

ROYAL COLLEGE OF MUSIC

Estates and Facilities

Working at Height Policy

Royal College of Music

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Introduction

The Work at Height Regulations 2005 is relevant to all work at height activities carried out on the college campus. This Policy applies across the Royal College of Music campuses including Jay Mews and Markova House. The Policy also applies to all activities managed by the college at off-campus accommodation properties. Working at height means any work where, if precautions were not taken, a person could fall a distance liable to cause personal injury, this includes work:

- above ground/floor level
- where a person could fall from an edge, through an opening or fragile surface, or,
- where a person could fall from ground/floor level into an opening in a floor or a hole in the ground.

Working at height does not include a slip or a trip on the level, nor does it include walking up and down a permanent staircase in a building.

This Policy is supported by arrangements, instructions, and guidance on the management of lifting operations and lifting equipment.

All staff, students and others working in the college must comply, as far as it is appropriate, with 'this policy together with any other rules and guidance that may apply. This Policy, together with supporting arrangements, instructions and guidance, form part of the rules and guidance issued pursuant to 'The Statement of Health and Safety Policy'.

Core Principles

All work at height must be properly planned and organised, and a risk assessment must be carried out before the work is commenced.

Suitable control measures must be put in place to ensure safety, including the use of a Permit to Work (PTW) where it is deemed necessary. A PTW must be used for all work involving tower scaffolds, scaffolding, rope access techniques or Mobile Elevated Work Platforms (MEWPs), and must be considered for ladder usage where risk assessments deem it appropriate.

Ladders can only be used for work at height when a risk assessment has shown that using equipment offering a higher level of fall protection is not justified because of the low risk and short duration of use; or there are existing workplace features which cannot be altered.

Steps must be taken to ensure not only the safety of those working at height, but also to ensure the safety of those who might be impacted by the work at height, for example passers-by and those working beneath any work at height activity. Those individuals involved in work at height must be competent and must receive an appropriate level of supervision for the work. The level of competence and supervision required is dependent on the risk associated with the work.

Equipment used for work at height must be registered in an inventory and must be properly inspected and maintained, and records kept of all such maintenance and inspection work. Some items will require statutory inspections, and the Estates Department must be informed of the existence of all equipment used for work at height so that the necessary arrangements can be made for such statutory inspections

When not in use, all equipment must be kept secure so that it cannot be used by any un-authorised individuals. This includes ensuring that un-authorised access to elevated work platforms is not possible.

Responsibilities

The Director of Estates is responsible for the implementation of this Policy, insofar as it relates to the activities and equipment associated with the Estates' Department and for its communication to its staff as appropriate.

Heads of Departments are responsible for the implementation of this Policy within their respective Departments insofar as it relates to the activities and equipment within their own Department and for its communication to their staff and students as appropriate.

Where work at height is carried out by staff or contractors then the prime responsibility for the safety of the work resides with the Department who employs the staff or engages the contractor. All staff and students within departments must comply with this Policy and the associated arrangements, instructions and guidance on working at height.

The Health and Safety Manager is responsible for advising on the standards and regulations that must be achieved in order to meet legal requirements; for keeping the college's Health and Safety website up to date with the related policy documents, linking such pages to any relevant arrangements, instructions and guidance; and for ensuring that spot checks and audits are carried out to provide assurance that activities are being carried out in compliance with this policy.

Policy Owner: James Leighton

Job Title: Health and Safety Manager

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