

SSOW 16: WORKING AT HEIGHT

Issue Number: 07

Date of Issue: 31/01/2026







Based on: RA20

PURPOSE

To ensure all work at height is carried out safely and in a controlled manner, preventing falls of people or objects and reducing the risk of serious injury. This SSOW sets out the safe working practices, competency requirements, and equipment standards required to manage work at height in accordance with RA20 and the Work at Height Regulations.

PPE REQUIREMENTS

For this activity, the following PPE must be worn

					
☒	☒	☒	☐	☐	☐
High-vis Vest / Jacket (BS EN 471)	Safety Boots (EN ISO 20345:2011) (S3)	Safety Helmet (EN 397:1995)	N/A	N/A	N/A

TRAINING REQUIREMENTS

- Competence in working at height procedures and safe use of access equipment.
- Familiarity with RA20 and site-specific rules.
- Training in the safe use of ladders, mobile steps, podiums, and towers.
- Awareness of fall-prevention measures and three-point-contact principles.
- Understanding of inspection requirements for ladders and access equipment.

EQUIPMENT REQUIREMENTS

- Suitable working platforms with guardrails and toe boards.
- Mobile steps, podiums, or towers where required.
- Class 1 ladders conforming to BS EN 131 (for short-duration, low-risk tasks only).
- Stable, level, obstruction-free surfaces for all access equipment.
- Barriers or signage to prevent unauthorised access below work areas.

SAFE SYSTEM OF WORK

- Avoid work at height where possible.
- Some machines/vehicles are fitted with limited integral fall protection measures
- Mobile Steps are to be fitted with guardrails
- Prevent falls by using suitable working platforms with integral edge protection and toe boards which conform to the Work at Height Regulations
- All personnel to be competent in work at height procedures
- Provide access scaffolding, mobile towers or podium steps before using ladders or step ladders
- Work off ladders only in areas where site conditions cannot be altered, and other platforms cannot be used because space is restricted
- Any work off ladders to be of short duration (max 30 mins in 1 position) and light in nature (max 10kgs)
- No working from the top 3 steps
- Maintain 3 points of contact at all times when on ladders
- All ladders to be Class 1 and conform to BS EN 131
- Inspect ladders before use
- Surfaces to be firm, level, dry, clear of obstructions
- Ladder locking devices to be engaged at all times
- No side on working or loading
- No over-reaching in any direction

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IDENTIFIED RISKS

The SSOW above has been compiled after identifying the following risks from this activity

- Falls of people from height from lorry bed, plant machines or when working from mobile steps, towers or ladders.
- Falls of objects or materials from height as above.

FOR MORE INFORMATION, PLEASE REFER TO RISK ASSESSMENT RA20

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