



## **ACE WINDOWS NE**

### **WORKING AT HEIGHT POLICY**

ACE Windows NE aim to avoid working at height if practicable, however this is always not possible and we have identified the following situations where our staff may be at risk of falling from a height

- Removing window frames
- Installing external glazing and beading
- Accessing stock supplies (Production Unit)
- Gaining access to attics
- Sealing window frames
- Cleaning windows and window frames
- Measuring window frames
- Trimming up frames windows

Where work at height is required we conduct a risk assessment in order to identify the risk control measures required to minimise the risks so far as reasonably practicable. Our risk assessment process takes into consideration the hierarchy of work at height controls as set out within the Work at Height Regulations. The assessment includes the effects of weather conditions and covers the risk of falling objects in addition to the risks of falling.

We will only use ladders and step ladders for work at height where the low risk and short duration makes this acceptable and where the nature of the work enables three points of contact to be maintained throughout.



Activities which we have identified as acceptable for work from ladders or step ladders are

- Removing window frames
- Installing window frames
- Accessing stock supplies ( Production Unit )
- Gaining access to attics
- Sealing window frames
- Cleaning glass and window frames
- Fitting external glazing and beading
- Trimming up frames windows

Where work involves difficult access or work at heights which cannot be carried out safely from ladders or steps, special access arrangements will be made which may include the use of podiums/ tower scaffolding.

All ladders and stepladders used by our employees meet BSEN131 standards or British Standard Industrial class, have a maximum static load capacity of at least 150Kg and are inspected on at least an annual basis. Steps used for heavy industrial applications eg work on construction sites will always have a maximum static load capacity of 175Kg. All work at height equipment including kick stools, step ladders and ladders, are subject to formal 3 monthly inspections, annual inspections in addition to pre-use inspection by the employee.

Our employees are instructed in the principles of the safe use of the access equipment provided and are required to carry out a risk assessment before work is carried out. This risk assessment and the subsequent method statement will demonstrate that the risks of falls from height are adequately controlled.



Their work is monitored periodically to ensure that they are applying the safe methods of work submitted.

Ace Windows NE employees do not carry out work on fragile roofs or skylights where such work is required we employ competent contractors using appropriate safe systems of work and controlled under a permit to work.