



Core Creative Education CIC

CCE023 Working at Height Policy and Procedures

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1.0 Introduction

CoRE has a responsibility to follow the Health and Safety Executives (HSE) Work at Height Regulations 2005 to ensure that employees and students are kept safe. Falls from height are one of the biggest causes of workplace fatalities and major injuries. Work at height means work in any place where, if there were no precautions in place, a person could fall a distance liable to cause personal injury. For example:

- working on a ladder or a flat roof;
- falling through a fragile surface;
- falling into an opening in a floor or a hole in the ground

2.0 Legislation

Work at Height Regulations 2005 outline the assessment of working at height, the need to plan, supervise and complete work safely, decisions regarding the competence of staff to work at height, necessary precautions to protect those working at height and suitable equipment selection. Section 3 details how these relate to CoRE and the employers, employees and students' responsibilities in ensuring the appropriate regulations are followed.

3.0 Working at Height at CoRE

Working at height at CoRE includes but is not limited to:

- Staff using ladders. Students are not permitted to use ladders.
- Students climbing trees, using swings, hammocks, sensory nets and platforms.
- Staff undertaking general maintenance of CoRE resources and infra-structure
- Staff and students working by the river bank
- Staff and students using the steps to the yurts
- Staff and students using the banks around the ponds
- Staff and students using the steps in the woods
- Staff accessing the Loft in the Cabin

3.1 CoRE's responsibilities to employees and students

CoRE will risk assess any activity that requires students and/or staff to be classified as working at height. Risk assessments are dynamic and will be updated as necessary. *Dynamic risk assessments will take account of changing environmental conditions including weather, ground conditions, water levels, tree condition, student presentation, supervision levels and any other factors that may affect safety. Activities will be modified or suspended where risks cannot be adequately controlled.* Where possible the need to work at height will be avoided, however, the ecotherapy ethos at CoRE will be maintained e.g. students allowed to climb trees under 1-to-1 supervision. CoRE will ensure that students and staff are provided with the correct equipment for the activity, equipment such as ladders will be checked every 6 months to monitor their condition and ensure their safety. *Ladders, swings, hammocks, sensory nets and other equipment used for activities involving height will also receive a visual inspection before use where appropriate. Any defective equipment will be removed from use immediately.*



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CoRE will implement necessary measures to prevent this risk of falling such as providing correct PPE, ensuring the ground under swings/hammocks/nets is free of tree roots or other hazards, ensuring staff required to use ladders have undergone appropriate training, dynamically update risk assessments as required and ensure updates are disseminated to students and staff as appropriate.

3.2 Staff and Student responsibilities

Staff have a responsibility to maintain their personal safety and the safety of the other users of CoRE this includes the student they are mentoring 1-to-1 and their responsibility to monitor all other students and staff on-site. Staff are enrolled and expected to complete working at height training through CoRE's online provider and re-take any training to include any relevant updates at CoRE's discretion.

Students who access CoRE's provision may not be aware of their personal safety or aware when they are working at height, these students will be independently risk assessed and suitable precautionary measure implemented to minimise the risk of harm. Students are expected to respect the instructions and guidance from staff regarding their safety when accessing the yurts, using the swings/hammocks/sensory nets, using the steps in the woods and around the rivers and ponds.

3.3 Assessing the need to work at height

The suitability of each activity should be matched to the students' needs. *Staff will consider each student's age, physical ability, emotional regulation, understanding of risk, sensory needs and previous experience before permitting participation in activities involving work at height.*

The therapeutic nature of the activities that involve students being above the ground or above drops in ground level are factored into the risk assessments and where possible moderated to suit the needs of the student as well as maintain their safety. *Activities involving work at height will not take place where adverse weather conditions (including high winds, thunderstorms, ice, heavy rain or extreme heat) significantly increase the level of risk.*

CoRE will plan projects requiring staff to access ladders to work at height to involve minimal time spent working at height, balanced with an appropriate time frame to ensure the task can be completed safely and without staff rushing. CoRE will ensure that where possible risk of harm is minimised. Staff are not permitted to use ladders without another member of staff present.

Where possible, working at height for staff will be avoided through working from the ground, the use of extendable tools and recruiting contractors with appropriate equipment.

Use of ladders and access to the loft space in the cabin should be restricted to when students have left the site and staff should ensure they have appropriate support in place when using a ladder or accessing the loft. *Access to the cabin loft is restricted to authorised staff only and should only take place when another member of staff is present and students are not on site.*

Signed: *A Green* (Education manager)



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This policy will be reviewed annually, or as and when there are any changes in the law or procedures.