

## HAMLYN BANKS PRIMARY SCHOOL

### ROOF ACCESS-LADDER SAFETY POLICY

#### AIM

- To ensure that staff and visiting contractors are made aware of their obligations within the Occupational Health and Safety Act 2004 with regard to working from heights.
- To ensure the safe use of ladders to access any work on the roof and for the placement of displays within the classroom environment whenever staff are required to work off the floor.

#### GUIDELINES

##### Accessing the Roof

1. Only authorized and trained persons are to access the roof.
2. Training is to be carried out in compliance with the National Standards for Roof Access and Ladder Safety including an understanding of the legal requirements and responsibilities.
3. A record of designated persons and training qualifications are to be maintained in the school's Occupational Health and Safety resources.

#### IMPLEMENTATION

##### Roof Access

1. Nominated roof access points have been installed along with anchor points on roof surfaces and all authorized staff and contractors are or will be made aware of these.
2. Access to the roof must occur only at these points.
3. No roof should be accessed if the pitch is greater than 45 degrees.
4. Whilst on the roof no person should be unrestrained unless safety rails are installed.
5. Another person should always be in attendance when the roof is to be accessed.
6. Covered walkways are not designed to support human bodies - these have been identified and the appropriate signage has been installed.

##### Ladder Safety

1. All ladders should have slip resistant feet.
2. Ladders to extend 900mm above top support.

3. Always face ladder when on it.
4. Ladder to have a load rating of 120 kg minimum.
5. "A" frame ladders should not be used to access the roof.
6. Three point contact should be maintained by the user at all times whilst on the ladder.
7. Ladders should be checked prior to use and where concerns about their fitness for purpose are identified they will be removed from use.
8. Small stepladders with top handrails should be available for use on a share basis between rooms.
9. No ladders should be left unattended when positioned for use.
10. Never stand higher than the third step from the top.
11. Ladders are the only piece of equipment to be used for working on displays etc. at height.
12. Do not place ladders over an obstacle that could cause damage or injury during a fall.
13. Always ensure "A" frame ladder is open to full position with the locking arm fully engaged.
14. Do not position ladders within the swing arc of a door or within an access area without sealing them off.
15. All ladders should be stored appropriately so that they are accessible to staff when required.
16. Staff will undergo annual induction re use of ladders.

#### **Preventative controls - balls on roofs/class display**

1. Passive recreation zones are to be encouraged.
2. Balls on roof spaces will only be removed at specific times as decided by trained staff.
3. Where possible trained staff will retrieve as many balls as possible from ground level.

September 2011

Review: September 2015