

**MoD Health & Safety Handbook
JSP 375 Vol 3 Chapter 7
Safety Rules & Procedures**



SAFETY RULE BOOK

WORKING AT HEIGHT ON RESTRICTED HIGH PLACES

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**For guidance on climbing or gaining access
to
Restricted High Places (RHPs)
at an MOD establishment
contact
IN THE FIRST INSTANCE
the Authorised Person (Working at Height)
at each establishment**

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1.0 Introduction

1.1 This Safety Rule Book (SRB) provides guidance to personnel involved in the planning, organisation and execution of work at height under a Permit to Climb or Standing Instruction on the MoD estate, as defined in Joint Services Publication 375, Volume 3, Chapter 7 - Working at Height.

1.2 This SRB is intended to provide guidance only and therefore, the wording used is not necessarily identical to the above policy document. The above Joint Services Publication must be referred to for full and exact requirements of MOD policy on Working at Height on Restricted High Places.

1.3 The Safe System of Work aims to introduce control measures and reduce risks to acceptable levels, and therefore reducing the likelihood and consequences of accidents.

REMEMBER – The Safe System of Work is in place for **YOUR** safety and the safety of others who may be affected by your work.

1.4 The SRB provides guidance to the Person in Charge (PiC), Authorised Climbers and their employers, to understand their roles and duties as set out in Chapter 7. The PiC is the person in charge of the Climbing Team and is appointed by his employer in this role. The SRB specifically sets out what must be done before climbing takes place, during the climbing operation and after the climbing operation has completed.

1.5 A Restricted High Place (RHP) is defined as:

- a facility with a permanently installed fixed access system that has been assessed and presents a significant risk of a fall liable to cause personal injury and/or exposure to other hazards within close range of the RHP.

Each RHP is:

- identified on an establishment by the Authorised Person (AP(WaH)) or Authorising Engineer (AE(WaH)), and is listed on a Register
- to have signage installed, including contact details of the AP(WaH)
- to have the keys for any installed Anti-Climb Device, to be held by the AP(WaH).

1.6 No climbing is to take place on an RHP unless a Permit to Climb (PtoC) has been issued by the AP(WaH) to the PiC. Each establishment has a minimum of one appointed AP(WaH).

1.7 Each RHP is assigned to an AP(WaH), who will be the single point of contact for all personnel requiring access to the RHP.

1.8 Work at height activities that do not require access on to or via a designated RHP do not require Permits to Climb. For further guidance on working at height on MoD establishments see JSP375 Volume 2 Leaflet 7.

1.9 Any reference to Permit to Climb in this guidance shall be deemed to include Standing Instructions.

2.0 Roles and Duties

2.1 This section describes the roles and duties of the following duty holders:

- Authorising Engineer (Working at Height) - AE(WaH)
- Authorised Person (Working at Height) - AP(WaH)
- Person in Charge - PiC
- Authorised Climber - AC

2.2 Authorising Engineer (WaH)

The role of the AE(WaH) is to implement JSP 375 Vol 3 Chapter 7. The AE(WaH) may be contacted by the Climbing Team, or specifically the PiC, for example, if advice is needed that the AP(WaH) is unable to provide.

2.3 Authorised Person (WaH)

The role of the AP(WaH) is to control access to each RHP. The AP(WaH) is to be a single appointed person for each RHP.

Duties of the AP(WaH) include:

- to provide information about the RHP to the Climbing Team
- review the Task Risk Assessment and Method Statement
- review the Emergency and Rescue plan
- issue a Permit to Climb
- confirm that equipment isolation permissions are in place (where applicable)
- monitor the climbing activity
- withdraw a Permit to Climb, e.g. when an unsafe situation arises

2.4 Person in Charge

The role of the Person in Charge (PiC) is to act as the lead member of the Climbing Team for each climbing activity undertaken. The PiC is an Authorised Climber and is appointed by his or her employer.

Duties of the PiC include:

- to contact the AP(WaH) prior to the climb taking place
- to prepare a Task Risk Assessment and Method Statement
- to ensure that the climbing activity is undertaken in accordance with the Method Statement and Task Risk Assessment
- to prepare Emergency and Rescue plans
- to obtain a Permit to Climb from the AP(WaH)
- to have overall responsibility with regard to safety during the climb
- to ensure that each member of the Climbing Team operates in a safe manner

- to cease climbing activities in the event of a situation the PiC considers unsafe

2.5 Climbing Team

The Climbing Team is to be composed of adequate numbers of trained and competent personnel. There are two categories of Authorised Climber:

- Occasional
- Skilled

The AP(WaH) may give guidance on the composition of the Climbing Team depending on the actual task to be undertaken, however the responsibility of a suitably composed and competent Climbing Team rests with its employer.

2.6 Occasional Climbers are personnel who:

- have received working at height awareness training
- have received additional specific training relevant to the task e.g. roof top working
- are limited to climbing a maximum of 12m above ground level and only when platform spacing is at 6m or less intervals unless the AE(WaH) agrees a higher limit subject to risk assessment

2.7 Skilled Climbers are personnel who:

- have undertaken formal WaH training including the use and inspection of WaH PPE
- maintain medical records, training records and climbing experience in their climber's Logbook
- are limited to the task being undertaken and maximum height of climb by their previous experience and as assessed by their employer

2.9 The Climbing Team is to have all appropriate equipment and WaH PPE to undertake the work at height activity safely and in accordance with the Method Statement.

3.0 Prior to the Climb

3.1 Planning, prior to arrival on site:

- The PiC is to contact the AP(WaH) at the earliest opportunity when work at height on an RHP is planned. Note that an AP(WaH) may, due to local or contractual reasons, have in place minimum notification periods.
- The PiC is to tell the AP(WaH) about the proposed task, when it is planned and who will be involved.
- Depending on the information provided by the PiC the AP(WaH) is to determine if the task is Routine or Non-Routine. If the work is Non-Routine the AP(WaH) is to contact the AE(WaH). In this case, sufficient amount of time must be allowed for by the Climbing Team for the approval process.
- The following tasks would typically be considered Routine; survey or inspection, minor planned maintenance, minor repairs of antennas, replacement of lamps, like-for-like replacement of equipment weighing less than 8kg unless lifting equipment is to be used. For all requests it is recommended that the PiC consults the AP(WaH).
- The AP(WaH) is to initially provide the PiC with the following documentation, relevant to the RHP to be climbed:
 - H2 – The datasheets which provide information about the RHP and where additional information can be found
 - H3 – Register of residual hazards, identifies hazards that are present on the RHP, near the RHP and/or the location that the RHP provides access to

- H8 – Serious Fault Notice (if applicable) which identifies major defects to the structure or RHP
 - R8 – Structural Condition Certificate or latest inspection report in the case of an RHP that is not a mast or tower
 - Any other relevant information
- The PiC is to in turn, after careful consideration, submit the following to the AP(WaH):
 - Task Risk Assessment
 - Method Statement
 - Emergency and Rescue Plans
 - Names and climber categories of proposed climbers
 - Logbook or climbing record of Skilled climbers
 - Medical Examination evidence for Skilled climbers
 - The PiC and the AP(WaH) are to liaise with any other third party involved i.e. equipment operators. This is especially important if a separate Permit to Work is required in relation to equipment isolations. The PiC and AP(WaH) are to make suitable arrangements with the third party.

3.2 Skilled Climbers requiring access to an RHP are to have a periodic medical examination in order to identify any conditions which might affect an individual's ability to climb. This is to be undertaken by a medical practitioner, competent to assess an individual's ability to undertake the activities when accessing an RHP.

3.3 The recommended minimum frequencies of medical examination for personnel are:

- every 5 years, for personnel up to age of 45;
- every 2 years, for personnel aged between 45 and 55;
- annually, for personnel aged over 55

3.4 Military personnel whose medical employment standard are P2 and have passed their Service fitness test do not require further medical examination. Those personnel downgraded to P3 or below are to make reference to 'The Joint Medical Employment Standard' as per 2009DIN01-183 or JSP 346: A Joint Service System of Medical Classification Chapter 5: Service Employment Standards, for deployment on work at height activities.

3.5 Skilled Climber Logbooks are required to demonstrate the experience of the climber and provide evidence to the AP(WaH) of their competence for climbing the RHP. It is optional for Occasional Climbers to keep logbooks. The following details are to be included in the logbook as appropriate: a climbing log (indicating weather conditions, type of structure, type of fall arrest system, height and purpose of climb, role within Climbing Team, etc), training records and evidence of medical examination.

3.6 On arrival at the establishment and site:

- The PiC and the Climbing Team are to have made the necessary general security clearance and authorisations to gain access to the establishment.
- The Climbing Team are to report to the AP(WaH) for a Permit to Climb.
- The AP(WaH) is to check that the Task Risk Assessment, Method Statement and Emergency and Rescue Plans are prepared for the specific task and conditions on the day.
- The AP(WaH) and PiC are to confirm the local weather forecast and where updates can be obtained from.
- On issue of the Permit to Climb, the AP(WaH) is to provide the PiC with the Anti-Climb Device keys where applicable.
- The PiC/Climbing Team is to cordon off the work site around the RHP, to protect against falling objects, and place warning signs as appropriate.

- The PiC is to visit the site/structure with the AP(WaH) and complete a pre-climb visual inspection of the RHP.
- The PiC is to ensure all climbers have inspected their WaH PPE prior to climbing.

4.0 During the Climb:

- The PiC is to ensure emergency and rescue equipment is available (where applicable) for rapid deployment.
- The PiC is to ensure all tools and equipment are securely attached to the structure or person and that they cannot be dislodged or otherwise fall.
- In order to avoid 'lone working', the Climbing Team is to comprise a minimum of two ACs. If the Emergency and Rescue Plans specify the utilisation of the Climbing Team's personnel to perform a rescue then at least two of the climbers are to be of skilled climber categories. This is to allow one skilled climber to rescue the other and vice versa. The Climbing Team is to have effective and proven means of communication between members of the team at all times.
- The PiC is to constantly monitor weather conditions and, if necessary, obtain updates from the designated source.
- The PiC is to ensure there is effective means of communication between all members of the Climbing Team at all times.
- The PiC is to ensure work is carried out in a safe manner in accordance with Task Risk Assessment and Method Statement, and within the climber competencies.
- When wearing a harness, all climbers are to remain attached to the structure at all times.

- When climbing directly on the structure, climbers are to select the strongest anchor point available. The selected anchor point is to be as high as practically possible and preferably above head height.
- If a situation arises that the PiC considers is unsafe, all climbing operations are to cease and the RHP vacated as quickly and safely as possible.

5.0 After the Climb

- The PiC is to ensure the site is made safe, secure and the anti-climb device placed back in position, locked and the keys returned to the AP(WaH).
- The PiC is to take the Form H6 Permit to Climb to the AP(WaH) for closing out. The PiC is to, where applicable, write feedback in the space provided on the Permit to Climb, e.g. on any matter relevant or noteworthy for the attention of the AP(WaH).
- If a serious condition of the structure, equipment or access system is observed by the PiC or the Climbing Team then the PiC is to advise the AP(WaH) who will request the PiC to complete a Form H8 Serious Fault Notice.

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A summary of the duties and responsibilities of Persons in Charge for work on Restricted High Places, as taken from the MoD Health & Safety Handbook JSP375 Volume 3.

Chapter 7 Safety Rule Book – November 2011

Full details of JSP 375 Volume 3 Chapter 7 – Working at Height on Restricted High Places can be found on the Defence Intranet at:

http://defenceintranetds.diiweb.r.mil.uk/sites/polestar/cs/DocumentLibrary/02/32_jsp375_vol3_chap7.pdf

or on the World Wide Web at:

http://www.mod.uk/NR/rdonlyres/96D80137-7781-434A-AF96-FB24E2372977/0/Chapter7_2011Version_v11.pdf