

Review date April 2017

# Access

# Equipment

# Guidance



Coventry City Council

[www.coventry.gov.uk](http://www.coventry.gov.uk)

# Introduction

This guidance is about managing the risks to the health and safety of all users of access equipment. Falls from height contribute to a large percentage of work related accidents, which often result in serious injuries and fatalities. This guidance is to ensure that work activities that cannot be avoided are properly planned and managed. This includes providing appropriate equipment for the task, effective maintenance and inspection schedules for the equipment, and the provision of suitable and sufficient information, instruction and training.

## Access equipment is used for:

- Access or egress to another area of work
- To gain access to areas that cannot be reached from the ground for completing short duration maintenance work or similar tasks
- To access storage areas or put up displays etc. that cannot be reached from the ground

## Access equipment includes:

- Kick stools
- Step ladders
- Ladders
- Mobile tower scaffold
- Scaffold
- Mobile elevating work platforms

## Significant risks:

- Falls from height
- Falls through fragile roofs
- Collapse of equipment
- Hit by falling objects
- External use of equipment during or following adverse weather conditions

## Management responsibilities:

- Ensure that where possible working at height is avoided
- Ensure that unavoidable activities are planned, assessed and managed
- Ensure that the information detailed in the risk assessment and safe system of work has been shared with those undertaking the task
- Assess and control risks from fragile roofs
- Assess and control risks from adverse weather
- Provide suitable and appropriate equipment for the task being undertaken
- Provide and maintain any personal protective equipment assessed as required
- Maintain/service access equipment in line with relevant legislation and guidance and manufacturer's instructions
- Ensure that employees have received relevant information, training and instruction on the safe use of equipment including undertaking pre use inspection

# Employee responsibilities:

- Co-operate and comply with all risk assessments and safe systems of work that relate to the task that they are undertaking
- Use/wear any personal protective equipment provided
- Visually inspect equipment prior to use to ensure safe to use
- Report any defective equipment and not use
- Attend training provided

## Training

Working at height awareness

Safe use and inspection of steps and ladders

Safe use, erection and dismantling of mobile tower scaffold

MEWP – recognised operators training course e.g. IPAF's Powered Access Licence (PAL) or Construction Skills' CPCS card. (*ISO 18878:2004 Mobile elevating work platforms. Operator (driver) training British Standards Institution*)

## Legislation

The Work at Height Regulations 2005

The Work at Height (amendment) Regulations 2007

The Provision and Use of Work Equipment Regulations 1998

## Further Information and Guidance

Access equipment inspection frequencies [Click here](#)

Annual inspection inventory and colours [Click here](#)

Steps and ladders pre-use checklist [Click here](#)

Working at Height Guidance [Click here](#)

### HSE guidance

Safe use of ladders and stepladders [Click here](#)

Top tips for ladder safety [Click here](#)

Tool box talk ladders and steps [Click here](#)

Working at height access information toolkit (WAIT) [Click here](#)

Tower scaffold information sheet [Click here](#)

The selection and management of mobile elevating work equipment [Click here](#)

## Contacts

Occupational Health, Safety and Wellbeing Services on 024 7683 3172

Business Services (Health and Safety Support) 024 7683 3103

If you need this information in another language or format please contact Occupational Health on 024 7683 3255