



Compass Group (UK and Ireland) Ltd

Working at Heights Safety Policy

Owner: Peter Priday

Version: 2.0

Dated: February 2023

Version Control

Version Number	Implementation Date	Review Date	Amendments
1.0	November 2015	November 2017	New Site-Specific Policies
1.1	November 2017	November 2019	Minor Grammatical Corrections
1.2	November 2019	November 2021	Unchanged
2.0	February 2023	February 2025	Trading Name Changed to Compass Group. Group Policy, Site Specificity Removed. Inclusion of the Designated Person, Coordinating Authorising Engineer and Authorised Signatory General Definitions moved to Appendices

CONTENTS

Part 1 Policy Statement

Part 2 Definitions

- 2.1 Definitions of Personnel**
- 2.2 Definitions of Safety Documents**
- 2.3 Definitions of Safety Signs**

Part 3 Responsibilities

- 3.1 General Responsibilities**
- 3.2 Duty Holder (DH)**
- 3.3 Designated Person (DP)**
- 3.4 Operations Manager (OM)**
- 3.5 Coordinating Authorising Engineer (CAE)**
- 3.6 Authorising Engineer, Working at Heights (AE (WaH))**
- 3.7 Authorised Person, Working at Heights (AP (WaH))**
- 3.8 Authorised Signatory (AS)**
- 3.9 Competent Person, Working at Heights (AP (WaH))**

Part 4 Working at Height Safety Arrangements

- 4.1 Safety Arrangements for Compass Employees**
- 4.2 Safety Arrangements for Contractors**

Part 5 Monitoring and Review of the Working at Heights Safety Policy

- 5.1 Authorising Engineer Audit of Authorised Persons and Safe Systems**
- 5.2 HSE Manager of Working at Height Safety**

Appendices

- Appendix 1 Signs**
- Appendix 2 Safety Documentation**
- Appendix 3 Working at Height Categorisation**
- Appendix 4 General Definitions**

Part 1 Policy Statement

Compass Group (UK & Ireland) Ltd (hereafter referred to as Compass Group) is committed to:

- Implementing this policy
- Ensuring all Working at Height activities are managed without giving rise to danger
- Monitoring this policy to ensure its effectiveness

This policy has been created for the protection of those persons whose employment involves them using Working at Heights Equipment or carrying out Working at Height activities controlled by Compass Group and any person likely to be affected by the activities of Compass Group employees.

This policy is in accordance with the requirements of:

The Health and Safety at Work Act 1974
Provision and Use of Work Equipment Regulations
Working at Heights Regulations
RIDDOR
Workplace (Health, Safety and Welfare) Regulations
Management of Health & Safety at Work Regulations
Personal Protective Equipment at Work Regulations

It is the duty of all persons, who may be concerned with Working at Heights operations to:

- **Comply with this Safety Policy**
- **Be conversant with all legislation governing the work they are called upon to undertake**

Only employees with the appropriate knowledge, skills and training will be authorised or instructed to carry out Working at Height activities.

All Working at Height activities will be carried out in accordance with The Working at Heights Regulations and the Compass Safety Rules and Procedures for Working at Heights (Hereafter referred to as the Safety Rules and Procedures).

Where it is appropriate, safety training and instruction will be given.

All safety devices and equipment needed to carry out Working at Heights in a safe and proper manner will be provided.

Part 2 Definitions

2.1 Definitions of Personnel

2.1.1 Duty Holder (DH)

The Duty Holder is a person on whom the Working at Heights Regulations imposes a duty in connection with safety.

2.1.2 Designated Person (DP)

A person appointed, in writing by the Duty Holder to take responsibility for the creation and updating of the Compass Safety Policy for Working at .

2.1.3 Operations Manager (OM)

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

2.1.4 Co-Ordinating Authorising Engineer (CAE)

The Co-Ordinating Authorising Engineer is appointed in writing by the Duty Holder to take responsibility for the overall management of the Safety Rules and the assignment of Authorising Engineers. The person appointed should possess the necessary degree of independence from local management to agree actions as required.

2.1.5 Authorising Engineer, Working at Heights (AE(WaH))

An Authorising Engineer is appointed in writing by the Duty Holder on the recommendation of the Co-Ordinating Authorising Engineer to take responsibility for the effective management of the Safety Rules and Procedures. The person appointed should possess the necessary degree of independence from local management to take action within this guidance.

2.1.6 Authorised Person, Working at Heights (AP (WaH))

An Authorised Person is appointed in writing by the Operations Manager on the recommendation of the Authorising Engineer in accordance with the Safety Rules and Procedures and is responsible for the implementation and operation of the Safety Rules and Procedures with regard to Working at Height activities.

2.1.7 Authorised Signatory (AS)

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.

2.1.8 Competent Person, Working at Heights (CP (WaH))

A Competent Person is appointed in writing by the Operations Manager on the recommendation of an Authorised Person for defined Working at Height activities. They must possess the necessary technical knowledge, skill and experience relevant to the nature of the work to be undertaken, and be able to prevent danger or, where appropriate, injury.

2.1.9 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 actions to be taken to in the event of an accident.

2.1.10 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.

2.1.11 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 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.

2.2 Definitions of Safety Documents

2.2.1 Permit-to-Work, Working at Height (PtW (WaH))

This is a safety document, issued for works involving “High Risk” Working at Height activities or access to “High Risk” Working at Height areas. It is signed and issued by The Duty Authorised Person, to the Competent Person in charge of work to be carried out. It defines the scope of the work to be undertaken, the access and egress arrangements and what equipment is to be used.

2.2.2 Authority to Work (AtW)

This is a safety document, issued for works involving “Low / Medium Risk” Working at Height activities or access to “Low / Medium Risk” Working at Height areas conducted by third party contractors. It is signed and issued on the authority of The Authorised Signatory, to the Competent Person in charge of work to be carried out.

2.3 Definitions of Safety Signs

Warning Signs

These are permanent signs bearing appropriate pictograms and accompanying text, which are to be mounted where a known Working at Height hazard exists. Model Signs are shown in Appendix 1.1.

Danger Signs

These are temporary sign(s) bearing the words “DANGER – Men Working Overhead”, which are to be positioned at all routes of approach to the work area. A Model Sign is shown in Appendix 1.2.

Part 3 Responsibilities

3.1 General Responsibilities

3.1.1 Compass Group Management

It is the responsibility of Compass Group Management to ensure that arrangements are in place to enable contracts to comply with all relevant Statutes and Safety Rules. Specific responsibilities with regard to working at heights are outlined in Parts 3.2 to 3.6.

3.1.2 Compass Group Staff

It is the responsibility of all employees to comply with the management arrangements put in place for statutory compliance. Only Competent Persons with a valid Certificate of Appointment or Safety Document are to carry out working at heights activities or access working at height areas. Specific responsibilities for Authorised and Competent Persons are outlined in Parts 3.7 and 3.9.

3.1.3 Contractors Working for Compass Group

It is the responsibility of all contractors to comply with the management arrangements put in place for statutory compliance. Only contractors in possession of a valid Authority to Work, Permit to Work or Competent Persons Certificate are to carry out working at heights activities or access working at height areas. Specific responsibilities with regards working at height are outlined in Part 4.2.

3.2 Duty Holder

3.2.1 General

The Duty Holder is responsible for ensuring the Management Structure including the Operations Managers and Authorising Engineers have sufficient resources and the authority necessary to ensure that working at activities and working at height areas under the control of Compass Group comply with the requirements of all relevant legislation.

3.2.2 Appointment of a Designated Person

The Duty Holder is responsible for appointing in writing a Designated Person to produce and update the Compass Working at Heights Safety Policy and Safety Rules.

3.2.3 Appointment of a Co-Ordinating Authorising Engineer

The Duty Holder is responsible for appointing in writing a Co-Ordinating Authorising Engineer to take responsibility for the overall management of the Safety Rules. The Co-Ordinating Authorising Engineer may be directly employed or sub-contractor, but in either case must be independent from the Site Management Structure.

3.2.4 Appointment of Authorising Engineers

The Duty Holder is responsible for appointing in writing a adequate numbers of Authorising Engineers to take responsibility for the effective management of the Safety Rules. The Authorising Engineers may be directly employed or sub-contractor, but in either case must be independent from the Site Management Structure.

3.2.5 Appointment of a Authorised Signatories

The Duty Holder is responsible for appointing in writing adequate numbers of Authorised Signatories to effectively implement the Authority to Work process.

3.3 Designated Person (DP)

3.3.1 General

The Designated Person is responsible for the production of the Compass Working at Heights Safety Policy.

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

3.4 Operations Manager

3.4.1 General

Operations Managers have, under the requirements of the Health and Safety at Work Act 1974 and subsequent Regulations to ensure that so far as is reasonably practicable the following are adhered to:

- a) Provision of adequate information, supervision and instruction to ensure that Working at Heights can be carried out safely.
- b) Provision of a safe place of work, including adequate working space, access and lighting.
- c) All items of Access Equipment shall be selected to take account of the environment in which they are to be installed / used.
- d) All persons engaged in Working at Height activities or accessing Working at Height areas are suitably trained and experienced as to avoid danger.
- e) All persons engaged in Working at Height activities or accessing Working at Height areas are suitably equipped as to avoid danger.
- f) Schematic drawings and plans shall be maintained to provide a comprehensive record of all Working at Height areas.
- g) Access Equipment shall be maintained, tested and appropriate records maintained.

3.4.2 Appointment of Authorised Person

The Operations Manager is responsible for appointing in writing adequate numbers of Authorised Persons to effectively implement and operate the Safety Rules and Procedures with regard to Working at Heights. These appointments will be endorsed by the Authorising Engineer.

3.3.3 Appointment of Competent Persons

The Operations Manager is responsible for appointing in writing adequate numbers of Competent Persons for Working at Height activities or accessing Working at Height areas. These appointments will be endorsed by the Authorised Person.

3.5 Co-Ordinating Authorising Engineer (CAE)

3.5.1 General

The Co-Ordinating Authorising Engineer is responsible for overall management and review of the Safety Rules. They are also responsible for ensuring that Authorising Engineers are informed of any changes in legislation or operational restrictions.

3.5.2 Endorsement of Authorising Engineers

The Co-Ordinating Authorising Engineer is responsible for endorsing the appointment of Authorising Engineers to take responsibility for the effective management of the Safety Rules. The Authorising Engineers may be directly employed or sub-contractor, but in either case must be independent from the Site Management Structure.

3.5.3 Audit of Authorising Engineers

The Co-Ordinating Authorising Engineer is responsible for the annual audit of all Authorising Engineers to ensure their continued suitability for the role.

3.6 Authorising Engineer (AE)

3.6.1 General

The Authorising Engineer is responsible for advising and providing guidance to The Operations Manager and Authorised Persons on Working at Heights safety and relevant legislation. They are also responsible for notifying the Operations Manager and Authorised Persons of any defect reports or operational restrictions relating to the Working at Height equipment on site.

In the event of a Breach of the Safety Rules and Procedures; or following an incident involving any Working at Height or Working at Height Equipment, the Authorising Engineer is responsible for assisting in any investigation.

3.6.2 Provision of Safety Rules and Procedures

The Authorising Engineer is responsible for the provision of Safety Rules and Procedures for Working at Heights, and for their implementation and administration. They shall also be responsible for agreeing, in writing any local deviation from the Safety Rules and Procedures and ensuring that any amendments are brought to the attention of The Operations Manager and Authorised Persons.

3.6.3 Produce a Demarcation Agreement

The Authorising Engineer is responsible for the producing, where required, a Demarcation Document that clearly outlines the extent of the working at height activities and areas for which Compass has responsibility.

3.6.4 Endorsement of Authorised Persons Appointments

The Authorising Engineer is to endorse the appointment or re-appointment of Authorised Persons. This endorsement will follow an interview and assessment, following which the Authorising Engineer should be satisfied that the prospective Authorised Person meets the qualifications and requirements of The Safety Rules and Procedures.

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 to the Operations Manager and or Duty Holder, 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.

3.6.5 Provision of Support and Guidance to Authorised Persons

The Authorising Engineer shall, when required, provide Guidance and Support to Authorised Persons with regards to the control of Working at Heights and aspects of this Policy or the Safety Rules and Procedures.

3.6.6 Audit of Authorised Persons Appointments

The Authorising Engineer shall audit the performance and record the operational experience of each Authorised Person at twelve monthly intervals. Following the audit, The Authorising Engineer will produce a written report highlighting any actions required.

3.7 Authorised Person, Working at Heights (AP (WaH))

3.7.1 General

The Authorised Person is responsible for advising the Operations Manager on matters regarding Working at Height activities and equipment. They are also responsible for notifying the Operations Manager and Authorising Engineer of any issues with regards Working at Heights on site.

More than one Authorised person can be appointed for a site but, only one is to be on duty at any one time. Each transfer of responsibility between Authorised Persons is to be recorded in the Logbook. The name of the Duty Authorised Person is to be displayed at the Document Cabinet.

3.7.2 Implementation of Safety Rules and Procedures

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

3.7.3 Control of Works in Working at Heights

The Duty Authorised Person is responsible for controlling all "High Risk" Working at Height activities and access to all "High Risk" Working at Height areas. They will review and approve the Task Risk Assessments and Method Statements before issuing Working at Height Permits. They

are also responsible for preparing the Working at Height Area Risk Assessments and Area Method Statements.

3.7.4 Endorsement of Competent Persons Appointments

The Authorised Person is to endorse the appointment or re-appointment of Competent Persons for the site. This endorsement will follow an interview and assessment, following which the Authorised Person should be satisfied that the prospective Competent Person meets the qualifications and requirements of The Safety Rules and Procedures.

If necessary, the Authorised Person may suspend, at any time, the appointment of a Competent Person by withdrawing their Certificate of Appointment. The Authorised Person should inform the Operations Manager and Authorising Engineer of any such suspension.

3.7.5 Provision of Support and Guidance to Competent Persons

The Authorised Person shall, when required, provide Guidance and Support to Competent Persons with regards to the task they are conducting or on any aspects of this Policy or the Safety Rules and Procedures.

3.7.6 Reporting

The Authorised Person shall report to the Operations Manager with regards to Working at Heights on site.

The Authorised Person shall report to the Authorising Engineer with regards to any aspect of this Policy or the Safety Rules and Procedures.

The Authorised Person shall report immediately to the Operations Manager and Authorising Engineer; any issues with the site Working at Height activities, any defects found in the Working at Heights Equipment, any dangerous occurrence, any dangerous practices observed in the course of his duties and the actions they have taken.

3.8 Authorised Signatory (AS)

The Authorised Signatory is responsible for the practical implementation and operation of the Compass Authority to Work Process. This may include Working at Height activities which can be authorised by the issue of an Authority to Work.

In general, the duties of the Authorised Signatory encompass the control of contractors, this applies to Working at Height activities or areas categorised as “Low / Medium Risk”.

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.

3.9 Competent Person, Working at Heights (CP (WaH))

3.9.1 General

The Competent Person is responsible for themselves and their work team / rescue teams conducting their activities in a safe manner, and that at all times, they work in accordance with relevant legislation.

The duties of Competent Person authorised by the issue of a Certificate of Appointment will be limited to those duties specified on the certificate. These certificated duties do not preclude the necessity for a Permit to Work as required by the Safety Rules and Procedures.

A Competent Person authorised by the issue of an Authority to Work or Permit to Work may only undertake or supervise the work specified until the task is complete and the Competent Person has signed the clearance and the Safety Document is cancelled.

3.9.2 Provision of Task Risk Assessments and Method Statements

The Competent Person or their Employer is responsible for producing Suitable and Sufficient Task Risk Assessments and Method Statements, before any task is conducted.

These Risk Assessments and Method Statements are to be reviewed by The Authorised Signatory and Authorised Person prior to any Safety Documentation being issued and the task commencing.

3.9.3 Compliance with The Safety Rules and Procedures

The Competent Person is responsible for conducting their activities in accordance with the Safety Rules and Procedures. If for any reason they are unable to comply with the requirements of the Safety Rules and Procedures they are to stop work, make the Working at Height safe and inform the Authorised Signatory and Authorised Person.

3.9.4 Reporting

The Competent Person shall report to the Authorised Signatory and Authorised Person any changes in the task they are undertaking which requires alteration of the Task Risk Assessment or Method Statement.

The Competent Person shall report immediately to the Authorised Signatory and Authorised Person; any defects found in Working at Height Equipment, any Dangerous Occurrence, and the actions they have taken.

Part 4 Working at Heights Safety Arrangements

4.1 Working at Heights Safety Arrangements for Compass Employees

4.1.1 General

It shall be the duty of all persons under the control of Compass to comply with this Policy and the Safety Rules and Procedures.

Only employees who are competent to do so shall carry out Working at Height activities or access Working at Height areas.

4.1.2 Hazard Identification

The Operations Manager shall identify the hazards, including Working at Heights, under their control. These hazards are to be laid out in the Hazard and Risk Register. The latest version of this document is held in the Health and Safety Plan.

4.1.3 Area Risk Assessments

The Authorised Person shall produce Working at Height Area Risk Assessments, Identifying the Hazards, Risks and Controls, for the Permanent Working at Heights areas under their control. Copies are held in the Operational File (WaH).

4.1.4 Area Method Statements

The Authorised Person shall produce Working at Height Area Method Statements for accessing Permanent Working at Heights areas under their control. These are in the form of Safe Systems of Work and copies are held in the Operational File (WaH).

4.1.5 Task Method Statement and Risk Assessments

Task Method Statements and Risk Assessments must be produced by the Person or Organisation, including Compass personnel, carrying out the Working at Height activity or accessing the Working at Height area.

Task Method Statements and Risk Assessments for Working at Heights are to be reviewed by the Authorised by the Authorised Person (WaH).

4.1.6 Permits to Work

All Compass personnel completing Working at Height activities or accessing Working at Height areas, other than activities authorised under a valid Competent Persons Certificate must be in possession of a valid Permit to Work from the Duty Authorised Person.

The requirements for a Permit to Work are outlined in Appendix 3.

4.1.7 Working at Height Equipment

Compass will provide all equipment required for Working at Height activities involving Compass Staff. These will either be purchased and based on site or rented in as required. A list of site-based Access Equipment can be found in the Operational File (WaH).

The Management will ensure that all purchased Access Equipment is listed on a Register and the Access Equipment labelled appropriately.

The Management will ensure that all Access Equipment is Formally Inspected by a Competent Person at intervals outlined in the Operational File (WaH).

Fixed Access Equipment is provided and inspected for the use of Compass employees and contractors following induction and instruction.

No employee shall use any Access Equipment unless they have been trained in its use and pre use inspection.

4.2 Working at Heights Safety Arrangements for Contractors

4.2.1 General

All contractors working under the control of Compass are to comply with this Policy and the Safety Rules and Procedures.

Only contractor's employees who are competent to do so, shall carry out Working at Height activities or access Working at Height areas. Competency of the attending operatives should be confirmed by provision of supporting documentation and licences from their employer or by utilising "Reset".

4.2.2 Hazard Identification

All contractors engaged by Compass are to be made aware of the Working at Height Area Risk Assessments and Safe Systems of Work. These documents should form part of the Task Risk Assessment and Method Statement.

4.2.3 Task Risk Assessments

Contractors engaged by Compass are to produce a Task Risk Assessment, identifying the Hazards, Risks and Controls to be in place for the task to be completed safely. This Risk Assessment is to be submitted to the Authorised Signatory and Authorised Person for review prior to the planned start of the works.

4.2.4 Task Method Statements

Contractors engaged by Compass are to produce a Task Method Statement outlining the procedure to be followed to complete the task safely. This Method Statement is to be submitted to the Authorised Signatory and Authorised Person for review prior to the planned start of the works.

4.2.5 Authority to Work

All Contractors carry out Working at Height activities or accessing Working at Height areas. under Compass control must be possession of a valid Authority to Work from the Authorised Signatory.

4.2.6 Permit to Work

All Contractors carrying out “High Risk” Working at Height activities or accessing “High Risk” Working at Height areas. under Compass control must be possession of a valid Permit to Work from the Duty Authorised Person.

The requirements for a Permit to Work are outlined in Appendix 3.

4.2.7 Working at Height Equipment

Contractors are to provide all portable Working at Height Equipment required for the task for which they have been engaged. This equipment will be visually inspected by the Authorised Signatory and Authorised Person prior to their use on site.

Fixed Access Equipment controlled by Compass is available to be used by contractors engaged for works on site. The inspection records and certificates for this equipment will be made available to the Contractor. The Contractor is responsible for carrying out a Pre-Use Inspection.

Part 5 Monitoring and Review of the Working at Heights Safety Policy

5.1 Authorising Engineers Audit of Authorised Persons and Safe Systems

Following acceptance and sign off, of this safety policy and appointment of an Authorising Engineer and Authorised Person the Authorising Engineer must carry out a compliance audit.

The Audit will cover the following areas:

- a) Appointed Authorised Persons
- b) Appointed Competent Persons
- c) Operational File
- d) Completed Safety Documentation
- e) Compliance with the Safety Rules and Procedures
- f) Access Equipment
- g) Safety Equipment
- h) Working at Height Schedule
- i) Working at Height Area Security

The Authorising Engineer shall produce a report following the audit, highlighting any deficiencies and outlining an action plan. Any urgent deficiencies may be enforced with either a Practice Enforcement Notice or Suspension Notice.

These audits are to be repeated no less that every 12 Months.

5.2 HSE Manager Audit of Working at Height Safety

The HSE Manager will arrange for a Site Safety Audit.

The Audit will cover the following areas:

- a) Working at Height Policy
- b) Risk Assessments
- c) Method Statements
- d) Safe Systems of Work
- e) Periodic Inspections
- f) Maintenance Records
- g) Site Procedures
- h) Workplace Safety Management System

The HSE Team shall produce a report following the audit, highlighting any deficiencies and outlining an action plan. Any urgent deficiencies may be enforced with either a Practice Enforcement Notice or Suspension Notice.

These audits are to be repeated no less that every 12 Months.

APPENDICES

Appendix 1 Signs

A1.1 Model Warning Signs

A1.2 Model Danger Sign

Appendix 2 Safety Documentation

A2.1 Working at Height Permit

A2.2 Authority to Work

Appendix 3 Working at Height Categorisation

Appendix 4 General Definitions

Appendix 1 Signs

A1.1 Model Warning Signs



LEVEL 4 ROOF (SOUTH)



DANGER

Risk of Falling



**Slippery Surface
Remain on Black
Walkways**



NO UNAUTHRISED ACCESS

**Contact The Duty Authorised
Person (WAH)**

A1.2 Model Danger Sign



DANGER

Men Working Overhead

Appendix 2 Safety Documentation

A2.1 Working at Height Permit

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 be 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 Received 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 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 <table style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 60%;"></th> <th style="width: 10%; text-align: center;">Yes</th> <th style="width: 10%; text-align: center;">N/A</th> <th style="width: 20%;"></th> <th style="width: 10%; text-align: center;">Yes</th> <th style="width: 10%; text-align: center;">N/A</th> </tr> <tr> <td>Access Equipment Checked</td> <td></td> <td></td> <td>Safety Person Assigned</td> <td></td> <td></td> </tr> <tr> <td>Safety Equipment Checked</td> <td></td> <td></td> <td>Service Isolations Confirmed</td> <td></td> <td></td> </tr> <tr> <td>Communication Methods Checked</td> <td></td> <td></td> <td>Material Handling Method Checked</td> <td></td> <td></td> </tr> <tr> <td>Rescue Plan Confirmed</td> <td></td> <td></td> <td>Weather Conditions Checked</td> <td></td> <td></td> </tr> <tr> <td>Work Area Controls Checked</td> <td></td> <td></td> <td>Weather Monitoring Confirmed</td> <td></td> <td></td> </tr> </table> Signed Name Date Time Authorised Person (WaH) Capitals		Yes	N/A		Yes	N/A	Access Equipment Checked			Safety Person Assigned			Safety Equipment Checked			Service Isolations Confirmed			Communication Methods Checked			Material Handling Method Checked			Rescue Plan Confirmed			Weather Conditions Checked			Work Area Controls Checked			Weather Monitoring Confirmed		
	Yes	N/A		Yes	N/A																																
Access Equipment Checked			Safety Person Assigned																																		
Safety Equipment Checked			Service Isolations Confirmed																																		
Communication Methods Checked			Material Handling Method Checked																																		
Rescue Plan Confirmed			Weather Conditions Checked																																		
Work Area Controls Checked			Weather Monitoring Confirmed																																		

A2.2 Authority to Work

Working at Height

Authority To Work					
Date	Your Name	Your Contact Number	Company Name	Site Pass Issued	Pass Number
				Yes No	
Valid For Above Date Only		Specific details of work to be carried out		Time In	Contractor/Vendor Signature (on receipt and acceptance)
Site Induction/Orientation Complete					
Safe System of Work Approved					
Competence Checked		Is a High Risk PERMIT TO WORK required before work commences?		Yes No	
Equipment and PPE checked	Type:	Permit Number:	When Date and Time	This Pass Must be returned to point of Issue upon departure	
Asbestos Register Checked	Appointed Person Issuing Authority to Work			Authority Number	
Vehicle Reg	Print name	Signature		123456	
	Time	Date			

Appendix 3 Working at Height Categorisation

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-Ups 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 Access 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	

Appendix 4 General Definitions

Access Equipment

Working at Height Equipment either, Mobile or Fixed, which is used to access an area or platform to conduct work.

Anchorage

An engineered and designed point of attachment, such as “Manwires” or Eyebolts, which, when used with suitable Lanyards and Safety Harnesses provide personal protection from falls.

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 mitigation 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 of 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 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 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.

Scaffold

An item Portable access equipment consisting of a series of tubular uprights and braces connected together to form an elevated work platform. The components parts can be separate or pre-fabricated (Tower).

Step Ups

A small movable platform on top of which a person may stand to reach objects at height.

Steps

An item portable access equipment consisting of a series of steps between two upright lengths of, fibreglass or metal and having a folding Swingback, allowing it to be free standing. Used as a work platform.