

<b>Staffordshire County Council</b>		<b>HR Policy Handbook</b>		
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Appendix 1 – Schedule to the Regulations

## Version Control

Version	Date Approved	Changes	Reasons for Alterations
Issue 1	August 2009	New Policy to replace individual Directorate guidelines.	Reformatted into SHSS policy structure
Issue 2	Aug 2012	No changes required	No alterations

## Success Indicators

The following indicators will demonstrate the level of compliance with this policy and its procedures:

- a) Managers have identified where work at height takes place on their premises or within their team.
- b) Work at height is avoided where this is possible.
- c) Work at height is risk assessed to ensure that falls from height are prevented and that should a fall occur that the distance and consequence of a fall are minimised by providing suitable work equipment or other measures.
- d) Staff are aware of the risk assessments in place for working at height and follow any precautions identified as required.
- e) The requirement for working at height in new tasks or projects is identified prior to the task commencing, in order for appropriate assessments may take place.

### 1. Application

This policy applies to all County Council workplaces and work activities.

### 2. Introduction

Work at height takes place in a variety of work situations within the County Council, some examples of where staff may undertake work at height are identified below;

- Building, construction and maintenance work e.g. making repairs to external parts of a building, changing light bulbs or cleaning out guttering
- Organising exhibitions or displays e.g. hanging paintings or pictures or adding work to wall displays
- Surveying of buildings and structures e.g. sampling for hazardous substances such as asbestos or taking readings from plant or equipment such as water hygiene checks
- Forestry and conservation activities e.g. tree inspections or tree felling
- Operation of work equipment e.g. working on top of a vehicle or container or the unloading/sheeting of lorries
- Working at or below ground level where a person could fall e.g. when working close to excavations, lift shafts or empty swimming pools

### 3. Aims & Objectives

The aim of the policy is to ensure that the County Council carry out activities which may involve working at height in a safe manner, and that staff are aware of and work within the principles of the Work at Height Regulations

### 4. Definitions

**Working at Height/Work at Height** - work at any place where a person may fall a distance which is likely to cause an injury (even where this is at ground level or below ground level).

### 5. Arrangements for Applying The Policy

#### 5.1. Regulations Hierarchy

Managers and their staff must follow the simple hierarchy for managing work at height laid down in the Work at Height Regulations:

- **AVOID** work at height whenever it is possible to do so. Work must not be carried out at height if it is possible to carry out the work other than at height.
- **PREVENT** a person from falling a distance liable to cause an injury. This includes work being done at an existing place of work and using existing means of access and egress. Falls should be prevented by taking suitable and sufficient measures, or, where this is not possible, sufficient work equipment to prevent a fall must be provided.
- **MINIMISE** the distance and consequence of a fall by providing suitable work equipment or other measures.

#### 5.2 Risk Assessment.

Managers must, where possible, ensure that work at height is **avoided** by carrying out the work in another way.

Where work at height cannot be avoided, the risk of falling must be **prevented** or the consequences of a fall **minimised** by carrying out a risk assessment.

Risk assessment is an integral part of planning for any work at height task; by following a process of risk assessment, work at height hazards will be identified which will provide information on the control measures to be considered as part of the work at height working methods.

Managers must ensure a risk assessment is in place and take account of the risk assessment when applying the requirements of the regulations.

For details on how to carry out a risk assessment see the county council Policy on Risk Assessment.

#### 5.3. Planning Work at Height

Managers must not allow work at height to take place if it is safe and reasonably practicable to do it other than at height.

When work at height must take place managers must ensure that;

- all work at height is properly planned and organised including planning for emergencies.
- planning takes account of the risk assessment carried out
- work at height is appropriately supervised and carried out in as safe a manner as reasonably practicable; and
- weather conditions are considered to ensure that they do not jeopardise the health and safety of those involved.

#### **5.4. Competency**

All staff employed to undertake work at height must be;

- competent to work at height (or, if under training, appropriately supervised by a competent person); and
- where circumstances require, trained in how to avoid falling and how to minimise injury should they fall. (where control measures do not eliminate the risk of falling). Managers must ensure that this training takes place and is refreshed as necessary.

#### **5.5. Safe Place of Work**

The place where work at height is being done must be safe and have features to prevent a fall. Detailed requirements about where work is done are in Schedule 1 of the regulations. (See Appendix 1)

#### **5.6. Work Equipment Used for Work at Height**

Where work must be carried out at height, managers must ensure that equipment is provided to prevent a fall if this risk is identified. Collective prevention measures should be given priority over personal protection measures.

Consideration must be given by managers and staff to the selection of suitable equipment for working at height, in particular;

- the working conditions and environment (e.g. uneven ground/ limited heights) it is to be used in;
- any impact the equipment itself may have on the risk to anyone present;
- the risk of erecting and dismantling equipment;
- the distance to be negotiated where the equipment is to be used for access/egress;
- the duration and frequency of use;
- how many people will be working at height; and
- how easy evacuation/rescue would be in an emergency.

Equipment must be selected which;

- is appropriate for the work and the loading it is planned for; and
- is large enough to allow movement

Where equipment does not eliminate the risk of falling, the distance and effect of a fall must be minimised.

## 5.7. Types of work equipment

When work equipment is selected it must comply with the requirements of the Schedules to the regulations;

Type of equipment	Schedule Number
Guard rails, toe boards and similar collective means of protection	2
Working platforms (including scaffolding)	3
Collective safeguards for arresting falls (e.g. airbags or landing mats)	4
Personal fall protection systems (e.g. safety harness)	5
Ladders	6
Particulars to be included in a report of inspection	7

Schedules can be found in Appendix 1.

### 5.7.1 Ladders

The use of ladders and portable steps are permitted where the risk assessment of the activity to be carried out defines these are the most appropriate methods of working at height. Like any other work at height task a risk assessment must consider any reasonably practicable alternatives to the use of ladders. The requirements of the Work at Height Regulations (such as inspections of equipment) equally apply to ladder and stepladder work.

A guidance leaflet/pocket advice card on Safe use of Ladders Step ladders and Kick Stools is available (ref G48).

## 5.8. Caving and Climbing

The Work at Height (Amendment) Regulations apply to those people who work at height providing instruction or leadership to one or more people engaged in caving or climbing by way of sport, recreation, team building or similar activities in Great Britain.

HSE, representatives of the Adventure Activities Industry Advisory Committee and the Adventure Activities Licensing Authority have produced a practical guide to help duty holders to interpret the requirements of the Amendment Regulations. (see Related Information/Guidance below)

## 5.9. Other Work at Height Hazards

### 5.9.1 Fragile Surfaces

Managers must ensure that no person passes across, near or work from or near a fragile surface when it is reasonably practicable not to do so. If this is not possible, support or protection must be provided which would support any loading on it (e.g. a platform or covering).

Where a risk of falling remains, measures must be in place to minimise the distance and consequence of a fall

Signage - Where a person may pass across or near, work on, from or near to a fragile surface permanent notices must be displayed at the approach or if this is not reasonable practicable persons made aware by other means.

### **5.9.2 Falling Objects**

Managers must do all that is reasonably practicable to prevent any material or object falling, if this cannot be achieved, managers must ensure no-one is injured by anything falling.

Nothing must be thrown or tipped from height if it is likely to cause injury. Nothing must be stored at height if there is a risk from it collapsing or falling.

### **5.9.3 Danger Areas**

If there is a risk of a person falling or being struck by a falling object managers must ensure that the areas are be clearly indicated, preventing unauthorised access.

Devices should be in place to prevent unauthorised access.

## **5.10. Inspections**

### **5.10.1 Equipment Inspection**

Managers must ensure that equipment used for working at height must be appropriately inspected and tested as necessary.

Equipment must be inspected;

- before use, if the safety of equipment depends upon how that equipment has been installed or assembled; and
- at each instance where equipment is exposed to conditions which could cause deterioration resulting in dangerous conditions (e.g. high winds) AND at suitable intervals if this could be the case.

### **Working platforms**

Any working platform used for construction work or from which a person could fall 2 metres or more must be inspected in the working position before use.

### **Mobile working platform**

Any mobile working platform used for construction work or from which a person could fall 2 metres or more must not be used unless it has been inspected in the previous 7 days.

### **Lifting Equipment**

Lifting equipment must not be used unless it has been inspected in line with legal requirements – see HR 105 Lifting Equipment.

### **5.10.2 Record of Inspections**

Managers must ensure that any inspections are recorded before the end of the working period in which the inspection has been carried out. Details of any inspection must be recorded as laid down in Schedule 7 of the regulations (see Appendix 1).

This inspection report must be provided to the person in charge of the work within 24 hours.

A copy of the inspection report must be kept on the site at which the equipment is used for at least 3 months.

### **5.10.3 Inspection of a Place of Work**

Managers must ensure that each individual place (as far as it is reasonably practicable to do so) where working at height is to take place is checked. The working surface and every parapet, permanent rail or other such fall protection measure of every place of work at height must be checked on each occasion before the place is used.

## **6. Key Accountabilities**

### **6.1 Staff with responsibility for arranging works to premises**

Managers must ensure that any contractor engaged to carry out work on their premises are competent.

Contractor management procedures must be followed at all times these include;

- the exchange of information between contractor and premises managers prior to work starting; and
- the creation of a risk assessment and method statement by the contractor Managers must;
- considering the risk assessment and method statement (particularly where work will not be fenced off) and notify the contractor of any concerns.

Managers must request support from the supervising officer or the Strategic Health and Safety Service if necessary.

Access equipment (e.g. ladders) should not be loaned out to contractors unless the contract specifically allows this; e.g. where agreed by County Council Property Surveyors or via insurance inspections. Where access equipment is loaned under the terms of a contract it must be suitable for the intended use and in good repair.

### **6.2 Premise Managers**

All Premise Managers across the full range of the County Council's services to whom "Responsible Person" responsibilities have been delegated will ensure, so far as is reasonably practicable, that they apply all the requirements in section 5 above.

### **6.3 Employees**

Employees have a duty to;

- report any defects or unsafe activities relating to work at height.
- follow any precautions laid down within the risk assessments or local procedures whilst working at height
- use work equipment or safety devices in accordance with training and instruction.

## **7. Specialist Advice**

### **7.1 Strategic Health and Safety Service**

The Strategic Health and Safety Service can assist with the interpretation and practical application of this policy. It is recommended that you contact the Strategic Health and Safety Service if further advice, guidance and support are required.

## **7.2 Maintenance Team - Property Surveyors**

The Asset Management & Planning Property Surveyors can provide specialist advice to council workplaces and to schools where their service is bought in.

Property Surveyors arranging works must ensure, as far as is reasonably practicable, that they comply with the requirements of the Work at Height Regulations.

## **8. Legislative Framework**

- a. The Health and Safety at Work Act
- b. The Work at Height Regulations and the Work at Height (Amendment) Regulations

## **9. Further Advice and Information**

This policy document is for general guidance only. If you need any further advice on how to apply this policy please contact the [Strategic Health and Safety Service](#).

Further background information on this topic is available from the Health and Safety Executive: <http://www.hse.gov.uk/falls/index.htm>

### **HSE E-Learning tools**

Learn about slips, trips and falls with the HSE eLearning tools

[STEP eTool](#) - An easy way to learn about slips and trips and how to prevent them.

[WAIT eTool](#) - A guide to selecting the right access equipment if you need to work at height.

### **HSE Shattered Lives campaign**

The HSE Shattered Lives campaign is aimed primarily at those most at risk of a slip, trip or fall at work and those best placed to take action e.g. construction workers, tradespeople, and site managers, kitchen managers and chefs and food operatives. For more information posters, and leaflets see the [HSE Shattered Lives homepage](#)

[Further downloads](#) are also available from the Health and Safety Executive.

## **10. Related Factsheets**

G48 - Safe use of Ladders Step ladders and Kick Stools

[Safe Use of ladders and Stepladders – an employers guide \(HSE leaflet INDG 402\)](#)

## **11. Standard Documents**

[General Risk Assessment Form HSF19](#)

## **12. Glossary of Terms**

**Manager** - is any employee who supervises at least one other member of staff or manages the provision of a County Council service including supervisors, team leaders, premise managers and heads of establishment.

**Employee** - also includes trainees on government schemes, volunteers, agency workers, temporary workers and casual workers.

**Control of Contractors Hazard Identification Checklist** – the Council’s document which must be completed jointly by the Premise Manager and the Contractor prior to the commencement of any work.

**HSE** – Health and Safety Executive is the body responsible for the regulation of almost all the risks to health and safety arising from work activity in Britain.

**Responsible Person** (This is usually the **Premise Manager**) - A Designated person who has responsibility for the premises and the people and systems contained within it. They are responsible for the activities as described in Section 6 (Key Accountabilities)

**Reasonably Practicable** – The degree of risk in a particular job or workplace needs to be balanced against the time, trouble, cost, benefit and physical difficulty of taking measures to avoid or reduce the risk.

**RIDDOR** – Reporting of Injuries, Diseases and Dangerous Occurrences Regulations - regulations requiring the reporting of injuries, diseases and dangerous occurrences to the Health and Safety Executive.

**Risk Assessment** – A written assessment of the risk involved from undertaking an activity.

**Appendix 1**  
**Schedule to the Regulations**

SCHEDULE 1  
Regulation 6(4)(a)

REQUIREMENTS FOR EXISTING PLACES OF WORK AND MEANS OF ACCESS OR  
EGRESS AT HEIGHT

Every existing place of work or means of access or egress at height shall -

(a) be stable and of sufficient strength and rigidity for the purpose for which it is intended to be or is being used;

(b) where applicable, rest on a stable, sufficiently strong surface;

(c) be of sufficient dimensions to permit the safe passage of persons and the safe use of any plant or materials required to be used and to provide a safe working area having regard to the work to be carried out there;

(d) possess suitable and sufficient means for preventing a fall;

(e) possess a surface which has no gap -

(i) through which a person could fall;

(ii) through which any material or object could fall and injure a person; or

(iii) giving rise to other risk of injury to any person, unless measures have been taken to protect persons against such risk;

(f) be so constructed and used, and maintained in such condition, as to prevent, so far as is reasonably practicable -

(i) the risk of slipping or tripping; or

(ii) any person being caught between it and any adjacent structure;

(g) where it has moving parts, be prevented by appropriate devices from moving inadvertently during work at height.

SCHEDULE 2  
Regulation 8(a)

REQUIREMENTS FOR GUARD-RAILS, TOE-BOARDS, BARRIERS AND SIMILAR  
COLLECTIVE MEANS OF PROTECTION

**1.** Unless the context otherwise requires, any reference in this Schedule to means of protection is to a guard-rail, toe-board, barrier or similar collective means of protection.

**2.** Means of protection shall -

(a) be of sufficient dimensions, of sufficient strength and rigidity for the purposes for which they are being used, and otherwise suitable;

(b) be so placed, secured and used as to ensure, so far as is reasonably practicable, that they do not become accidentally displaced; and

(c) be so placed as to prevent, so far as is practicable, the fall of any person, or of any material or object, from any place of work.

**3.** In relation to work at height involved in construction work -

(a) the top guard-rail or other similar means of protection shall be at least 950 millimetres or, in the case of such means of protection already fixed at the coming into force of these Regulations, at least 910 millimetres above the edge from which any person is liable to fall;

(b) toe-boards shall be suitable and sufficient to prevent the fall of any person, or any material or object, from any place of work; and

(c) any intermediate guard-rail or similar means of protection shall be positioned so that any gap between it and other means of protection does not exceed 470 millimetres.

**4.** Any structure or part of a structure which supports means of protection or to which means of protection are attached shall be of sufficient strength and suitable for the purpose of such support or attachment.

**5.** - (1) Subject to sub-paragraph (2), there shall not be a lateral opening in means of protection save at a point of access to a ladder or stairway where an opening is necessary.

(2) Means of protection shall be removed only for the time and to the extent necessary to gain access or egress or for the performance of a particular task and shall be replaced as soon as practicable.

(3) The task shall not be performed while means of protection are removed unless effective compensatory safety measures are in place.

SCHEDULE 3  
Regulation 8(b)

REQUIREMENTS FOR WORKING PLATFORMS

PART 1

REQUIREMENTS FOR ALL WORKING PLATFORMS

**Interpretation**

1. In this Schedule, "supporting structure" means any structure used for the purpose of supporting a working platform and includes any plant used for that purpose.

**Condition of surfaces**

2. Any surface upon which any supporting structure rests shall be stable, of sufficient strength and of suitable composition safely to support the supporting structure, the working platform and any loading intended to be placed on the working platform.

**Stability of supporting structure**

3. Any supporting structure shall -

- (a) be suitable and of sufficient strength and rigidity for the purpose for which it is being used;
- (b) in the case of a wheeled structure, be prevented by appropriate devices from moving inadvertently during work at height;
- (c) in other cases, be prevented from slipping by secure attachment to the bearing surface or to another structure, provision of an effective anti-slip device or by other means of equivalent effectiveness;
- (d) be stable while being erected, used and dismantled; and
- (e) when altered or modified, be so altered or modified as to ensure that it remains stable.

**Stability of working platforms**

4. A working platform shall -

- (a) be suitable and of sufficient strength and rigidity for the purpose or purposes for which it is intended to be used or is being used;
- (b) be so erected and used as to ensure that its components do not become accidentally displaced so as to endanger any person;
- (c) when altered or modified, be so altered or modified as to ensure that it remains stable; and
- (d) be dismantled in such a way as to prevent accidental displacement.

**Safety on working platforms**

5. A working platform shall -

- (a) be of sufficient dimensions to permit the safe passage of persons and the safe use of any plant or materials required to be used and to provide a safe working area having regard to the work being carried out there;
- (b) possess a suitable surface and, in particular, be so constructed that the surface of the working platform has no gap -
  - (i) through which a person could fall;
  - (ii) through which any material or object could fall and injure a person; or
  - (iii) giving rise to other risk of injury to any person, unless measures have been taken to protect persons against such risk; and

(c) be so erected and used, and maintained in such condition, as to prevent, so far as is reasonably practicable -

- (i) the risk of slipping or tripping; or
- (ii) any person being caught between the working platform and any adjacent structure.

### **Loading**

**6.** A working platform and any supporting structure shall not be loaded so as to give rise to a risk of collapse or to any deformation which could affect its safe use.

## PART 2[a]

### ADDITIONAL REQUIREMENTS FOR SCAFFOLDING

#### **Additional requirements for scaffolding**

**7.** Strength and stability calculations for scaffolding shall be carried out unless -

- (a) a note of the calculations, covering the structural arrangements contemplated, is available; or
- (b) it is assembled in conformity with a generally recognised standard configuration.

**8.** Depending on the complexity of the scaffolding selected, an assembly, use and dismantling plan shall be drawn up by a competent person. This may be in the form of a standard plan, supplemented by items relating to specific details of the scaffolding in question.

**9.** A copy of the plan, including any instructions it may contain, shall be kept available for the use of persons concerned in the assembly, use, dismantling or alteration of scaffolding until it has been dismantled.

**10.** The dimensions, form and layout of scaffolding decks shall be appropriate to the nature of the work to be performed and suitable for the loads to be carried and permit work and passage in safety.

**11.** While a scaffold is not available for use, including during its assembly, dismantling or alteration, it shall be marked with general warning signs in accordance with the Health and Safety (Safety Signs and Signals) Regulations 1996[11] and be suitably delineated by physical means preventing access to the danger zone.

**12.** Scaffolding may be assembled, dismantled or significantly altered only under the supervision of a competent person and by persons who have received appropriate and specific training in the operations envisaged which addresses specific risks which the operations may entail and precautions to be taken, and more particularly in -

- (a) understanding of the plan for the assembly, dismantling or alteration of the scaffolding concerned;
- (b) safety during the assembly, dismantling or alteration of the scaffolding concerned;
- (c) measures to prevent the risk of persons, materials or objects falling;
- (d) safety measures in the event of changing weather conditions which could adversely affect the safety of the scaffolding concerned;
- (e) permissible loadings;
- (f) any other risks which the assembly, dismantling or alteration of the scaffolding may entail.

SCHEDULE 4  
Regulation 8(c)

REQUIREMENTS FOR COLLECTIVE SAFEGUARDS FOR ARRESTING FALLS

**1.** Any reference in this Schedule to a safeguard is to a collective safeguard for arresting falls.

**2.** A safeguard shall be used only if -

(a) a risk assessment has demonstrated that the work activity can so far as is reasonably practicable be performed safely while using it and without affecting its effectiveness;

(b) the use of other, safer work equipment is not reasonably practicable; and

(c) a sufficient number of available persons have received adequate training specific to the safeguard, including rescue procedures.

**3.** A safeguard shall be suitable and of sufficient strength to arrest safely the fall of any person who is liable to fall.

**4.** A safeguard shall -

(a) in the case of a safeguard which is designed to be attached, be securely attached to all the required anchors, and the anchors and the means of attachment thereto shall be suitable and of sufficient strength and stability for the purpose of safely supporting the foreseeable loading in arresting any fall and during any subsequent rescue;

(b) in the case of an airbag, landing mat or similar safeguard, be stable; and

(c) in the case of a safeguard which distorts in arresting a fall, afford sufficient clearance.

**5.** Suitable and sufficient steps shall be taken to ensure, so far as practicable, that in the event of a fall by any person the safeguard does not itself cause injury to that person.

SCHEDULE 5  
Regulation 8(d)

REQUIREMENTS FOR PERSONAL FALL PROTECTION SYSTEMS

PART 1

REQUIREMENTS FOR ALL PERSONAL FALL PROTECTION SYSTEMS

1. A personal fall protection system shall be used only if -

(a) a risk assessment has demonstrated that -

(i) the work can so far as is reasonably practicable be performed safely while using that system;  
and

(ii) the use of other, safer work equipment is not reasonably practicable; and

(b) the user and a sufficient number of available persons have received adequate training specific to the operations envisaged, including rescue procedures.

2. A personal fall protection system shall -

(a) be suitable and of sufficient strength for the purposes for which it is being used having regard to the work being carried out and any foreseeable loading;

(b) where necessary, fit the user;

(c) be correctly fitted;

(d) be designed to minimise injury to the user and, where necessary, be adjusted to prevent the user falling or slipping from it, should a fall occur; and

(e) be so designed, installed and used as to prevent unplanned or uncontrolled movement of the user.

3. A personal fall protection system designed for use with an anchor shall be securely attached to at least one anchor, and each anchor and the means of attachment thereto shall be suitable and of sufficient strength and stability for the purpose of supporting any foreseeable loading.

4. Suitable and sufficient steps shall be taken to prevent any person falling or slipping from a personal fall protection system.

PART 2

ADDITIONAL REQUIREMENTS FOR WORK POSITIONING SYSTEMS

A work positioning system shall be used only if either -

(a) the system includes a suitable backup system for preventing or arresting a fall; and

(b) where the system includes a line as a backup system, the user is connected to it; or

(c) where it is not reasonably practicable to comply with sub-paragraph (a), all practicable measures are taken to ensure that the work positioning system does not fail.

## PART 3

### ADDITIONAL REQUIREMENTS FOR ROPE ACCESS AND POSITIONING TECHNIQUES

1. A rope access or positioning technique shall be used only if -

- (a) subject to paragraph 3, it involves a system comprising at least two separately anchored lines, of which one ("the working line") is used as a means of access, egress and support and the other is the safety line;
- (b) the user is provided with a suitable harness and is connected by it to the working line and the safety line;
- (c) the working line is equipped with safe means of ascent and descent and has a self-locking system to prevent the user falling should he lose control of his movements; and
- (d) the safety line is equipped with a mobile fall protection system which is connected to and travels with the user of the system.

2. Taking the risk assessment into account and depending in particular on the duration of the job and the ergonomic constraints, provision must be made for a seat with appropriate accessories.

3. The system may comprise a single rope where -

- (a) a risk assessment has demonstrated that the use of a second line would entail higher risk to persons; and
- (b) appropriate measures have been taken to ensure safety.

## PART 4

### ADDITIONAL REQUIREMENTS FOR FALL ARREST SYSTEMS

1. A fall arrest system shall incorporate a suitable means of absorbing energy and limiting the forces applied to the user's body.

2. A fall arrest system shall not be used in a manner -

- (a) which involves the risk of a line being cut;
- (b) where its safe use requires a clear zone (allowing for any pendulum effect), which does not afford such zone; or
- (c) which otherwise inhibits its performance or renders its use unsafe.

## PART 5

### ADDITIONAL REQUIREMENTS FOR WORK RESTRAINT SYSTEMS

A work restraint system shall -

- (a) be so designed that, if used correctly, it prevents the user from getting into a position in which a fall can occur; and
- (b) be used correctly.

SCHEDULE 6  
Regulation 8(e)

REQUIREMENTS FOR LADDERS

**1.** Every employer shall ensure that a ladder is used for work at height only if a risk assessment under regulation 3 of the Management Regulations has demonstrated that the use of more suitable work equipment is not justified because of the low risk and -

- (a) the short duration of use; or
- (b) existing features on site which he cannot alter.

**2.** Any surface upon which a ladder rests shall be stable, firm, of sufficient strength and of suitable composition safely to support the ladder so that its rungs or steps remain horizontal, and any loading intended to be placed on it.

**3.** A ladder shall be so positioned as to ensure its stability during use.

**4.** A suspended ladder shall be attached in a secure manner and so that, with the exception of a flexible ladder, it cannot be displaced and swinging is prevented.

**5.** A portable ladder shall be prevented from slipping during use by -

- (a) securing the stiles at or near their upper or lower ends;
- (b) an effective anti-slip or other effective stability device; or
- (c) any other arrangement of equivalent effectiveness.

**6.** A ladder used for access shall be long enough to protrude sufficiently above the place of landing to which it provides access, unless other measures have been taken to ensure a firm handhold.

**7.** No interlocking or extension ladder shall be used unless its sections are prevented from moving relative to each other while in use.

**8.** A mobile ladder shall be prevented from moving before it is stepped on.

**9.** Where a ladder or run of ladders rises a vertical distance of 9 metres or more above its base, there shall, where reasonably practicable, be provided at suitable intervals sufficient safe landing areas or rest platforms.

**10.** Every ladder shall be used in such a way that -

- (a) a secure handhold and secure support are always available to the user; and
- (b) the user can maintain a safe handhold when carrying a load unless, in the case of a step ladder, the maintenance of a handhold is not practicable when a load is carried, and a risk assessment under regulation 3 of the Management Regulations has demonstrated that the use of a stepladder is justified because of -

- (i) the low risk; and
- (ii) the short duration of use.

SCHEDULE 7  
Regulation 12(7)

PARTICULARS TO BE INCLUDED IN A REPORT OF INSPECTION

1. The name and address of the person for whom the inspection was carried out.
2. The location of the work equipment inspected.
3. A description of the work equipment inspected.
4. The date and time of the inspection.
5. Details of any matter identified that could give rise to a risk to the health or safety of any person.
6. Details of any action taken as a result of any matter identified in paragraph 5.
7. Details of any further action considered necessary.
8. The name and position of the person making the report.