

WORKING AT HEIGHT POLICY

Policy Statement: The McSence Working at Heights Policy is issued to and applies to all McSence Group's employees when carrying out work for, or on behalf of the McSence Group when working at any height(s) either on or off site. The policy provides a framework of contractors Health, Safety, Environmental & Quality (HSEQ) Rules when working on or off site at any height. As an employee or contractor, you must comply with the relevant sections. If you have any concerns or misunderstandings about these rules you must seek clarification from McSence Group's relevant Business or Services Manager prior to starting work. Working at height remains one of the biggest causes of fatalities and major injuries. Common cases include falls from ladders and through fragile surfaces. '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 a fall through a fragile roof).

All Employees: This policy applies to all persons working for or on our behalf of the McSence Group of Companies which includes the subsidiary companies - *McSence Communication Ltd, McSence Ltd, McSence Services Ltd & McSence Workspace Ltd* in any capacity including but not limited to:

- All employees at all levels, prospective employees, agency workers, seconded workers, temporary workers, contractors/sub-contractors, clients, agents, external consultants, volunteers, members of the public, group's supply chain, third-party representatives and/or business partners who will be referred to in our Group policies as "all employees".

The Workplace: This policy applies to all persons working for or on our behalf of the McSence Group of Companies in any capacity at the workplace(s) as defined below which includes but not limited to:

- McSence Premises, Offices, Units, Business Park, Client's Premises, External Meeting Places, Customers' Homes, Gardens, Sheltered Housing, Whilst On-Call, On-Duty, Emergency Cover, Working from Home including On-Line Meetings, Whilst Driving in Company Time, Working Public Areas (café's, trains, coffee shops, buses etc) and will be referred to throughout this policy as "the workplace".

What do I have to do? You must make sure work is properly planned, supervised, and carried out by competent people with the skills, knowledge, and experience to do the job. You must use the right type of equipment for working at height. Take a sensible approach when considering precautions. Low-risk, relatively straightforward tasks will require less effort when it comes to planning and there may be some low-risk situations where common sense tells you no particular precautions are necessary.

Control Measures: First assess the risks. Factors to weigh up include the height of the task, the duration and frequency, and the condition of the surface being worked on. Before working at height work through these simple steps:

- Avoid work at height where it is *reasonably practicable* to do so.
- Where work at height cannot be easily avoided, prevent falls using either an existing place of work that is already safe or the right type of equipment.
- Minimise the distance and consequences of a fall, by using the right type of equipment where the risk cannot be eliminated.

For each step, always consider measures that protect everyone at risk (collective protection) before measures that only protect the individual (personal protection). Collective protection is equipment that does not require the person working at height to act for it to be effective. Examples are permanent or temporary guardrails, scissor lifts and tower scaffolds.

Personal Protection Equipment (PPE): Personal protection equipment (PPE) is equipment that requires the individual to act for it to be effective. An example is putting on a safety harness correctly and connecting it, with an energy-absorbing lanyard, to a suitable anchor point.

Dos of Working at Height...

- ✚ DO as much work as possible from the ground.
- ✚ DO ensure workers can get safely to and from where they work at height.
- ✚ DO ensure equipment is suitable, stable, and strong enough for the job, maintained and checked regularly.
- ✚ DO take precautions when working on or near fragile surfaces.
- ✚ DO provide protection from falling objects.
- ✚ DO consider emergency evacuation and rescue procedures.

Don'ts of Working at Height...

- ✚ DON'T overload ladders – consider the equipment or materials workers are carrying before working at height. Check the pictogram or label on the ladder for information.
- ✚ DON'T overreach on ladders or stepladders.
- ✚ DON'T rest a ladder against weak upper surfaces, e.g., glazing, or plastic gutters.
- ✚ DON'T use ladders or stepladders for strenuous or heavy tasks, only use them for light work of short duration (a maximum of 30 minutes at a time)
- ✚ DON'T let anyone who is not competent (who does not have the skills, knowledge, and experience to do the job) work at height.

Find Out More: HSE's work at height website provides further practical advice on how to comply with the law, and the safe use of ladders and stepladders. It also contains useful links to industry-specific guidance.

Company Intranet – Staff Zone: All the McSence Groups policies, procedures, handbooks are available on-line to all employees on the McSence Group's Staff Zone Intranet via our website [Login | McSence](#)

Compliance: Failure to comply with the provisions of this Policy may result in Disciplinary proceedings.



McSence Group Signatory:

David Maxwell | Chief Executive

McSence Group - McSence Communication Ltd, McSence Ltd, McSence Services Ltd & McSence Workspace Ltd

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Policy Amendments & Revisions: This policy will be reviewed annually and, if necessary, revised in the light of legislative or organisational changes. Improvements will be made by learning from experience and the use of an established annual review. Should any amendments, revisions, or updates be made to this policy it is the responsibility of the Company Senior Management Team (SMT) to see that all relevant employees receive notice and training if necessary.