creation and update of the Compass Safety Policy for Working at Height and these Rules.

Operations Manager (OM)
The Operations Manager is defined as the person in the organisation, who is accountable for the maintenance of the premises.

Co-Ordinating Authorising Engineer (CAE)
A person appointed, in writing, by the Duty Holder to take responsibility for the overall management of these Rules.

Authorising Engineer Working at Heights (AE WaH)
An Engineer appointed in writing by the Duty Holder on the recommendation of the Co-Ordinating Authorising Engineer to take responsibility for the effective management of these Rules.

Authorised Persons Working at Heights (AP WaH)
A person appointed by the Operations Manager, and endorsed by the Authorising Engineer, in writing, in accordance with these Rules, to be responsible for the implementation of these Rules, in respect of defined Working at Height activities and controlled areas, including the issue of all Safety Documents.

Competent Person (CP WaH)
A suitably trained person who has sufficient technical knowledge and experience to minimise dangers from Working at Height, has sufficient knowledge of these Rules and is able to carry out the specific Working at Height activities indicated on their Safety Document or Certificate of Appointment.

Authorised Signatory (AS AtW)
An Authorised Signatory is appointed in writing by the Duty Holder to take responsibility for the approval of the issue of an Authority to Work for low and medium risk Working at Height activities.

Accompanying Safety Person (ASP)
An Accompanying Safety Person is a person not involved in the work or test who has received training in emergency first-aid for electric shock and who has adequate knowledge, experience and the ability to avoid danger, keep watch, prevent interruption, apply first aid and summon help.
The person is to be familiar with the system or installation being worked on or tested and is to have been instructed on the action to be taken to safely rescue a person in the event of an accident.

Work Team
A team of persons who, with exception of the Accompanying Safety Person, are involved in the Work at Height Activity. They will have received specific training and have adequate knowledge and experience so as to enable them to avoid danger. They are to have been instructed on the action to be taken to in the event of an accident.

Rescue Team
A team of persons not involved in the work and who have received specific training. They will have adequate knowledge and experience so as to enable them to affect a safe rescue of injured persons from heights and apply First Aid as required. They are to have been briefed on the Works being conducted, the access equipment being utilised and the Working at Height Area or Structure.

2.0 Roles and Duties of Personnel

2.1 Designated Person

Roles and Duties

The Designated Person is responsible for the production of the Compass Working at Height Policy and these Rules.

The Designated Person is to ensure that the Compass Working at Height Policy and these Rules are maintained and updated to ensure compliance with current legislation and where appropriate industry best practice.

The Designated Person is to liaise with the Co-Ordinating Authorising Engineer to ensure that Compass Working at Height Policy and these Rules are suitable and sufficient for all working at height activities and areas for which Compass Group has responsibility.

2.2 Co-Ordinating Authorising Engineer

Roles and Duties

The Co-Ordinating Authorising Engineer is responsible for the overall management of these Rules and is to monitor and audit the application of these Rules.

The Co-Ordinating Authorising Engineer is to appoint (or re-appoint) sufficient Authorising Engineers to provide the necessary cover for all working at height activities and areas for which Compass Group has responsibility.

The Co-Ordinating Authorising Engineer should be satisfied that each prospective Authorising Engineer meets the qualifications and requirements of these Rules, issue a Letter of Appointment valid for a period not exceeding five years.

The Co-Ordinating Authorising Engineer is to define in writing the geographical area, for which each Authorising Engineer is to be responsible and maintain a register of all Authorising Engineers.

If necessary, the Co-Ordinating Authorising Engineer may suspend, at any time, the appointment of an Authorising Engineer by withdrawing their Letter of Appointment.

The Co-Ordinating Authorising Engineer is to report, to the Duty Holder, any deficiency in the number of suitably trained and experienced Authorising Engineers that significantly impairs Compass Group ability to provide a safe and effective service.

The Co-Ordinating Authorising Engineer shall audit the performance and record the operational experience of each Authorising Engineer at twelve monthly intervals.

The Co-Ordinating Authorising Engineer is responsible for notifying the Duty Holder and the Authorising Engineers of any known defect reports or Operational Restrictions issued by a Manufacturer or Supplier of working at height equipment.

The Co-Ordinating Authorising Engineer shall assign an Authorising Engineer to investigate all Dangerous Occurrences involving working at height equipment, activities or areas for which Compass Group is responsible.

Ensure that any amendments to these Rules are brought to the attention of, and understood by, all Authorising Engineers.

2.3 Authorising Engineer (Working at Height)

Roles and Duties

Within the geographical area for which an Authorising Engineer has been appointed, the Authorising Engineer is responsible for advising on the implementation and administration of these Rules and is to monitor and audit the application of these Rules.

The Authorising Engineer is to appoint (or re-appoint) sufficient Authorised Persons to provide the necessary cover for Working at Height activities for which Compass has responsibility.

The Authorising Engineer should be satisfied that each prospective Authorised Person meets the qualifications and requirements of these Rules and is to endorse each Authorised Persons Certificate of Appointment valid for a period not exceeding three years.

The Authorising Engineer is to define in writing, using drawings and diagrams if considered appropriate, the exact extent of the Working at Height activities and areas for which each Authorised Persons is to be responsible and maintain a register of all Authorised Persons.

If necessary, the Authorising Engineer may suspend, at any time, the appointment of an Authorised Person by withdrawing their Certificate of Appointment.

The Authorising Engineer is to report any deficiency in the number of suitably trained and experienced Authorised Persons that significantly impairs the ability of Compass to provide a safe and effective service.

The Authorising Engineer shall audit the performance and record the operational experience of each Authorised Person at twelve monthly intervals.

The Authorising Engineer will ensure that a system is in place to circulate relevant information on Operational Restrictions and Dangerous Occurrences to all Authorised Persons.

The Authorising Engineer shall Investigate all Dangerous Occurrences involving Working at Heights or Access Equipment for which the Authorising Engineer is responsible.

The Authorising Engineer shall agree in writing any local deviations from these Rules that may be necessary for their application to a particular activity, item of equipment or location.

The Authorising Engineer shall ensure that any amendments to these Rules are brought to the attention of, and understood by, all Authorised Persons.

Qualifications and Appointment of the Authorising Engineer

To be eligible for appointment, a prospective Authorising Engineer shall be:

a) A Person with a minimum of five years relevant experience and a sound technical safety background who is qualified to NEBOSH General Certificate level.

b) Have satisfactorily completed the Compass Working at Height AP Training or equivalent Authorised Persons initial training course within the last three years, if in an operational role.

c) Have satisfactorily completed the MS1/MS4 or equivalent Authorising Engineer training course.

d) Be familiar with the various types of Work at Height activities, areas, structures and access equipment in use within the area for which the appointment is sought.

e) Be able to demonstrate their competency and suitability for the role by demonstrating a good understanding of the tasks involved and knowledge of these Rules, prior to the appointment through a formal assessment.

An Authorising Engineer is to be appointed in writing. The model letter of appointment is shown in Appendix B1.

2.4 Authorised Persons (Working at Height)

Roles and Duties

The Authorised Person is responsible for the practical implementation and operation of these Rules for the Working at Height activities for which Compass has control of the danger and for which the Authorised Person has been appointed.

The Authorised Person’s instructions and decisions on matters concerning Work at Height are final and are to be complied with. In the case of a dispute, the Authorised Person is to stop the work and refer the matter to the Authorising Engineer for adjudication.

The duties of the Authorised Person should be by agreement with the Authorising Engineer, the duties should include the following:

a) Ensure, so far as reasonably practicable, that all personnel within the area of their appointment observe and comply with the requirements of these Rules.

b) The control of Working at Height Activities, Areas, Structures and Access Equipment.

c) Issue, cancel and withdraw as appropriate all Permits for the Working at Height activities carried out within the Area for which the Authorised Person has been appointed.

d) Ensure that all Access Equipment is recorded, periodically inspected, and maintained in accordance with the manufacturer's recommendations and is to be inspected to ensure it is in a satisfactory condition before use.

e) Inform the Authorising Engineer of:

   i. Any defects found in Access Equipment.

   ii. Any Dangerous Occurrence

   iii. Any Dangerous Practices observed in the course of his duties.

f) Appoint Competent Persons for defined Working at Height activities and maintain a register of Competent Persons appointments including dates of appointment, restrictions, details of training and training dates and the date the appointment is due to expire. This register should be kept in the Operational File (WaH) with copies of all current Competent Persons certificates.

g) Ensure that all records for the Access Equipment for which the Authorised Person is responsible are completed and kept up to date.

Qualifications of Authorised Persons

Prospective Authorised Persons shall be assessed and endorsed by the Authorising Engineer. The appointment is to be for defined Working at Height Activities and Areas. The appointment will be registered on a Certificate of Appointment signed by the Authorising Engineer.

To be eligible for appointment as an Authorised Person the perspective Authorised Person shall:

a) Have sufficient experience of Working at Height.

b) Have an adequate knowledge of these rules and the procedures that are applicable to the Working at Height activities, areas, and structures for which the appointment is sought.

c) Be technically competent and qualified to safely control the Working at Height activities, areas, and structures for which the appointment is sought.

d) Be familiar with the access equipment available to the contract or region for which the appointment is sought

e) Have successfully completed the WA405 or equivalent Authorised Persons Working at Height training course within the last three years.

f) Be able to demonstrate competency and suitability for the role, prior to their appointment, through a formal interview carried out by the Authorising Engineer.

2.5 Appointment and Re-Appointment of Authorised Persons

Authorised Persons are to be appointed (or re-appointed) by the Authorising Engineer for Working at Height. Appointment and re-appointment are to be by the issue, and acceptance, of a letter of appointment signed personally by the Authorising Engineer and the Authorised Person. Letters of appointment or re-appointment and acceptance of appointment should be in the form illustrated in Appendix B2.

Review of Authorised Persons' Appointments

Each Authorised Persons' appointment is to be reviewed by the Authorising Engineer at intervals not exceeding three years and prior to re-appointment.

Suspension and Cancellation of appointment of Authorised Persons

The appointment of any Authorised Person may be suspended or cancelled by the Authorising Engineer, who should take the following actions:

a) Arrange a meeting with the Authorised Person to discuss the suspension or cancellation and any actions necessary.

b) Retrieve the original Certificate of Appointment.

c) Inform in writing the Authorised Person giving the reasons for the suspension or cancellation and detailing any further training or experience considered necessary before re-appointment and the expected duration of the suspension or cancellation.

d) In the case of cancellation, the Authorising Engineer is to destroy the original Certificate of Appointment and overwrite all other copies with the word 'Cancelled' followed by the date and his signature.

e) The Authorising Engineer should take the action necessary to ensure alternative cover is provided.

2.6 Competent Persons (Working at Height)

Roles and Duties

A Competent Person authorised by the issue of a Certificate of Appointment duties will be limited to those specified on the certificate. These certificated duties must not preclude the necessity for a Permit to Work where required by Table 1.

There are three levels of Certificated Competent Person:

Level 1 Competent Persons are only deemed competent to work at a maximum Standing Height of 0.8m utilising access equipment from categories A, B, or C

Level 2 Competent Persons are additionally deemed competent to work up to a maximum Standing Height of 1.5m using access equipment from categories B, C, J or L.

Level 3 Competent Persons are additionally deemed competent to work up to a maximum Standing Height of 3.0m using access equipment from categories B, C, D, E, F, J or L.

Competent Person authorised by the issue of an Authority to Work or a Permit to Work (WaH) may only undertake or supervise the work specified until the task is complete and the Competent Person has signed the clearance and the Authority to Work or Permit to Work is cancelled by the Authorised Signatory or Authorised Person.

Unless it is unavoidable the Competent Person is not to leave the location of the work until the task is completed. If the Competent Person has to temporarily leave the location of work, the task is to be suspended and adequate safety precautions taken to prevent danger. The work is not to be resumed until the Competent Person has returned to the location of work.

Qualifications for Competent Persons

To be eligible for appointment, prospective Competent Persons shall:

a) Be competent to undertake the works required at height
b) Be familiar with the type and class of Access Equipment to be utilised.
c) Possess the necessary technical knowledge, skills, training and experience to supervise the Working at Height activity to be undertaken in such a way to minimise danger or injury.
d) Have adequate knowledge of the relevant parts of these Rules, any agreed local variations, and those Regulations listed in Appendix A4 which are applicable to the installations and equipment on which works are to be undertaken.

Contractors Competent Persons

The contractor is responsible for ensuring that the Contractor's Competent Persons assigned to carry out Working at Height activities for which Compass have control of the danger are of a standard equivalent to that described for Competent Persons in these Rules and is to provide the Duty Authorised Person with written proof.

If the Duty Authorised Person is of the opinion that a Competent Person is not carrying out work in accordance with these Rules, or is working in an unsafe manner, the Duty Authorised Person is to stop the work, have the area made safe and the Competent Person removed from the work area.

2.7 Authorised Signatory (AS)

Roles and Duties

The Authorised Signatory is responsible for the practical implementation and operation of the Compass Authority to Work System. This may include Working at Height activities which can be authorised by the issue of an Authority to Work as identified in Table 1 of these rules.

In general, the duties of the Authorised Signatory encompass the control of contractors for any work that involves significant risk, but where a high-risk Permit to Work is not required. Specifically, this applies to Working at Heights not categorised as high risk – see 3.3. In operating the Authority to Work procedure for Working at Heights the Authorised Signatory's' duties include:

a) Be satisfied the Competent Person is clear about the work to be carried out and will provide adequate supervision
b) Go through Safe System of Work submitted by the Competent Person to ensure all the relevant points listed in the checklist have been adequately covered
c) Check that the specified precautions in the Safe System of Work are in place
d) Check if other high risk permits or isolations apply e.g., hot work, electrical work
e) Explain to the Competent Person any other activities that may impact on the work
f) Ensure the Competent Person understands the emergency procedures
g) Issue the Authority to Work as per the procedure and follow the cancellation procedure once the work is complete.

Qualifications of Authorised Signatory's

Authorised Signatory's shall have successfully completed the Compass Authority to Work training course.

To be eligible for appointment as an Authorised Signatory they shall:

a) Have sufficient experience of managing contractors involved in low and medium risk activities including Working at Height
b) Have an adequate knowledge of the Authority to Work process
c) Be able to demonstrate competency and suitability for the role, prior to their appointment, by successful completion of the Authority to Work training course.

Appointment of Authorised Signatory's is set out in the Compass Authority to Work Procedure HS1.19.

3.0 Defining Work at Height

3.1 Defining Features of Working at Height activities and areas

Under the Working at Height Regulations**,** Work at Height is described as, any work carried out in a place where “a person could be injured falling from it, even if it is below ground level”

A Working at Height Activity or Area therefore has these defining criteria:

a) It is a place where there is a reasonably foreseeable risk of injury from “Falling From” the Work Area.

b) It is a place where there is a reasonably foreseeable risk of injury from “Falling Through” the Work Area.

c) It is a place where there is a reasonably foreseeable risk of injury from “Falling Off” the Equipment used to Access the Work Activity or Area.

d) It is a place where there is a reasonably foreseeable risk of injury from “Falling Objects” from the Work Activity or Area.

Given the above definition, it follows that, if none of the defining criteria are present, then the work need not be categorised as Working at Height and recourse to these Safety Rules may not therefore be required.

3.2 Types and Categories of Working at Height

Types of Working at Height

The features of Working at Height defined in 3.1 assist in identifying areas or activities that may fall within the terms of the definition. These will be classified as follows:

a) Working at Height Areas

b) Working at Height Activities

Working at Height Areas

These are locations where one or more of the defining criteria for Working at Height are met. Equipment needed to access these areas may be fixed or portable. The following are examples of Working at Height Areas:

a) Exposed Roof Areas without adequate edge protection

b) Fixed Ladders and Gantries

c) Ledges

d) Loft Areas and Ceiling Voids

e) Towers and Masts

f) Cradles

g) Pit and Gully Edges

Note: The above list is not exhaustive and other locations, sites and installations may also fall under this categorisation.

Working at Height Activities

These are identified as those tasks where Working at Height is required. This may mean accessing a Working at Height area or where Portable Access Equipment is required to reach the Point of Work.

The following may be considered as typical examples of Working at Height Activities.

a) Lighting Maintenance and Repair
b) Inspections or Surveys
c) Pipework or Cable Installation
d) Window Cleaning
e) Ceiling Works
f) Roof Repairs
g) Tree Works
h) Excavations

Note: The above list is not exhaustive and other activities may also fall under this categorisation.

3.3 Categorisation of Working at Height

Working at Height activities (including access to Working at Height areas) are categorised (A-N) in relation type of access equipment required or the type of Working at Height area.

(A) Step Up Platforms and Stools

Working at Height activities where access to the place of work is achieved by use of step-up platforms or stools.

(B) Steps and Ladders

Working at Height activities where access to the place of work is achieved by use of portable step ladders or ladders.

(C) Podium Steps and Platform Ladders

Working at Height activities where access to the place of work is achieved by use of portable podium steps or platform ladders.

(D) Manual Vertical Platforms

Working at Height activities where access to the place of work is achieved by use of manually positioned and elevated work platforms i.e., “Desk Surfer”.

(E) Mobile Elevated Work Platforms (MEWPs)

Working at Height activities where access to the place of work is achieved by use of a Mobile Elevated Work Platform such as a telescopic platform or scissor lift.

(F) Scaffolds and Scaffold Towers

Working at Height activities where access to the place of work is achieved by use of a fixed scaffolding or mobile scaffold towers.

(G) Suspended and Mast Climbing Cradles

Working at Height activities where access to the place of work is achieved by use of a suspended or mast climbing access cradles.

(H) Abseil / Rope Access

Working at Height activities where access to the place of work is achieved by descent or ascent by ropes.

(I) Openings and Edges

Working at Height areas or activities where openings, fragile surfaces or unprotected edges are present.

(J) Fixed Ladders, Towers and Gantries

Working at Height areas which are upon gantries, or free-standing towers, silos or storage tanks.

(K) Masts

Working at Height areas which are upon and involve climbing free standing masts.

(L) Protected Roof Areas

Working at Height areas or activities where permanent, suitable edge protection is present.

(M) Exposed Roof Areas

Working at Height areas or activities where there is no permanent suitable edge protection, or where the edge protection is not considered suitable.

(N) Works Near Live Services / RF / Microwave

Working at Height areas or activities undertaken in the vicinity of live electrical services of Radio Frequency antennae.

Each is then assessed (1-5) in relation to the level of risk from the Working Height.

Risk Level 1 Standing Height up to 0.8m

Risk Level 2 Standing Height 0.8m to 1.5m

Risk Level 3 Standing Height 1.5m to 3.0m

Risk Level 4 Standing Height 3.0m to 5.0m

Risk Level 5 Standing Height above 5.0m

Note: 5.0m is typically two storeys high in a commercial building

Table 1 shows the Authorisations required to complete access Working at Height Areas or conduct Working at Height Activities under the Working at Height Categories shown in Table 2.

Table 2 shows the Categorisation of Working at Height Areas and Activities when taking into account the method of access or place of work, and the working height.

Working at Height areas and activities include more than one Category and Risk Level. When determining the level of control, the higher category shall be used.

Table 1 – Authorisations Required for Working at Height Areas and Activities

Working at Height Categories	Risk	Safe Procedure	Issued by
A1, B1, C1	Low	Certificated CP Level 1, 2 or 3 Authority to Work	Appointing Manager / AP Authorised Signatory (ATW)
B2, C2, J1, J2, L2	Low / Med	Certificated CP Level 2 or 3 Authority to Work	Appointing Manager / AP Authorised Signatory (ATW)
B3, C3, D1, D2, D3, E2, E3, F2, F3, J3, L3	Med	Certificated CP Level 3 Authority to Work	Appointing Manager / AP Authorised Signatory (ATW)
B4, C4, D4, E4, E5, F4, F5, G2, G3, G4, G5, H2, H3, H4, H5, I2, I3, I4, I5, J4, J5, K2, K3, K4, K5, L4, L5, M2, M3, M4, M5, N1 N2, N3, N4, N5	High	Permit to Work	Authorised Person (WaH)
A2, A3, A4, A5, B5, C5, D5	Not Permitted		Authorising Engineer (WaH)
E1, F1, G1, H1, I1, K1, L1, M1	Not Applicable		

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Table 2 - Categorisation of Working at Height Areas and Activities

Activity	(1) Standing Height <0.8m	(2) Standing Height 0.8 to 1.5m	(3) Standing Height 1.5 to 3.0m	(4) Standing Height 3.0 to 5.0m	(5) Standing Height >5.0m
(A) Step-Up Platforms and Stools					
(B) Portable Steps and Ladders					
(C) Podium Steps and Platform Ladders					
(D) Manual Vertical Elevated Platforms					
(E) Mobile Elevated Work Platforms					
(F) Scaffolds and Scaffold Towers					
(G) Suspended or Mast Climbing Cradles					
(H) Abseil/Rope access					
(I) Openings and Edges					
(J) Fixed Ladders, Towers and Gantries					
(K) Masts					
(L) Protected Roof Areas					
(M) Exposed Roof Areas					
(N) Work near live services/RF antennae					

Low Risk	CP Level 1, 2 or 3 or ATW
Low / Medium Risk	CP Level 2 or 3 or ATW
Medium Risk	CP Level 3 or ATW
High Risk	Permit to Work
Not Permitted	Authorising Engineer
Not Applicable	

4.0 Working at Height Risk Assessment and Method Statements

Working at Height Area Register

For every site where Compass has control of the danger from Working at Height a Register of Permanent Working at Height Areas will be compiled

For each Working at Height area assessed as High Risk a Working at Height Area Risk Assessment and Method Statement will be produced

4.1 Area Risk Assessment and Method Statements

Working at Height Area Risk Assessment

Upon identification, each high risk Working at Height area shall have a 'suitable and sufficient' risk assessment produced. This risk assessment is required to be produced by the Authorised Person (WaH). This risk assessment will be referred to as the Working at Height Area Risk Assessment.

The Working at Height Area Risk Assessment shall cover the Hazards and Risks, associated with the Working at Height area and the method of access. It should assess the area in its inactive state.

Working at Height Area Risk Assessments shall be filed in the Working at Height Operational File.

A template form to record the findings of a Working at Height Area Risk Assessment is included in Appendix A3.

Working at Height Area Method Statement

Upon identification, each high risk Working at Height area shall have a Method Statement produced.

This Method Statement is required to be produced by the Authorised Person (WaH). This Method Statement will be referred to as the Working at Height Area Method Statement.

The Working at Height Area Method Statement shall cover the methods of access and egress, safety arrangements and emergency procedures. It should consider the area in its inactive state.

Working at Height Area Method Statements shall be filed in the Working at Height Operational File.

A template form to record the Working at Height Area Method Statement is included in Appendix A4.

4.2 Task Risk Assessment and Method Statements

Task Risk Assessment

Prior to any Working at Height activity being undertaken a suitable and sufficient risk assessment must be produced.

This risk assessment is required to be produced by the person or organisation assigned to oversee the task. This risk assessment will be referred to as the Task Risk Assessment.

The Task Risk Assessment shall cover the hazards and risks, associated with the works. It should consider the risks associated with Working at Height.

Where the task is to be completed by a Certificated Competent Person, The Task Risk Assessment or Safety Task Card is to be always available to the Competent Person for familiarisation.

Where the task is not completed under a Competent Persons Certificate, The Task Risk Assessment is to be submitted to the Authorised Signatory or Authorised Person prior to the issue of an Authority to Work or Permit to Work as applicable. This must be within a reasonable timeframe prior to the requirement for an Authority to Work or Permit to Work to enable the Authorised Signatory or Authorised Person sufficient time to review the Task Risk Assessment.

The Authorised Signatory or Authorised Person is to review the Task Risk Assessment and determine if it is consistent with the Area Risk Assessment. Should they consider that the Risk Assessment is inadequate an Authority to Work or Permit to Work is not to be issued. If the Authorised Signatory or Authorised Person is in doubt as to the suitability of the Task Risk Assessment, they are to refer to the Authorising Engineer for further guidance.

A template form to record the Task Risk Assessment is included in Appendix A5.

Task Method Statement

Prior to any high risk Working at Height activity being undertaken a method statement must be produced.

This method statement is required to be produced by the person or organisation assigned to carry out the task. This method statement will be referred to as the Task Method Statement.

The Task Method Statement shall describe the operations required to complete the task. It should take into account methods of access and egress, isolation requirements, competencies, access equipment, communications and emergency procedures.

Where the task is to be completed by a Certificated Competent Person, The Task Method Statement or Safety Task Card is to be always available to the Competent Person for familiarisation.

Where the task is not completed under a Competent Persons Certificate, The Task Method Statement is to be submitted to the Authorised Signatory or Authorised Person prior to the issue of an Authority to Work or Permit to Work as applicable. This must be within a reasonable timeframe prior to the requirement for an Authority to Work or Permit to Work to enable the Authorised Signatory or Authorised Person sufficient time to review the Task Method Statement.

The Authorised Signatory or Authorised Person is to review the Task Method Statement and determine if it is consistent with the Area Method Statement. Should the Authorised Signatory or Authorised Person consider that the Method Statement is inadequate an Authority to Work or Permit to Work is not to be issued. If the Authorised Person is in doubt as to the suitability of the Task Method Statement, they are to refer to the Authorising Engineer for further guidance.

A template form to record the Task Method Statement is included in Appendix A6.

5.0 Working at Height Procedures

5.1 Low Risk Working at Height Activities

Certificated Competent Persons (Level 1, 2 or 3)

Activities deemed to be low risk as defined by 3.3 can be controlled by simple control measures that can be easily proven. The Safety Task Card or Task Risk Assessment and Task Method Statement will identify the control measures required.

The authorisation of low risk working at height activities will be undertaken by the Appointing Manager for the particular contract where the activities are being undertaken. Due consideration will be given to ensuring the control measures including pre use checks of the access equipment are in place as identified in the Safety Task Card or Task Risk Assessment and Task Method Statement.

The Competent Persons must sign to confirm that they have read and understood the contents of the Safety Task Card or Task Risk Assessment and Task Method Statement prior to work commencing.

The Authorised Working at Height activity is to be conducted in strict accordance with the Safety Task Card or Task Risk Assessment and Task Method Statement.

Contractors / Sub Contractors

The authorisation of low risk working at height activities will be undertaken by the Authorised Signatory. The person or organisation assigned to carry out the task shall submit a Task Risk Assessment and Task Method Statement for review and approval by the Authorised Signatory.

The Authorised Signatory will issue an Authority to Work, as per HSE procedure HS.1.19, to authorise the activity and will monitor the tasks as deemed necessary.

The stages to enable Working at Height Activities under an Authority to Work are out laid out in Table 3.

5.2 Low / Medium Risk Working at Height Activities

Certificated Competent Persons (Level 2 or 3)

Activities deemed to be low / medium risk as defined by 3.3 can be controlled by simple additional control measures that can be easily proven. The Task Risk Assessment and Task Method Statement will identify the control measures required.

The authorisation of low / medium risk working at height activities will be undertaken by the Appointing Manager for the particular contract where the activities are being undertaken. Due consideration will be given to ensuring the control measures including set-up and pre use checks of the access equipment are in place as identified in the Task Risk Assessment and Task Method Statement.

The Competent Persons must sign to confirm that they have read and understood the contents of the Task Risk Assessment and Task Method Statement prior to work commencing.

The Authorised Working at Height Activity is to be conducted in strict accordance with the Task Risk Assessment and Task Method Statement.

Contractors / Sub Contractors

The authorisation of low / medium risk working at height activities will be undertaken by the Authorised Signatory. The person or organisation assigned to carry out the task shall submit a Task Risk Assessment and Task Method Statement for review and approval by the Authorised Signatory.

The Authorised Signatory will issue an Authority to Work, as per HSE procedure HS.1.19, to authorise the activity and will monitor the tasks as deemed necessary.

The stages to enable Working at Height activities under an Authority to Work are out laid out in Table 3.

5.3 Medium Risk Working at Height Activities

Certificated Competent Persons (Level 3)

Activities deemed to be medium risk as defined by 3.3 can be controlled by installed or simple additional control measures that can be easily proven. The Task Risk Assessment and Task Method Statement will identify the control measures required.

The authorisation of medium risk working at height activities will be undertaken by the Appointing Manager for the particular contract where the activities are being undertaken. Due consideration will be given to ensuring the control measures including set-up and pre use checks of the access equipment and the competency requirements of any access equipment being used (e.g., IPAF, PASMA) are in place as identified in the Task Risk Assessment and Task Method Statement.

The Competent Persons must sign to confirm that they have read and understood the contents of the Task Risk Assessment and Task Method Statement prior to work commencing.

The Authorised Working at Height Activity is to be conducted in strict accordance with the Task Risk Assessment and Task Method Statement.

Contractors / Sub Contractors

The authorisation of medium risk working at height activities will be undertaken by the Authorised Signatory. The person or organisation assigned to carry out the task shall submit a Task Risk Assessment and Task Method Statement for review and approval by the Authorised Signatory.

The Authorised Signatory will issue an Authority to Work, as per HSE procedure HS.1.19, to authorise the activity and will monitor the tasks as deemed necessary.

The stages to enable Working at Height Activities under an Authority to Work are out laid out in Table 3.

5.4 High Risk Working at Height Activities

Where an activity is deemed to be high risk as identified in 3.3 it must be controlled using the Permit to Work Process for Working at Heights.

Where the activity is to be conducted in a High Risk a Working at Height Area, an Area Risk Assessment and Method Statement will be produced – see 4.1.

In addition, the Task Risk Assessment and Task Method Statement will identify the control measures required, their logical imposition and proving procedures – see 4.2.

Following the receipt of the Task Risk Assessment, Task Method Statement and details of the operatives and equipment and before the issue of a Permit to work the Authorised Person is to review the Task Risk Assessment and Method Statement and to complete the relevant Access Equipment Checklist.

The operatives(s) undertaking the works must be trained and competent to utilise the specified access equipment and make an informed and professional judgement as to the effectiveness of the controls and the level of residual risk.

When both Authorised Person and Work Team are satisfied that the Pre-Access Checks outlined in 5.4 have been completed, the Permit to Work can be issued to the Operative or Works Team Supervisor.

On signing the Permit to Work the Operative or Works Team Supervisor becomes the Competent Person for the Task and is responsible for the safe execution of the works in accordance with these rules, the Task Risk Assessment, Task Method Statement, and legislative requirements.

Details of the Permit to Work can be found in 6.1 and a model form found in Appendix A7.

The stages to enable Working at Height activities under a Permit to Work are outlined in Table 4.

5.5 Pre-Access Checks

Before the Working at Height Area is accessed or the Working at Height activity is carried out pre-access" checks are to be conducted. These checks are to include:

a) Visual inspection of access equipment
b) Confirmation of valid inspection labelling or certification of the access equipment.
c) Inspection of the Work Area Controls including protection from dropped objects.
d) Visual inspection of work equipment
e) Demonstration of any communications equipment.
f) Check on weather conditions including wind speed reading (if external).

The pre-access checks are to be conducted by the Authorised Signatory or Authorised Person prior to the issue of the Authority to Work or Permit to Work or by the Certificated Competent Person undertaking low to medium risk working at heights.

5.6 Keys and Key Cabinets

Safety Locks

Where an Electrical, Mechanical or Fuel System Isolation is required, this should be arranged through the relevant Duty Authorised Person. All points of Isolation must be secured using a safety lock and have the appropriate caution or safety sign affixed.

The keys for Safety Locks are to be secured in a Safety Key Box. When in use each Safety Key Box is to contain the keys associated with only one Permit to Work.

When not in use, safety locks and their keys are to be kept in the key cabinet.

Safety Key Boxes

A safety key box is to have two locks, each of which is to have only one key, one being labelled “Safety Key Box – No**. Authorised Persons Key” and the other labelled “Safety Key Box – No**. Competent Persons Key”

After the safety locks have been applied, and before the Permit to Work is issued, the keys to all the safety locks are to be placed in a safety key box and both locks of the box are to be secured. When the Permit is issued the Authorised Person is to issue the Competent Person’s key of the safety key box to the Competent Person and is to retain the Authorised Person's key.

When in use each safety key box is to contain the keys associated with only one Permit to Work.

More than one safety key box may be provided on any site. In such cases, each Competent Person’s Key is to release only one safety key box lock on that site, and each box is to bear a serial number ensuring positive identification within the site.

The Competent Person is to retain the Competent Persons Key until the Permit to Work has been cancelled.

When not in use, the keys to the safety key boxes are to be kept in the key cabinet.

Key Cabinets

Within the area of appointment for which an Authorised Person is appointed, the keys for each Working at Height area or item of equipment under the control of the Authorised Person are to be secured within a lockable key cabinet to which only the Authorised Person has access.

Keys held within the key cabinet can only be issued to appointed Competent Persons in possession of a valid Authority to Work / Permit to Work.

All Keys held in the key cabinet are to be clearly identified as to the Working at Height area or item of equipment to which the keys belong, or the purpose for which each key is intended.

In connection with these rules and Procedures the issue of any key from the key Cabinet is to be recorded in the Logbook.

Table 3. Procedures to be carried out by the Authorised Signatory to enable Low to Medium Working at Height Activities under an Authority to Work

Unless stated, the Authorised Signatory is responsible for all tasks

1. Check Task Risk Assessment and Method Statement	Where applicable, refer to the Working at Height Area Risk Assessment and Area Method Statement. Ensure a suitable and sufficient Task Risk Assessment has been produced and that the Task Method Statement is adequate.
2. Review Competencies	Review evidence of the Competent Persons capability to carry out the task safely, including any certification required for access equipment e.g., IPAF or PASMA. Ensure all competent persons have received a specific site induction
3. Issue the Authority to Work	Brief the Competent Person on the hazards, safety and emergency arrangements, the access method, any isolations required. Issue Authority to Work and, where relevant, access keys to the Competent Person.
4. Pre-Access Checks	Authorised Signatory and Competent Person to conduct pre-access checks of the access equipment, work area controls, communications, work equipment and weather conditions. Competent Person to brief any accompanying operatives on the emergency procedures and relevant safety precautions.
5. Undertake the Works	The Competent Person is to supervise the works and on completion, or when the work is stopped and made safe, is to report to the Authorised Signatory and return any access keys.
6. Inspection and Cancellation	Once informed of the completion of the works, the Authorised Signatory will cancel the Authority to Work if the work has been completed to their satisfaction and the work area/access has been left in a safe condition.

Table 4. Procedures to be carried out by the Authorised Person to enable High Risk Working at Height Activities under a Permit to Work

Unless stated, the Authorised Person (WaH) is responsible for all tasks.

1. Check Task Risk Assessment and Method Statement	Refer to the Working at Height Area Risk Assessment and Area Method Statement. Ensure a suitable and sufficient Task Risk Assessment has been produced and that the Task Method Statement is adequate.
2. Review Competencies	Review evidence of the Competent Persons capability to carry out the task safely, including any certification required for access equipment e.g., IPAF, PASMA, IRATA Ensure all competent persons have received a specific site induction
3. Secure Safety Lock Keys	If isolation of Live Services or RF Equipment has been carried out. Secure the keys for any safety locks used for external isolation in the safety key box
4. Pre-Access Checks	Competent person to conduct pre-access checks of the access equipment, work area controls, communications, work equipment and weather conditions. Competent Person to brief any accompanying operatives on the emergency procedures and relevant safety precautions.
6. Issue the Permit to Work (WaH)	Brief the Competent Person on the Working at Height Area Risk Assessment and Method Statement and the Task Risk Assessment and Method Statement, particularly the hazards, control measures, safety and emergency arrangements, access method, and any isolations required. Brief the Competent Person and any accompanying operatives on the emergency procedures and relevant safety precautions. Issue the Permit to Work and, where relevant, the access keys and the competent persons key for the safety key box to the Competent Person. Display the Permit to Work, Task Risk Assessment and Task Method Statement at the access point.
STEP 7 Undertake the Works	The Competent Person is to supervise the works and on completion, or when the work is stopped and made safe, is to return the original of the Permit to Work and, where relevant, the access keys and the Competent Persons key for the safety key box to the Authorised Person (WaH) to complete the Clearance and Cancellation of the Permit to Work (WaH).

6.0 Documentation

6.1 Working at Height Permit to Work

A Permit to Work shall have the format of that shown in Appendix A7. It shall have an original and a duplicate page. Each page of the permit shall bear the same serial number. Pads of numbered forms shall be used in sequence. When not in use the Permit to Work pads shall be stored in the lockable Document Cabinet.

Other than when an Authority to Work is required for preparation works, A Permit to Work is not to be issued for an area for which an existing Authority to Work or Permit to Work remains valid.

Where an Authorised Person is to undertake the work, he will become the Competent Person upon receipt of the Permit to Work from another Authorised Person.

Issue and Acceptance of a Permit to Work

A Permit to Work is to be issued at the access Point to the Working at Height Area or Activity.

Prior to acceptance of the Permit to Work, the Competent Person, having understood the work to be undertaken and being prepared to carry it out, taking into account any special instructions, shall sign and print their name, along with the date and time, the Receipt section of the Permit to Work.

The original copy of the Permit is issued to the Competent Person along with the Competent Person's key to the safety key box, where relevant.

After accepting the Permit to Work the prospective Competent Person becomes the Competent Person and is responsible for personally supervising the defined work. The Competent Person is not to leave the Working at Height Area or Access Point, or to undertake any other works while the defined work is in progress. During any temporary absence of the Competent Person from the place where the work is being carried out, the work is to be suspended, adequate safety precautions taken, and the work team withdrawn from the Working at Height until work is resumed on the return of the Competent Person.

Completion of the work and a Cancellation of the Permit to Work

Having completed the work, withdrawn all persons, instruments and tools from the Working at Height area and having advised all persons associated with the work that it is no longer safe to Work at Height, the Competent Person is to return the original of the Permit to the Permit to Work Pad and complete and sign the Clearance section of the Permit to Work.

The Authorised Person completes and signs the Cancellation section of the Permit to Work and places the original in the Operational File with the relevant Task Risk Assessment/Method Statement, competency checks, induction documents and any other associated paperwork.

Completed Permit to Work paperwork is to be retained in the lockable document cabinet for a minimum of three years after the date of cancellation of the permit.

6.2 Logbook

A Working at Height Log is required for each site or region for which an Authorised Person have been appointed. The book is to be indelibly marked with the name of the Site and is to be kept in the locked Document Cabinet when not in use.

The Logbook shall have the format shown in Appendix A1.

Entries are to be made by the Authorised Person in chronological order. Each entry is to be ruled off with a horizontal line across the page.

Required entries are to be agreed with the Authorising Engineer but as a minimum must show:

a) The acceptance and relinquishing of responsibility between Duty Authorised Persons.
b) The removal, return and transfer of the Authorised Persons Key from the Key Control Box
c) The issue and return of any key for Working at Height Areas or Equipment.
d) The issue, cancellation, loss or withdrawal of a Permit to Work.
e) The inspection of Working at Height Equipment.
f) The inspection of Working at Height Equipment by the Competent Person (Insurance Inspector).

Completely filled Logs are to be retained in the lockable Document Cabinet for three years after the date of the last entry.

6.3 Working at Height Operational File

A Working at Heights operational file is required for each site or region for which Authorised Persons have been appointed.

The File is to contain in separate sections a copy of each of the following:

a) Certificates of Appointment for all Authorised Persons, with copies of their current Working at Heights training certificate.
b) A register of Competent Persons (where employed by Compass) including details and dates of training, restrictions and the issue and review dates.
c) The originals of every approved Permit to Work, Task Risk Assessment and Task Method Statement for each task undertaken, filed together as a job file.
d) A copy of these Rules.
e) A copy of the current Working at Height Regulations

Where the Operational File is assigned to a Regional Authorised Person their Logbook may be included in the Operational File

Documents in the file are to be retained for a minimum period of three years after their dates of cancellation or expiry.

6.4 Working at Height Register

A Working at Height Register is required for each site or region for which an Authorised Person have been appointed.

The Register is to be maintained by the Authorised Person and is to contain in separate sections a copy of each of the following:

a) A Schedule of all the Working at Height areas on the site indicating the area description, location, risk category and its unique reference number. The Schedule should also list the Working at Height Area Risk Assessments and Method Statements which apply to each working at Height Area.
b) Site Plans showing the location of all the Working at Height areas on the site.
c) Working at Height Area Risk Assessments and Area Method Statements for all of the Working at Height areas on the site.
d) A Schedule of all Access Equipment under the control of the Authorised Person.
e) Usage and inspection records for all Working at Height Equipment under the control of the Authorised Person.

6.5 Lockable Document Cabinet

When the documents specified in these rules are not in use, they are to be kept in a lockable document cabinet installed in a room to which Authorised Persons have access at all times.

When any document cabinet associated with these rules is not in use it is to be closed and securely locked and the key retained in the key control box or under the control of the Authorised Person.

7.0 Training Standards

The following provides a guide as to the standards of training required for various categories of Working at Heights.

A1, B1, C1 Works from Step Up Stools, Steps and Podiums up to 0.8m	Demonstrated understanding of the relevant Safety Task Card and Risk Assessment in the Workplace Management Safety System.
B2, C2 Works from, Steps and Podiums up from 0.8 to 1.5m	Successful completion of On-Site Training for the Safe Use of Steps and Ladders.
B3, B4, C3, C4 Works from, Steps and Podiums up from 1.5 to 5.0m	1 Day Safe Use of Steps and Ladders Training. Training to included Set-Up, Pre-Use Inspection and Work Area Controls. Training to have been successfully completed within the previous 5 Years.
D1, D2, D3, D4 Works from Manual Elevated Work Platforms (PAV)	Manufactures Training or 1/2 Day IPAF (PAV). Training to included Set-Up, Pre-Use Inspection, Work Area Controls, Emergency Actions. Training to have been successfully completed within the previous 5 Years.
E2, E3, E4, E5 Works from Mobile Elevated Work Platforms (MEWPs)	1 Day IPAF, or equivalent, Training on the Class of MEWP to be operated. Training to included Set-Up, Pre-Use Inspection, Wind Speed Measurement or Indicators, Work Area Controls, Harness and Lanyard Use and Emergency Actions. Training to have been successfully completed within the previous 5 Years.
F2, F3, F4, F5 Works from Scaffolds or Scaffold Towers	1 Day PASMA, or equivalent, Training on the Type of Scaffold or Scaffold Tower to be Erected and Used. Training to included Erection, Pre-Use Inspection, Work Area Controls, Harness and Lanyard Use, and Emergency Actions. Training to have been successfully completed within the previous 5 Years.
G2, G3, G4, G5 Works from Suspended Access Cradles	Theory Test and 1 Day SAEMA or Equivalent Site-Specific Training on the Type of Cradle to be operated. Training to included Pre-Use Inspection, Rigging / Derigging of the Cradle, Wind Speed Measurement or Indicators, Harness and Lanyard Use and Emergency Actions. Training to have been successfully completed within the previous 3 Years.
H2, H3, H4, H5 Works from Rope Access / Abseiling	5 Day IRATA, or equivalent, Training. Training to included Erection, Pre-Use Inspection, Rigging / Derigging, Positioning, Wind Speed Measurement or Indicators, Harness Use and Emergency Actions. Training to have been successfully completed within the previous 3 Years
I2, I3, I4, I5 Works Adjacent to Openings and Edges	Training needs tailored to the Method of Access to the Opening, Edge or Roof and to include Training on the Method of Fall Prevention (“Manway” Line, Anchor Point etc.). Training to included Pre-Use Inspection, Wind Speed Measurement or Indicators, Harness Use and Emergency Actions. Training to have been successfully completed within the previous 5 Years.

J1, J2, J3, J4, J5 Works from Fixed Ladders, Towers and Gantries	Training needs tailored to the Method of Access to the Tower or Gantry and to include Training on the Method of Fall Prevention and/or Fall Arrest. Training to included Pre-Use Inspection, Wind Speed Measurement or Indicators, Harness Use and Emergency Actions. Training to have been successfully completed within the previous 5 Years.
K2, K3, K4, K5 Works on Masts	2 Day Advance Climber Training. Training to included Protected and Unprotected Access Techniques, Equipment Pre-Use Inspection, Wind Speed Measurement or Indicators, Harness and Lanyard Use and Emergency Actions. Training to have been successfully completed within the previous 3 Years
L2, L3, L4, L5 Works on Protected Roof Areas	Training needs tailored to the specific Roof Area. This can be in the form of a Written Procedure, Toolbox Talk or Briefing. Training to included Fall Prevention Measures, Inspections, Wind Speed and Weather Limitations and Emergency Actions.
M2, M3, M4, M5 Works on Exposed Roof Areas	Training needs tailored to the Anchorage Method. Training to include Pre-Use Checks, Harness and Lanyard Use, and Emergency Actions.
N1, N2, N3, N4, N5 Works near live services / RF antennae	Training needs tailored to the exposure risks of the Live service.

8.0 General Definitions

Abseil
The operation of accessing a working at height area or activity from above, using rope access.

Danger
Risk of injury or death.

Dangerous Condition
A condition that is likely to lead to a dangerous occurrence.

Dangerous Occurrence
An incident which may be dangerous to any person, whether or not an accident has occurred.

Deceleration Device
Any mechanism, such as a rope, grabbing device, ripstitch lanyard, specially woven lanyard or automatic self-retracting lifeline/lanyard, which serves to dissipate a substantial amount of energy during a fall arrest, or otherwise limits the energy imposed on an employee during fall arrest.

Demarcation Agreement
A document, produced by the Authorising Engineer where the responsibility for controlling Working at Height Activities and Areas is shared between Compass and other parties.

Edge Protection
A physical barrier which provides collective protection to persons from falling from an Opening or Edge.

Fall Arrest System
A fall protection system that employs deceleration devices to reduce the effect of a fall on the user from falling any distance. The system is comprised of either a body belt or body harness, along with an anchorage, connectors and other necessary equipment. The other components typically include a lanyard and may also include a lifeline and other devices.

Fall Restraint System
A fall prevention system that prevents the user from falling any distance. The system is comprised of either a body belt or body harness, along with an anchorage, connectors, and other necessary equipment. The other components typically include a lanyard and may also include a lifeline and other devices.

Fragile Surface
An area where the standing surface construction lacks the strength to safely support persons or equipment.

Fixed Access Equipment
Access Equipment not designed to be moved but forming part of the building structure.

Gantry
A permanent raised Platform used to Access areas at Height.

Hazard (Fall From)
An act or circumstances that could result in the possibility of falling off of a finished surface to a lower surface.

Hazard (Fall Off)
An act or circumstances that could result in the possibility of falling from a piece of Access Equipment.

Hazard (Fall Through)
An act or circumstances that could result in the possibility falling through a finished surface to a lower surface.

Hazard (Falling Objects)
An act or circumstances that could result in the possibility of objects falling from a work area or Access Equipment.

Height (at)
A place where a person could be injured falling from it, even if it is at or below ground level.

Injury
Death or personal injury from a fall from height, or from a falling object.

Inspection
Checks carried out on equipment used for Access, Edge Protection and Fall Protection to ensure they are safe to use. These may be “Pre-Use” checks by the person using the equipment, or formal recorded checks carried out by a person competent to do so.

Inspection Record
A document where all formal inspections of Access, Edge Protection and Fall Protection Equipment are recorded.

Ladders
Equipment, either fixed or mobile, consisting of a series of rungs or steps between two upright lengths of wood, fibreglass or metal. Used as a means of access or as a work platform.

Lanyard
A flexible line of rope, wire rope, or strap that has a connector at each end for connecting the body harness and to an anchorage point. These can be of “Fall Arrest” or “Restraint” types.

Manual Vertical Elevated Platform
A small movable platform on which a person may work in an enclosed area at an adjustable standing height.

Mast
A permanent, free-standing structure constructed of a metal framework and held upright by guy ropes or cables. Used to support equipment such as aerials, transmitters etc.

Mobile Elevated Work Platform (MEWP)
An aerial work platform, also known as an aerial device, elevating work platform, or mobile elevating work platform is a mechanical device used to provide a temporary work platform or access for people or equipment to inaccessible areas, usually at height.

Mobile Access Equipment
Access Equipment designed to be moved on wheels or tracks using an inbuilt power source.

Moveable Access Equipment
Access Equipment designed to be moved on wheels by pushing or pulling.

Openings and Edges
Where an area which is bordered on one or more sides by, or surrounds an area(s), of a lower height, where no edge protection is in place or where said edge protection is removed or crossed.

Personal Supervision
Supervision is given by a person having adequate technical knowledge and experience, who is always present.

Podium
A small movable platform on which a person may work in an enclosed area at a fixed standing height.

Portable Access Equipment
Access Equipment designed to be moved using manual handling techniques.

Retrieval Equipment
Working at Height Equipment (including retrieval lines, safety harnesses and lifting or lowering devices, used for the rescue of persons from working at heights environments.

Risk
The relationship between the likelihood of a fall hazard causing a person to slip, trip or fall from a surface and the severity of the potential injury.

Risk Assessment
The analysis of the risks to health and safety inherent in a system and their significance in a particular context.

Safety Harness
Straps which may be secured about the employee in a manner that will distribute the fall arrest forces over at least the thighs, pelvis, waist, chest and shoulders with means for attaching it to other components of a personal fall arrest system.

Scaffolding
A temporary work platform made of wooden planks and steel poles. used to support workmen, equipment, and materials during working at heights activities.

Standing Height
The height of the operatives' feet above the finished floor level once at the working at the height area or activity.

Step Up Stools
A small movable platform on which a person may work at a fixed standing height.

Tower
A permanent freestanding structure constructed of either concrete or a metal Framework and held upright by the nature of its design. Used to support Equipment such as water or fuel tanks.

Work at height
Work in any place, including a place at, above or below ground level, where a person could be injured if they fell from that place. Access and egress to a place of work can also be work at height.

Work Platform
Any platform, either movable, mobile or fixed, used as a place of work or including any scaffold, cradle, mobile platform, trestle, gangway, gantry and stairway.

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Appendix A – Safety Documentation Templates

A1 Working at Height Logbook Template

A2 (Not Used)

A3 Working at Height Area Risk Assessment Template

A4 Working at Height Area Method Statement Template

A5 Working at Height Task Risk Assessment Template

A6 Working at Height Task Method Statement Template

A7 Working at Height Permit to Work Template

A8 Mobile Elevated Work Platform Checklist

A9 Tower and Scaffold Checklist

A10 Abseil and Rope Access Checklist

A11 Roof Work and Exposed Ledges Checklist

A12 Suspended Cradle Checklist

Appendix B – Appointment Letter and Certificate Templates

B1 Authorising Engineer Letter of Appointment Template

B2 Authorised Person Letter of Appointment Template

B3 Competent Person Letter of Appointment Template

Appendix C – Sign Templates

C1 Working at Height Warning Sign Templates

C2 Working at Height Danger Sign Template

A1 Working at Height Logbook Template

	Working at Height Log Book	

Date and Time	Location	Activity, Event and Reason	AP Initials

A2 (Not Used)

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A3 Working at Height Area Risk Assessment Template

A3 Working at Height Area Risk Assessment Template

COMPASS GROUP

Area:							Site:					
Date:		Assessed by:					Review Date:					
Hazard?	Who may be harmed	Risk?	Current Control Measures	Risk Rating			Additional Control Measures	Residual Risk			Actions/ monitored by whom?	Action/ monitored by when?
				L	S	R		L	S	R		
Structure/area condition												
Access method condition												
Electrical												
Mechanical												
Confined spaces												
Noise												

Hazard?	Who may be harmed	Risk	Current Control Measures	Risk Rating			Additional Control Measures	Residual Risk			Action/ monitored by whom?	Action/ monitored by when?
				L	C	R		L	C	R		
Hazardous substances												
RF/Microwave equipment												
Pollution												
Flora/fauna/ wildlife												
Weather												
Other												

LIKELIHOOD (L) X SEVERITY (S) = RISK RATING (R)

1-2 No action, controls are adequate | **3-6** Monitor, look to improve | **8-12** Action, improve within timescale | **15-16** Urgent action immediately | **20-25** Stop activity

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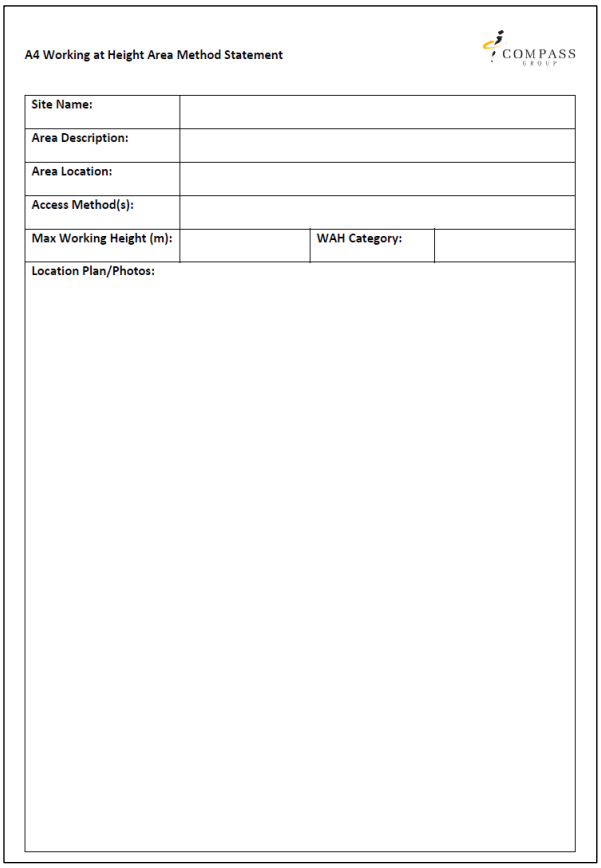
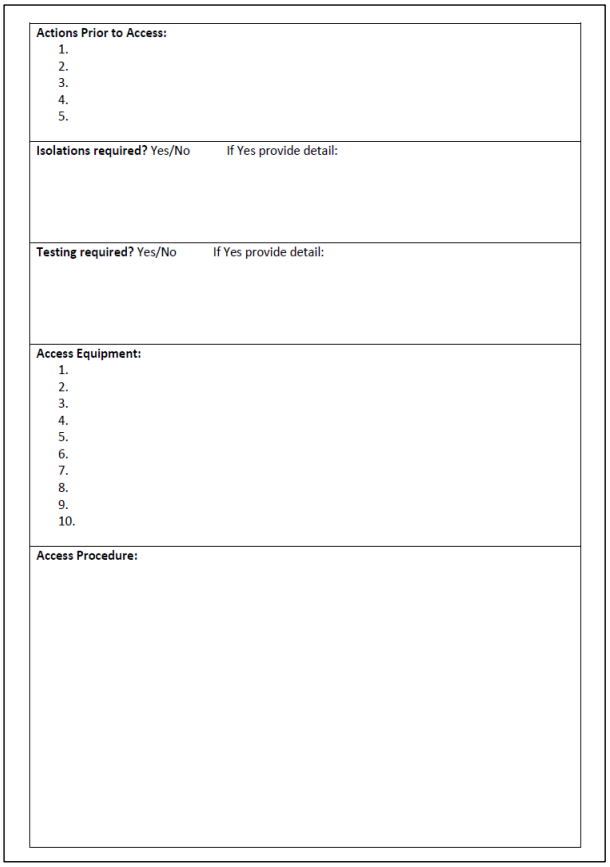
A4 Working at Height Area Method Statement Template



A4 Working at Height Area Method Statement

COMPASS GROUP

Site Name:			
Area Description:			
Area Location:			
Access Method(s):			
Max Working Height (m):		**WAH Category:**	
Location Plan/Photos:			



Actions Prior to Access:

1.
2.
3.
4.
5.

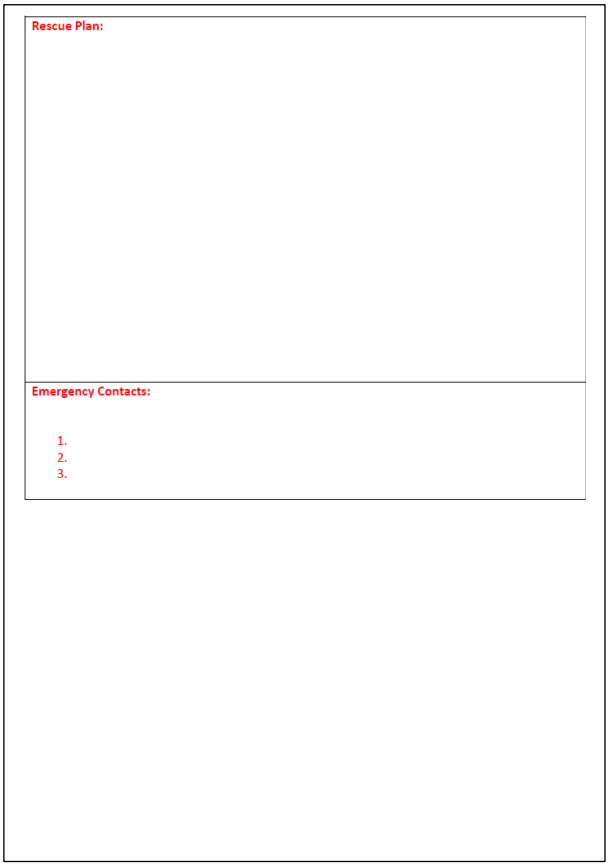
Isolations required? Yes/No If Yes provide detail:

Testing required? Yes/No If Yes provide detail:

Access Equipment:

1.
2.
3.
4.
5.
6.
7.
8.
9.
10.

Access Procedure:



Rescue Plan:

Emergency Contacts:

1.
2.
3.

Working at Heights
Safety Rules and Procedures

A5 Working at Height Task Risk Assessment Template

A5 Working at Height Task Risk Assessment

COMPASS GROUP

Area:				Site:								
Task:												
Date:		Assessed by:					Review Date:					
Hazard?	Who may be harmed	Risk	Current Control Measures	Risk Rating			Additional Control Measures	Residual Risk			Action/ monitored by whom?	Action/ monitored by when?
				L	S	R		L	S	R		
Fall from work area												
Fall through work area												
Fall off access method												
Falling objects												
Structure/area condition												

Hazard?	Who may be harmed	Risk	Current Control Measures	Risk Rating			Additional Control Measures	Residual Risk			Action/ monitored by whom?	Action/ monitored by when?
				L	S	R		L	S	R		
Access method/ equipment												
Electrical												
Mechanical												
Confined spaces												
Noise												
Hazardous substances												
RF/Microwave equipment												

Hazard?	Who may be harmed	Risk	Current Control Measures	Risk Rating			Additional Control Measures	Residual Risk			Action/ monitored by whom?	Action/ monitored by when?
				L	S	R		L	S	R		
Pollution												
Flora/fauna/ Wildlife												
Weather												
Hot works												
Material/ equipment handling												
Erection/ Dismantling												
Other task hazards												

LIKELIHOOD (L) X SEVERITY (S) = RISK RATING (R)

1-2 No action, controls are adequate | **3-6** Monitor, look to improve | **8-12** Action, improve within timescale | **15-16** Urgent action immediately | **20-25** Stop activity

A6 Working at Height Task Method Statement Template

A6 Working at Height Task Method Statement

COMPASS GROUP

Site Name:			
Task Description:			
Area Location:			
Access Method(s):			
Max Working Height (m):		WAH Category:	
Considerations and Preparations			
People involved:			
Access methods:			
Falling from work area:			
Falling through work area:			
Falling off access method:			
Weather monitoring:			
Noise/pollution:			
RF and Microwave equipment:			
Flora, fauna and wildlife:			
Mechanical isolations:		Electrical isolations:	
Confined spaces:		Other isolations:	

Equipment required:	PPE/RPE required:
Power/lighting requirements:	
Communications:	
Equipment/materials handling:	
Hot works:	
Fire fighting provision:	
Emergency and rescue planning:	
Other:	

Working at Heights
Safety Rules and Procedures

A7 Working at Height Permit to Work Template

Permit to Work No

WORKING AT HEIGHT PERMIT TO WORK

Site..... Location.....

Working at Height Activity.....

1. ISSUE: Issued to..... Employed by .....

I hereby declare that the following Working at Height Activity or Area is Safe to Access:

.....

Method of Access: .....

.....

Method of "Falling From" Prevention: .....

.....

Method of "Falling Through" Prevention: .....

.....

Method of "Falling Off" Prevention: .....

.....

Method of "Falling Object" Protection.....

.....

Emergency / Rescue Arrangements: .....

.....

.....

Warning Signs Posted at: .....

.....

Works to Carried Out .....

.....

.....

No other works to be carried out under this Permit to Work

Signed ..... Name..... Date..... Time.....

Authorised Person (WaH) *Capitals*

2. RECEIPT: I hereby declare that I accept responsibility for carrying out the Working at Height Activity as detailed on this Permit and that no attempt will be made by me, or any person under my control, to carry out any other works.

Signed ..... Name..... Date..... Time.....

Competent Person *Capitals*

Note: Once Issued and Receipted this document must remain under the control of the Competent Person until all works are finished. It must then be cleared and returned to the Authorised Person

3. CLEARANCE: This is to certify that the work above has been *completed / * Stopped and that all persons under my control have been withdrawn and warned that it is no longer safe to Access the Working at Height Area specified on this Permit and that all tools and equipment used have been cleared. * Delete as appropriate

Signed ..... Name..... Date..... Time.....

Competent Person *Capitals*

4. CANCELLATION: I have checked the Working at Height Area and * I am / * I am not satisfied that the works have been completed satisfactorily and the area shall be * Returned to Service / Rejected for rework under a new Permit. **This Permit to Work is hereby Cancelled** * Delete as appropriate

Signed ..... Name..... Date..... Time.....

Authorised Person (WaH) *Capitals*

Schematic Diagram: Detailing Points of Work. Methods of Access / Egress, Fall Prevention and Mitigation.

Description / Notes

.....

.....

.....

.....

.....

	Yes	N/A
Access Equipment Checked		
Safety Equipment Checked		
Communication Methods Checked		
Rescue Plan Confirmed		
Work Area Controls Checked		

	Yes	N/A
Safety Person Assigned		
Service Isolations Confirmed		
Material Handling Method Checked		
Weather Conditions Checked		
Weather Monitoring Confirmed		

Signed ..... Name..... Date..... Time.....

Authorised Person (WaH) *Capitals*

A8 Mobile Elevated Work Platform (MEWP) Checklist

A8

COMPASS GROUP

ATW/PTW No:

Mobile Elevated Work Platform (MEWP) Checklist

Site Name:	
Task Description:	
Area Location:	

Method Statement Checklist			
Item	**Yes**	**N/A**	**Notes**
1. Maximum working height			
2. Type and specification of MEWP			
3. Exact training requirements specified e.g. IPAF			
4. Type of equipment to be used in MEWP			
5. Type of task activity to be undertaken from MEWP basket			
6. Method of prevention of falling objects			
7. Detailed list of PPE			
8. Use of harnesses in MEWP basket - boom and vertical lift			
9. Exact type and standard of harnesses and lanyards			
10. Method of cordoning off area below platform and around MEWP			
11. Traffic management measures/plan			
12. Requirement for isolation of RF equipment, electrical or mechanical services			
13. Emergency response procedures			
14. Communication methods			
15. Requirement for Safety Person(s)			
16. MEWP delivery, storage, and refuelling			
17. Bad weather parameters specified			
18. Work near open water			

Pre-Use Checklist	
MEWP Type:	**Model:**
Operator: Compass / Contractor _____	
IPAF Licence No:	**Date/Time:**
MEWP Current Inspection Date:	**MEWP Due Inspection Date:**

Item	**Pass**	**Fail**	**Notes**
1. Safety signs and stickers are in place and readable.			
2. Control panel is clean & all buttons/switches are clearly visible (no paint over, spray, etc.)			
3. All safety indicator lights work.			
4. Motion alarms are functional.			
5. All guardrails are sound and in place, including basket chains and gate door if fitted.			
6. All switch & mechanical guards are in good condition are properly installed.			
7. Work platform & extension slides are clean, dry and clear of debris			
8. No defects e.g. cracked welds, leaks, damaged control cables or wire harness, etc			
9. Operating and emergency controls are in proper working condition.			
10. Both upper and lower controls are adequately protected from inadvertent use			
11. Drive controls function properly & are accurately labelled (up, down right, left)			
12. Emergency lowering function operates properly			
13. Lower operation controls successfully override the upper controls			
14. Tyres and wheels are in good condition, with adequate air pressure if pneumatic			
15. Braking devices are operating properly			

Signed: (AP WAH or AS ATW)	Name:	Date:	Time:

Working at Heights
Safety Rules and Procedures

A9 Mobile Elevated Work Platform (MEWP) Checklist

A9

ATW/PTW No:

Tower Scaffold Checklist

Site Name:

Task Description:

Area Location:

Method Statement Checklist

Item	Yes	N/A	Notes
1. Maximum working height			
2. Type and specification of tower scaffold			
3. Exact training requirements specified e.g. PASMA			
4. Type of equipment to be used on scaffold			
5. Type of task activity to be undertaken from scaffold platform			
6. Method of prevention of falling objects			
7. Detailed list of PPE			
8. Method of cordoning off area below tower scaffold			
9. Traffic management measures/plan			
10. Requirement for isolation of RF equipment, electrical or mechanical services			
11. Emergency response procedures			
12. Communication methods			
13. Tower scaffold delivery and storage			
14. Manual handling			
15. Bad weather parameters specified			

Pre-Use Checklist

Scaffold Type: **Manufacturer:**

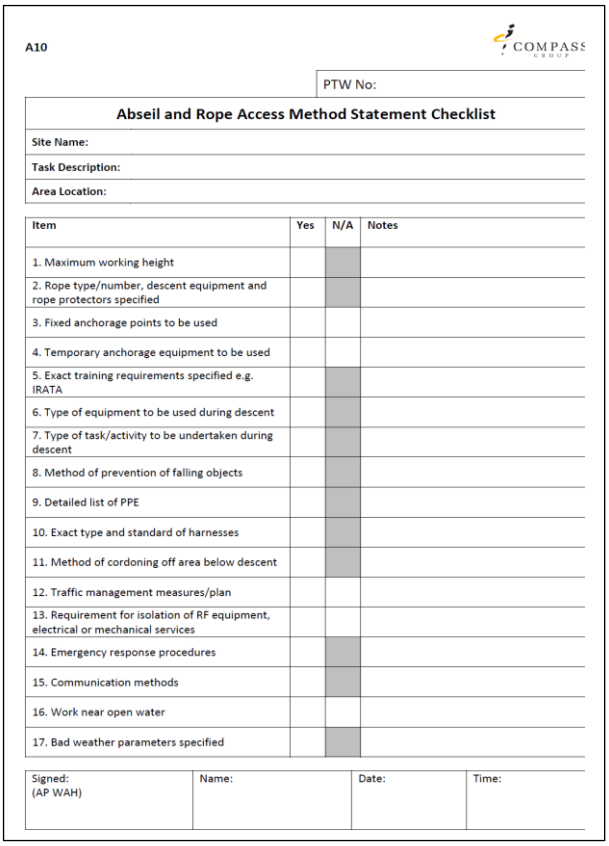
Operator: Compass / Contractor _____

Date/Time:

Item	Pass	Fail	Notes
1. Ground conditions are solid, stable and unlikely to change through duration of work.			
2. Tower scaffold is structurally sound, working platform is level.			
3. Castors and base plates are in place.			
4. Adjustable legs are in place and correctly adjusted.			
5. All frames and bracing are in place.			
6. All members locked in place			
7. Ladder way installed.			
8. Traps and hinged openings installed as required			
9. Work platform securely fixed			
10. Main and mid guard rails installed on all sides.			
11. Toe boards installed.			
12. Tower scaffold tied as required.			

Signed: (AP WAH or AS ATW)	Name:	Date:	Time:

A10 Abseil and Rope Access Checklist



A10

PTW No:

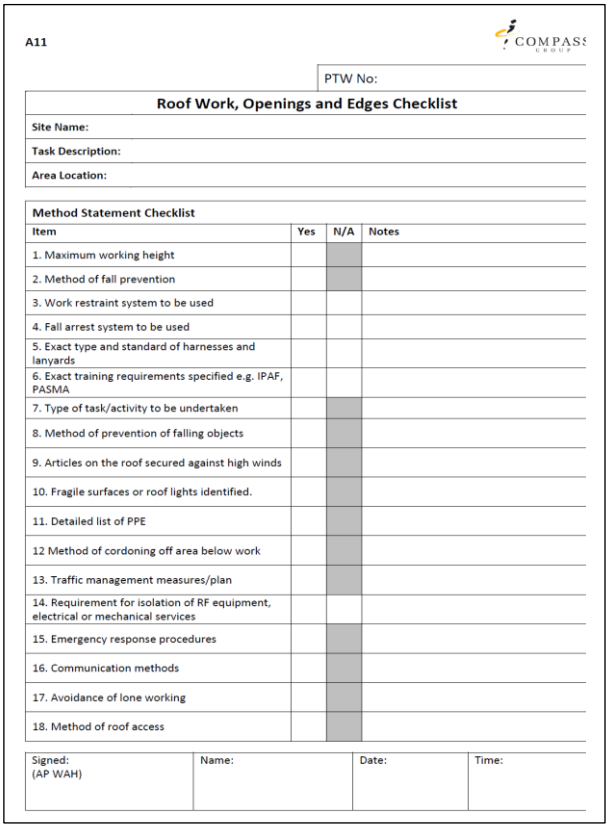
Abseil and Rope Access Method Statement Checklist

Site Name:	
Task Description:	
Area Location:	

Item	Yes	N/A	Notes
1. Maximum working height			
2. Rope type/number, descent equipment and rope protectors specified			
3. Fixed anchorage points to be used			
4. Temporary anchorage equipment to be used			
5. Exact training requirements specified e.g. IRATA			
6. Type of equipment to be used during descent			
7. Type of task/activity to be undertaken during descent			
8. Method of prevention of falling objects			
9. Detailed list of PPE			
10. Exact type and standard of harnesses			
11. Method of cordoning off area below descent			
12. Traffic management measures/plan			
13. Requirement for isolation of RF equipment, electrical or mechanical services			
14. Emergency response procedures			
15. Communication methods			
16. Work near open water			
17. Bad weather parameters specified			

Signed: (AP WAH)	Name:	Date:	Time:

A11 Roof Work, Openings and Edges Checklist



A11

PTW No:

Roof Work, Openings and Edges Checklist

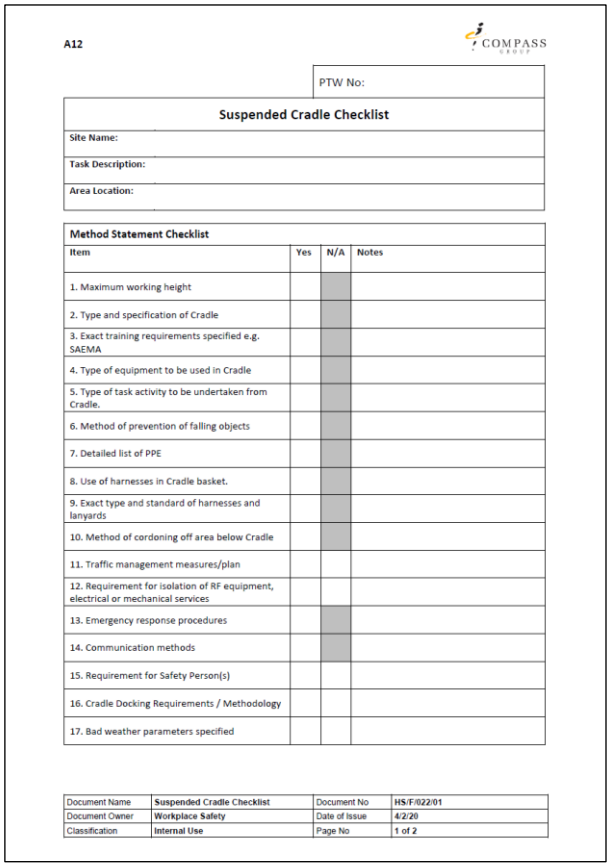
Site Name:	
Task Description:	
Area Location:	

Method Statement Checklist

Item	Yes	N/A	Notes
1. Maximum working height			
2. Method of fall prevention			
3. Work restraint system to be used			
4. Fall arrest system to be used			
5. Exact type and standard of harnesses and lanyards			
6. Exact training requirements specified e.g. IPAF, PASMA			
7. Type of task/activity to be undertaken			
8. Method of prevention of falling objects			
9. Articles on the roof secured against high winds			
10. Fragile surfaces or roof lights identified.			
11. Detailed list of PPE			
12 Method of cordoning off area below work			
13. Traffic management measures/plan			
14. Requirement for isolation of RF equipment, electrical or mechanical services			
15. Emergency response procedures			
16. Communication methods			
17. Avoidance of lone working			
18. Method of roof access			

Signed: (AP WAH)	Name:	Date:	Time:

A12 Suspended Cradle Checklist



A12

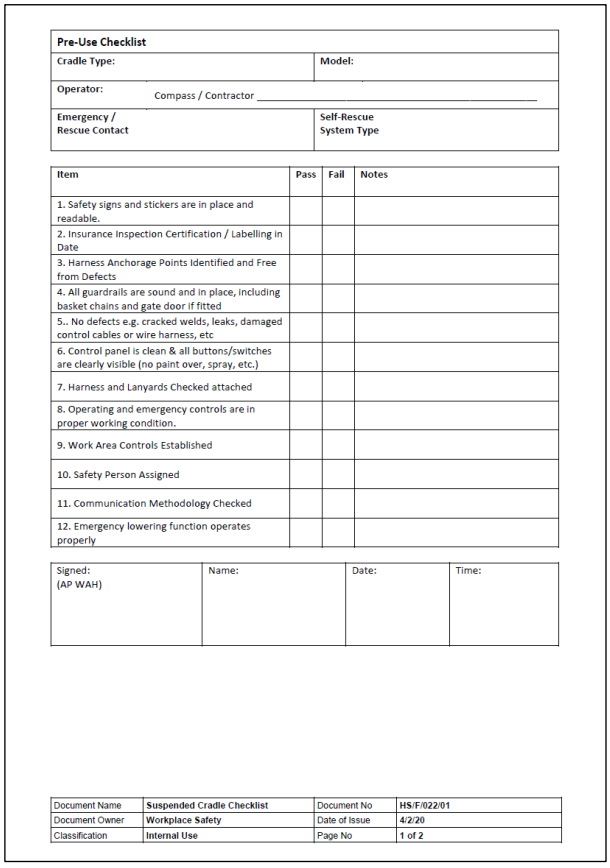
COMPASS GROUP

PTW No:

Suspended Cradle Checklist
Site Name:
Task Description:
Area Location:

Method Statement Checklist			
Item	**Yes**	**N/A**	**Notes**
1. Maximum working height			
2. Type and specification of Cradle			
3. Exact training requirements specified e.g. SAEMA			
4. Type of equipment to be used in Cradle			
5. Type of task activity to be undertaken from Cradle.			
6. Method of prevention of falling objects			
7. Detailed list of PPE			
8. Use of harnesses in Cradle basket.			
9. Exact type and standard of harnesses and lanyards			
10. Method of cordoning off area below Cradle			
11. Traffic management measures/plan			
12. Requirement for isolation of RF equipment, electrical or mechanical services			
13. Emergency response procedures			
14. Communication methods			
15. Requirement for Safety Person(s)			
16. Cradle Docking Requirements / Methodology			
17. Bad weather parameters specified			

Document Name	**Suspended Cradle Checklist**	Document No	**HS/F/022/01**
Document Owner	**Workplace Safety**	Date of Issue	**4/2/20**
Classification	**Internal Use**	Page No	**1 of 2**



Pre-Use Checklist	
Cradle Type:	**Model:**
Operator: Compass / Contractor _____	
Emergency / Rescue Contact	**Self-Rescue System Type**

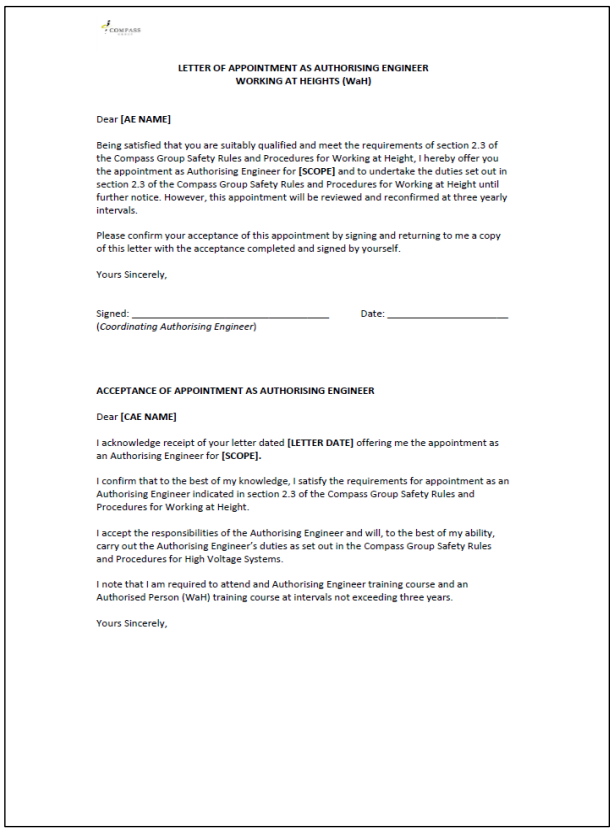
Item	Pass	Fail	Notes
1. Safety signs and stickers are in place and readable.			
2. Insurance Inspection Certification / Labelling in Date			
3. Harness Anchorage Points Identified and Free from Defects			
4. All guardrails are sound and in place, including basket chains and gate door if fitted			
5.. No defects e.g. cracked welds, leaks, damaged control cables or wire harness, etc			
6. Control panel is clean & all buttons/switches are clearly visible (no paint over, spray, etc.)			
7. Harness and Lanyards Checked attached			
8. Operating and emergency controls are in proper working condition.			
9. Work Area Controls Established			
10. Safety Person Assigned			
11. Communication Methodology Checked			
12. Emergency lowering function operates properly			

Signed: (AP WAH)	Name:	Date:	Time:

Document Name	**Suspended Cradle Checklist**	Document No	**HS/F/022/01**
Document Owner	**Workplace Safety**	Date of Issue	**4/2/20**
Classification	**Internal Use**	Page No	**1 of 2**

Working at Heights
Safety Rules and Procedures

B1 Authorising Engineer Letter of Appointment Template



LETTER OF APPOINTMENT AS AUTHORISING ENGINEER
WORKING AT HEIGHTS (WaH)

Dear **[AE NAME]**

Being satisfied that you are suitably qualified and meet the requirements of section 2.3 of the Compass Group Safety Rules and Procedures for Working at Height, I hereby offer you the appointment as Authorising Engineer for **[SCOPE]** and to undertake the duties set out in section 2.3 of the Compass Group Safety Rules and Procedures for Working at Height until further notice. However, this appointment will be reviewed and reconfirmed at three yearly intervals.

Please confirm your acceptance of this appointment by signing and returning to me a copy of this letter with the acceptance completed and signed by yourself.

Yours Sincerely,

Signed: _____ Date: _____
(*Coordinating Authorising Engineer*)

ACCEPTANCE OF APPOINTMENT AS AUTHORISING ENGINEER

Dear **[CAE NAME]**

I acknowledge receipt of your letter dated **[LETTER DATE]** offering me the appointment as an Authorising Engineer for **[SCOPE].**

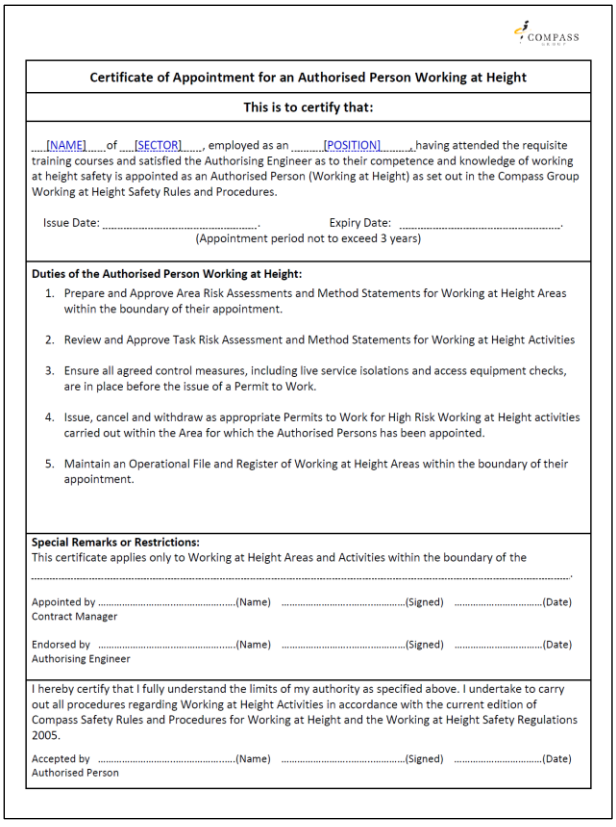
I confirm that to the best of my knowledge, I satisfy the requirements for appointment as an Authorising Engineer indicated in section 2.3 of the Compass Group Safety Rules and Procedures for Working at Height.

I accept the responsibilities of the Authorising Engineer and will, to the best of my ability, carry out the Authorising Engineer's duties as set out in the Compass Group Safety Rules and Procedures for High Voltage Systems.

I note that I am required to attend and Authorising Engineer training course and an Authorised Person (WaH) training course at intervals not exceeding three years.

Yours Sincerely,

B2 Authorised Person Certificate of Appointment Template



Certificate of Appointment for an Authorised Person Working at Height

This is to certify that:

[NAME] of [SECTOR], employed as an [POSITION], having attended the requisite training courses and satisfied the Authorising Engineer as to their competence and knowledge of working at height safety is appointed as an Authorised Person (Working at Height) as set out in the Compass Group Working at Height Safety Rules and Procedures.

Issue Date: _____. Expiry Date: _____.
(Appointment period not to exceed 3 years)

Duties of the Authorised Person Working at Height:

1. Prepare and Approve Area Risk Assessments and Method Statements for Working at Height Areas within the boundary of their appointment.
2. Review and Approve Task Risk Assessment and Method Statements for Working at Height Activities
3. Ensure all agreed control measures, including live service isolations and access equipment checks, are in place before the issue of a Permit to Work.
4. Issue, cancel and withdraw as appropriate Permits to Work for High Risk Working at Height activities carried out within the Area for which the Authorised Persons has been appointed.
5. Maintain an Operational File and Register of Working at Height Areas within the boundary of their appointment.

Special Remarks or Restrictions:
This certificate applies only to Working at Height Areas and Activities within the boundary of the _____.

Appointed by .....(Name) .....(Signed) .....(Date)
Contract Manager

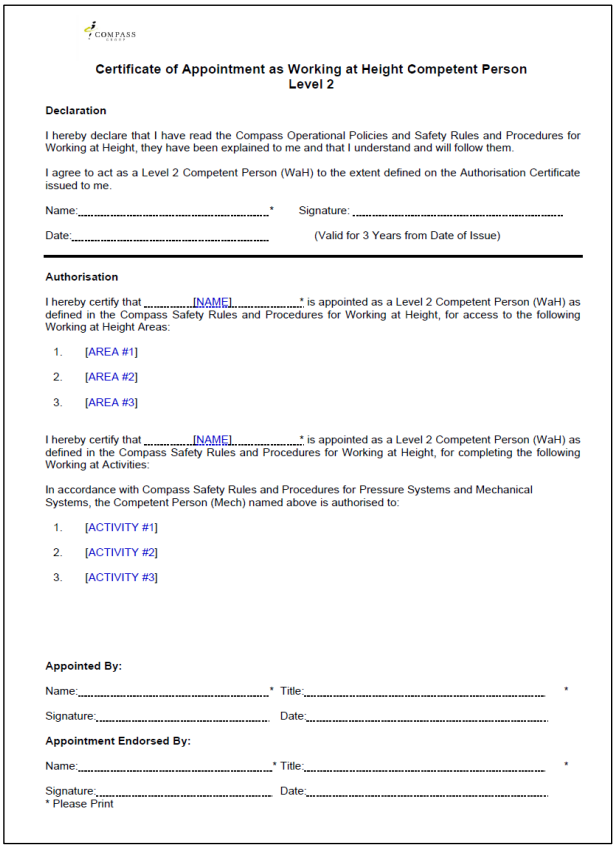
Endorsed by .....(Name) .....(Signed) .....(Date)
Authorising Engineer

I hereby certify that I fully understand the limits of my authority as specified above. I undertake to carry out all procedures regarding Working at Height Activities in accordance with the current edition of Compass Safety Rules and Procedures for Working at Height and the Working at Height Safety Regulations 2005.

Accepted by .....(Name) .....(Signed) .....(Date)
Authorised Person

Working at Heights
Safety Rules and Procedures

B3 Competent Person Certificate of Appointment Template



COMPASS

Certificate of Appointment as Working at Height Competent Person Level 2

Declaration

I hereby declare that I have read the Compass Operational Policies and Safety Rules and Procedures for Working at Height, they have been explained to me and that I understand and will follow them.

I agree to act as a Level 2 Competent Person (WaH) to the extent defined on the Authorisation Certificate issued to me.

Name:..... * Signature: .....

Date:..... (Valid for 3 Years from Date of Issue)

Authorisation

I hereby certify that .....[NAME]..... * is appointed as a Level 2 Competent Person (WaH) as defined in the Compass Safety Rules and Procedures for Working at Height, for access to the following Working at Height Areas:

1. [AREA #1]
2. [AREA #2]
3. [AREA #3]

I hereby certify that .....[NAME]..... * is appointed as a Level 2 Competent Person (WaH) as defined in the Compass Safety Rules and Procedures for Working at Height, for completing the following Working at Activities:

In accordance with Compass Safety Rules and Procedures for Pressure Systems and Mechanical Systems, the Competent Person (Mech) named above is authorised to:

1. [ACTIVITY #1]
2. [ACTIVITY #2]
3. [ACTIVITY #3]

Appointed By:

Name:..... * Title:..... *

Signature:..... Date:.....

Appointment Endorsed By:

Name:..... * Title:..... *

Signature:..... Date:.....

* Please Print

C1 Working at Height Warning Sign Templates

C2 Working at Height Danger Sign Template