AUE
Association of University Engineers

Newcastle University

THE MODERN UNIVERSITY ESTATE

ENGINEERING AND ENVIRONMENTAL COMPLIANCE

ANNUAL CONFERENCE 2025 | 3 - 5 SEPTEMBER

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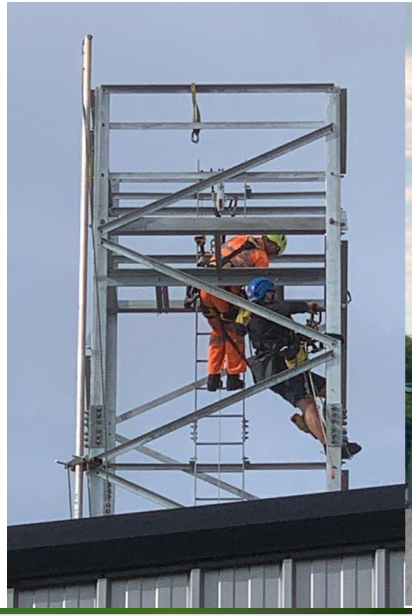
Background

Gerry Morpeth, Co-ordinating Authorising Engineer

Morsafe Limited

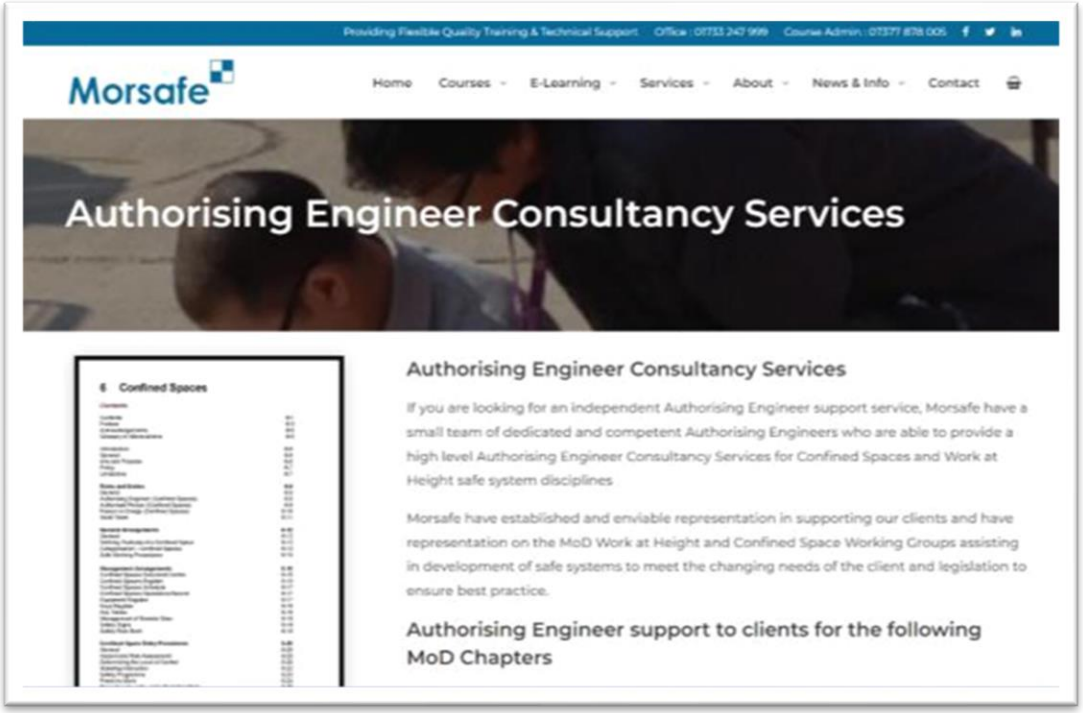
Background

Morsafe Ltd was founded in 2004 and operate out of Peterborough, Cambridgeshire and work UK wide including several overseas locations



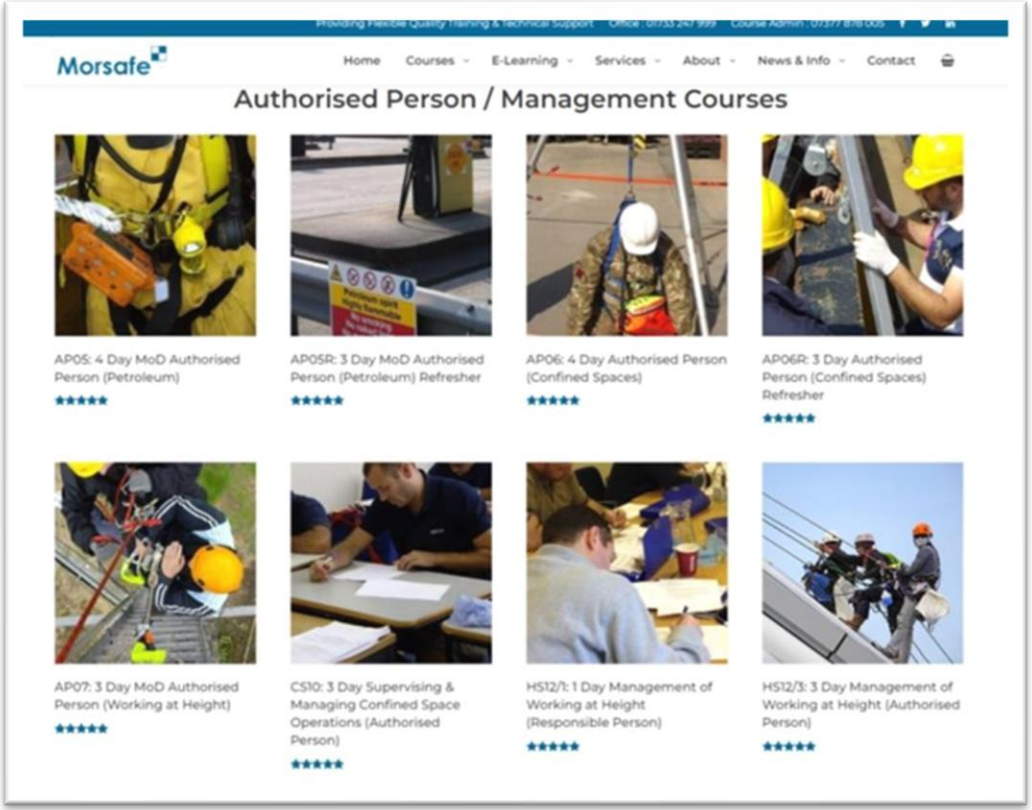
Background

Morsafe is a specialist company providing its clients with a range of Authorising Engineer support in Confined Spaces and Working at Heights, coupled with delivering training in both these disciplines



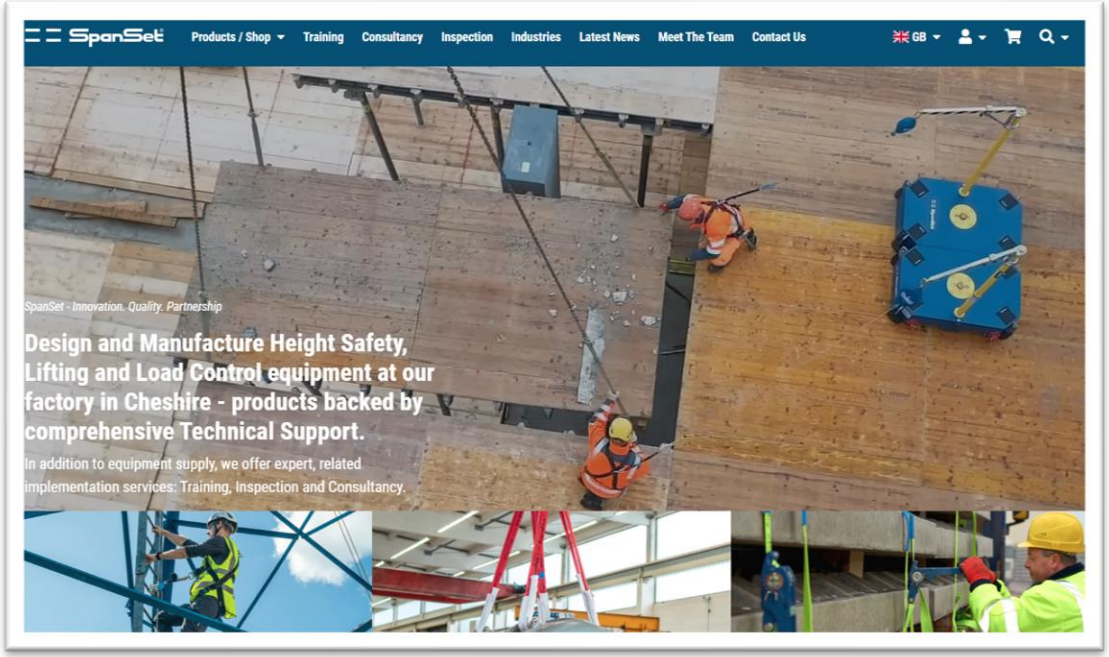
Background

Our courses have been developed to enable clients to deliver Confined Space and Working at Height Safe Systems of Work on their Estate to meet legal and procedural compliance



Background

In September 2004 Morsafe was acquired by SpanSet UK based in Middlewich, Cheshire which has now enhanced our capability to deliver a wider range of services including cutting edge height safety, lifting and loading equipment, enhanced training and additional training locations



Work at Height Regulations

Every year falls from height account for the highest number of fatalities and non-fatal injuries

Accident statistics from the HSE show on average each year:

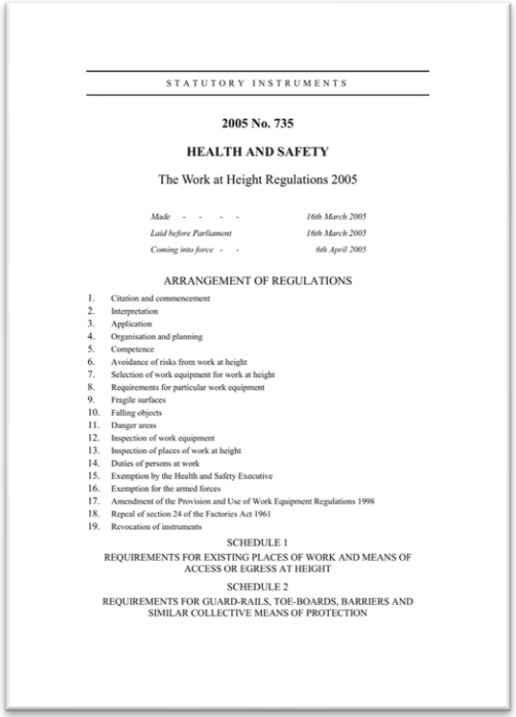
- 40 Fatalities - up 5
- 2,304 Non-fatal injuries
- 29 Struck by falling objects - up 9

(now taken second place on fatal injuries away from struck by moving vehicles)

Work at Height Regulations

About 60% of injuries are as a result of falling from below head height

Work at Height Regulations



STATUTORY INSTRUMENTS

2005 No. 735

HEALTH AND SAFETY

The Work at Height Regulations 2005

Made - - - -	*16th March 2005*
Laid before Parliament	*16th March 2005*
Coming into force - -	*6th April 2005*

ARRANGEMENT OF REGULATIONS

1. Citation and commencement
2. Interpretation
3. Application
4. Organisation and planning
5. Competence
6. Avoidance of risks from work at height
7. Selection of work equipment for work at height
8. Requirements for particular work equipment
9. Fragile surfaces
10. Falling objects
11. Danger areas
12. Inspection of work equipment
13. Inspection of places of work at height
14. Duties of persons at work
15. Exemption by the Health and Safety Executive
16. Exemption for the armed forces
17. Amendment of the Provision and Use of Work Equipment Regulations 1998
18. Repeal of section 24 of the Factories Act 1961
19. Revocation of instruments

SCHEDULE 1

REQUIREMENTS FOR EXISTING PLACES OF WORK AND MEANS OF ACCESS OR EGRESS AT HEIGHT

SCHEDULE 2

REQUIREMENTS FOR GUARD-RAILS, TOE-BOARDS, BARRIERS AND SIMILAR COLLECTIVE MEANS OF PROTECTION

The WaH Regulations are cited as the Work at Height Regulations 2005 and came into force on 6th April 2005

What is Working at Height?

Work at Height Regulations

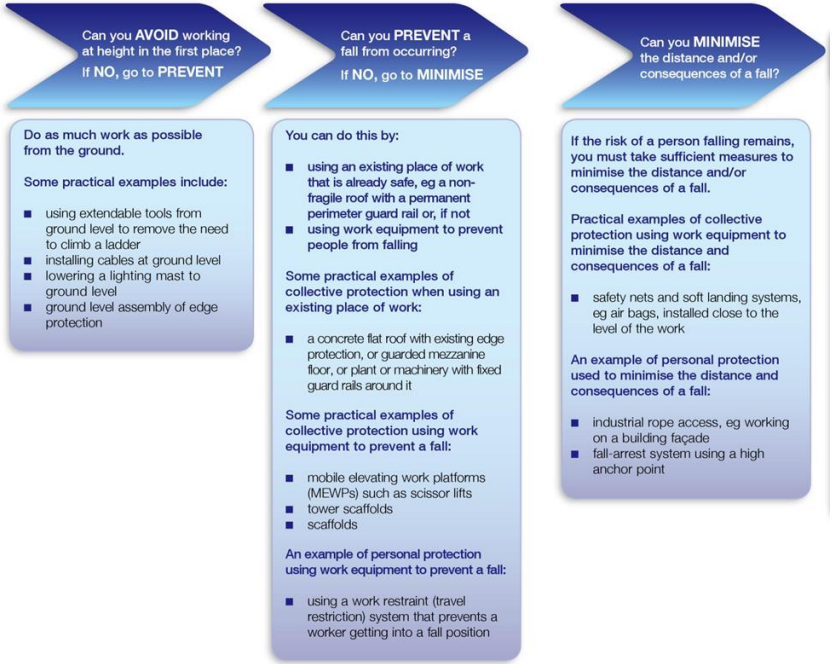
The Work at Height Regulations - Regulation 2

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 eg:

- Working on a ladder or a flat roof
- Could fall through a fragile surface
- Could fall into an opening in a floor or a hole in the ground

Work at Height Regulations

The Work at Height Regulations - Regulation 6



Work at Height Regulations

Regulations 6 - **AVOID**

Ensure that no work is carried out at height if it is safe and reasonably practicable to carry it out other than at height

All new works and, on an opportunity basis, all existing works shall, so far as is reasonably practicable by design, eliminate the need for personnel to work at height (CDM Regs)

Work at Height Regulations

Regulations 6 - **PREVENT** FALLS

By the use of an existing safe place of work or means of access permanent collective protection

Work at Height Regulations

Regulations 6 - **PREVENT** FALLS

Or where this is not reasonably practicable, sufficient work equipment is to be provided, for preventing a fall occurring

Work at Height Regulations

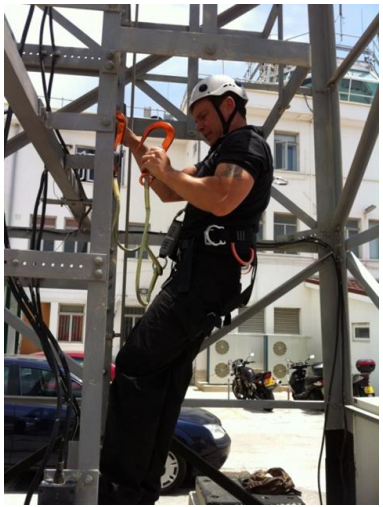
Regulations 6 - **MINIMISE (distance & consequence collective)**

Where measures taken to prevent a fall do not eliminate the risk of a fall occurring, sufficient work equipment is to be provided to minimise the distance of a fall, or where it is not reasonably practicable to minimise the distance, the consequence of a fall is to be minimised

Work at Height Regulations

Regulations 6 - **MINIMISE (distance & consequence individual)**

Or by suitable personal Fall Protective Equipment (FPE) including Fall Arrest Blocks and Shock Absorber Lanyards

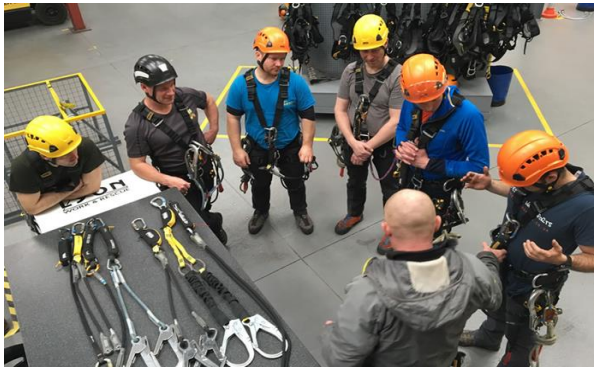


Work at Height Regulations

Regulations 14

If you are an employee or working under someone else's control you must:

- Report any safety hazard to them
- Use the equipment supplied (including safety devices) properly
- Follow any training and instructions (unless you think that would be unsafe - seek further instructions before continuing)



Work at Height Regulations

What are the most common causes of accidents when working at height?

Roof work is high risk with ***falls from roofs and through fragile roofs / material*** being the most common causes of workplace death and serious injury

Work at Height Regulations

How do you select the right equipment to use for a job?

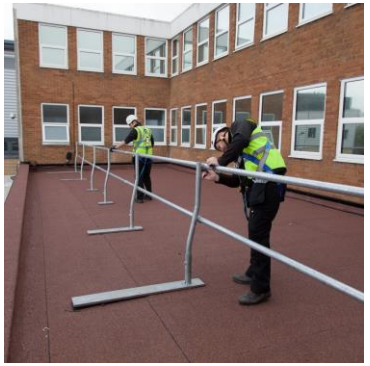
When selecting equipment for work at height, employers must:

- Chose suitable equipment for the work
- Consider the working conditions
- Consider the nature, frequency & duration
- Consider the risks to the safety of everyone

Work at Height Regulations

How do you make sure the equipment itself is in good condition?

Where the safety of the work equipment depends on how it has been installed or assembled, an employer should ensure it is not used until it has been inspected in that position by a ***competent person***



Work at Height Regulations

How do you make sure the equipment itself is in good condition?

You are required to keep a record of any inspection for types of work equipment or Work Platform including:

- Portable ladders
- Fixed access ladders
- Guardrails
- Restraint systems
- MEWPs
- Mobile Scaffolds
- Anchor points
- WaH equipment
- Rescue equipment
- General Scaffolding


Thorough Examination Certificate

This certificate has been issued according to the conditions and notes on the back of this certificate.

Consolidated Fork Truck Services

Note: If you have doubts as to whether this certificate is valid please contact CFTS as indicated overleaf.

Make | Hour Reading

Model | Fleet Number

Serial Number | Date of Manufacture

Expiry Date | Issue Date | Record Number 0505509

Please note that this certificate relates to the Report of Thorough Examination with the above record number.
The expiry date is the date on which that report expires, and the date by which the next report is required.
The issue date is the date on which that Report of Thorough Examination was issued, not this certificate.

Issuer's Name in CAPITALS | Signature of Issuer

Status of Issuer | CFTS Member Number

Warning: A certificate is not evidence that the equipment is in a satisfactory condition.

Check carefully that the above details are correct.

Do not accept a certificate which has been altered.

Name & Address of Issuing Company

Fork Lift Truck Association

BITA Lifting Industry Standards

Hired equipment is accompanied by evidence of examination

Work at Height Regulations

The Work at Height Regulations - Regulations 3

If you are an employer or ***you control work at height*** (for example if you are a contractor or a factory owner), the Regulations apply to you (Duty of Care)

They place duties on employers, the self-employed, and any person who controls the work of others (e.g. ***facilities managers*** or ***building owners*** who may contract others to work at height)

Work at Height Regulations

How do you comply with these Regulations?

Employers and those in control of any work at height activity must make sure work is properly planned, supervised and carried out by ***competent** people

This includes using the right type of equipment for working at height

***Competency - the ability to do something successfully or efficiently (given the correct training, knowledge, qualification, experience and skills - attitude!)**

Work at Height Regulations

A sensible approach is to be taken when considering precautions for work at height

There may be some low-risk situations where ***common sense*** tells you no particular precautions are necessary, and the law recognises this

There is a common misconception that ladders and stepladders are banned, but this is not the case as there are many situations where a ladder is the most suitable equipment for working at height

Common sense: the ability to reach intelligent conclusions?

Work at Height Regulations

How do you comply with these Regulations?

Low-risk, relatively straightforward tasks will require less effort when it comes to planning with employers and those in control first assessing the risks

Work at Height Regulations

How do you comply with these Regulations?

With ***High-risk***, more complex tasks at height more effort when it comes to planning and control need to be put in place which may include for a robust Safe System of Work

Working at Height Safe System of Work

Safe System of Work (SSoW)

A SSoW is a procedure, or set of procedures, that explains exactly how a work task should be carried out, to make it as safe as possible for the person completing it and those around them

It is a legal requirement for employers and must be put in place whenever a work task involves hazards that cannot be eliminated, thereby posing a risk to the safety of the employee

Working at Height Safe System of Work

Task Risk Assessment

HSWA & MHSW Regs requires:

Employers and self-employed persons to assess risks to workers and any others who may be affected by their undertaking

A ‘Safe System of Work’ must start with a Comprehensive (Suitable and Sufficient) Risk Assessment

Working at Height Safe System of Work

Task Risk Assessment

The HSE describes a ‘Risk Assessment’ as…….the identification of the ‘Hazards and Risks’ within an undertaking and the ‘Identification of Suitable & Sufficient Control Methods’ to Eliminate the Hazards and reduce the Risks posed

Working at Height Safe System of Work

Task Risk Assessment

Hazard - ***"the potential to cause harm"***

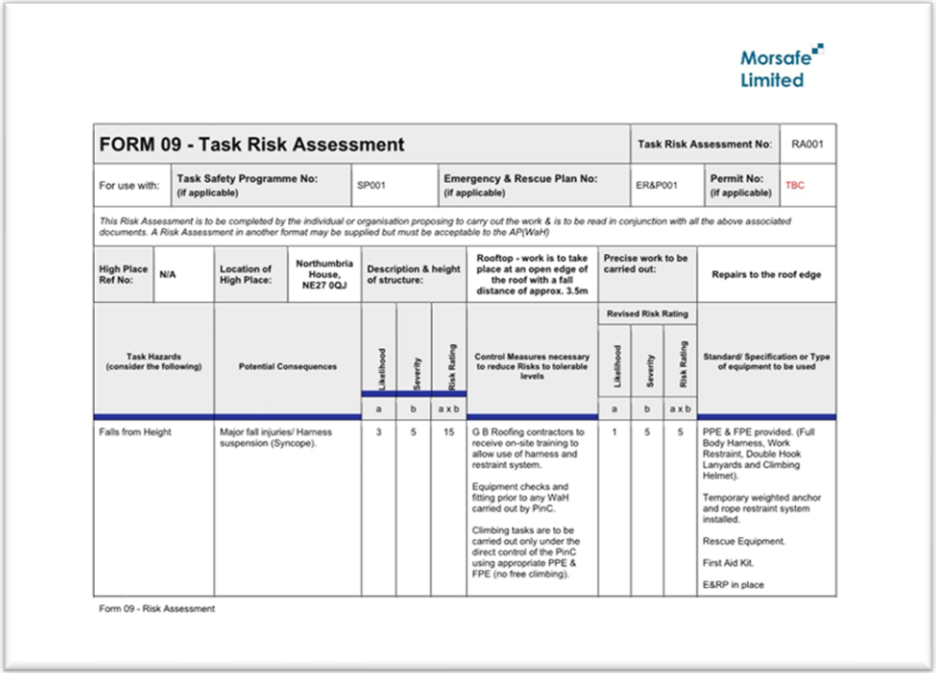
Risk - ***"the harm being realised"***

Working at Height Safe System of Work

Risk Assessment

The risk assessment should be used to prioritise resources and identify existing controls and any further precautions required

Personnel are to be made aware of any hazards found in the risk assessment, particularly the working at height elements of the activity



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FORM 09 - Task Risk Assessment | **Task Risk Assessment No:** RA001

For use with:	Task Safety Programme No: (if applicable)	SP001	Emergency & Rescue Plan No: (if applicable)	ER&P001	Permit No: (if applicable)	TBC

This Risk Assessment is to be completed by the individual or organisation proposing to carry out the work & is to be read in conjunction with all the above associated documents. A Risk Assessment in another format may be supplied but must be acceptable to the AP(WaH)

High Place Ref No:	N/A	Location of High Place:	Northumbria House, NE27 0QJ	Description & height of structure:	Rooftop - work is to take place at an open edge of the roof with a fall distance of approx. 3.5m	Precise work to be carried out:	Repairs to the roof edge

Task Hazards (consider the following)	Potential Consequences	Likelihood	Severity	Risk Rating	Control Measures necessary to reduce Risks to tolerable levels	Revised Risk Rating: Likelihood	Severity	Risk Rating	Standard/ Specification or Type of equipment to be used
		a	b	a x b		a	b	a x b	
Falls from Height	Major fall injuries/ Harness suspension (Syncope).	3	5	15	G B Roofing contractors to receive on-site training to allow use of harness and restraint system. Equipment checks and fitting prior to any WaH carried out by PinC. Climbing tasks are to be carried out only under the direct control of the PinC using appropriate PPE & FPE (no free climbing).	1	5	5	PPE & FPE provided. (Full Body Harness, Work Restraint, Double Hook Lanyards and Climbing Helmet). Temporary weighted anchor and rope restraint system installed. Rescue Equipment. First Aid Kit. E&RP in place

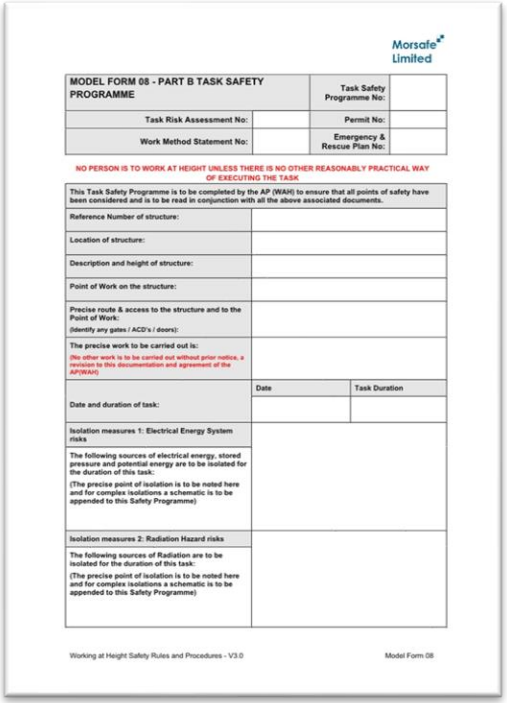
Form 09 - Risk Assessment

Working at Height Safe System of Work

Safety Programme

The information from the Risk Assessment is developed into a Safety Programme

The Safety Programme includes details of site boundaries, methods of cordoning-off suitable areas around the high place, and any temporary signage that may be required



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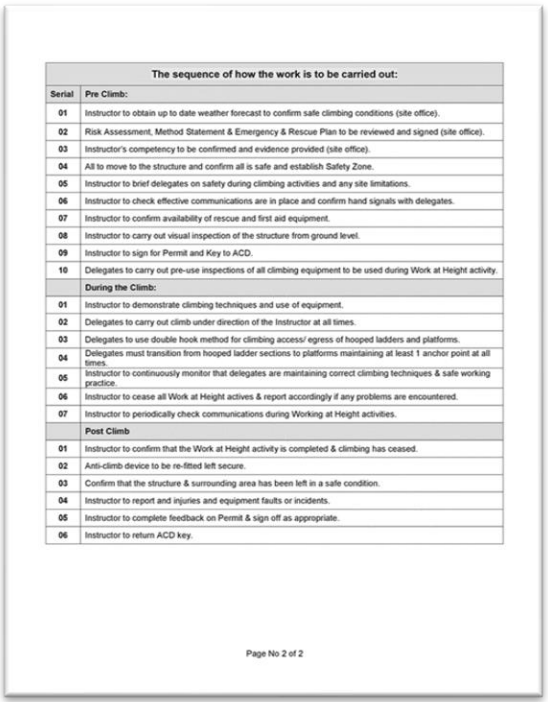
MODEL FORM 08 - PART B TASK SAFETY PROGRAMME		Task Safety Programme No:	
Task Risk Assessment No:		Permit No:	
Work Method Statement No:		Emergency & Rescue Plan No:	

NO PERSON IS TO WORK AT HEIGHT UNLESS THERE IS NO OTHER REASONABLY PRACTICAL WAY OF EXECUTING THE TASK

This Task Safety Programme is to be completed by the AP (WAH) to ensure that all points of safety have been considered and is to be read in conjunction with all the above associated documents.		
Reference Number of structure:		
Location of structure:		
Description and height of structure:		
Point of Work on the structure:		
Precise route & access to the structure and to the Point of Work: (Identify any gates / ACD's / doors):		
The precise work to be carried out is: (No other work is to be carried out without prior notice, a revision to this documentation and agreement of the AP(WAH))		
Date and duration of task:	Date	Task Duration
Isolation measures 1: Electrical Energy System risks		
The following sources of electrical energy, stored pressure and potential energy are to be isolated for the duration of this task: (The precise point of isolation is to be noted here and for complex isolations a schematic is to be appended to this Safety Programme)		
Isolation measures 2: Radiation Hazard risks		
The following sources of Radiation are to be isolated for the duration of this task: (The precise point of isolation is to be noted here and for complex isolations a schematic is to be appended to this Safety Programme)		

Working at Height Safety Rules and Procedures - V3.0 Model Form 08



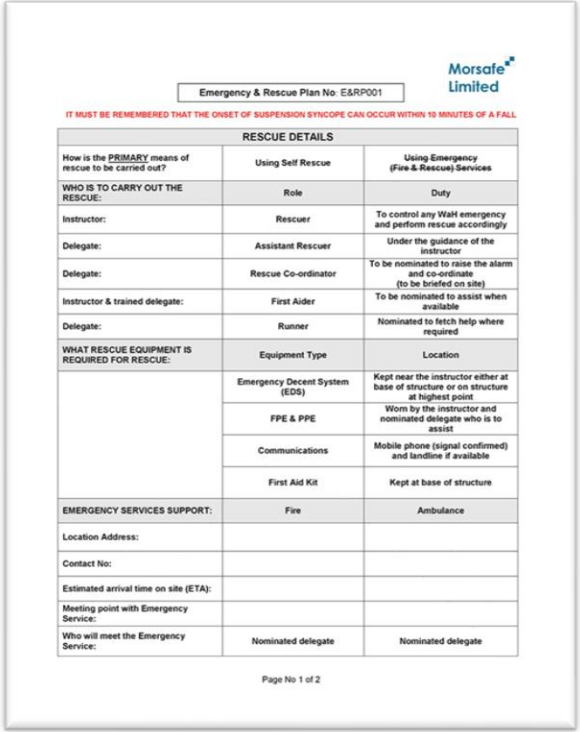
The sequence of how the work is to be carried out:	
Serial	Pre Climb:
01	Instructor to obtain up to date weather forecast to confirm safe climbing conditions (site office).
02	Risk Assessment, Method Statement & Emergency & Rescue Plan to be reviewed and signed (site office).
03	Instructor's competency to be confirmed and evidence provided (site office).
04	All to move to the structure and confirm all is safe and establish Safety Zone.
05	Instructor to brief delegates on safety during climbing activities and any site limitations.
06	Instructor to check effective communications are in place and confirm hand signals with delegates.
07	Instructor to confirm availability of rescue and first aid equipment.
08	Instructor to carry out visual inspection of the structure from ground level.
09	Instructor to sign for Permit and Key to ACD.
10	Delegates to carry out pre-use inspections of all climbing equipment to be used during Work at Height activity.
	During the Climb:
01	Instructor to demonstrate climbing techniques and use of equipment.
02	Delegates to carry out climb under direction of the Instructor at all times.
03	Delegates to use double hook method for climbing access/ egress of hooped ladders and platforms.
04	Delegates must transition from hooped ladder sections to platforms maintaining at least 1 anchor point at all times.
05	Instructor to continuously monitor that delegates are maintaining correct climbing techniques & safe working practice.
06	Instructor to cease all Work at Height actives & report accordingly if any problems are encountered.
07	Instructor to periodically check communications during Working at Height activities.
	Post Climb
01	Instructor to confirm that the Work at Height activity is completed & climbing has ceased.
02	Anti-climb device to be re-fitted left secure.
03	Confirm that the structure & surrounding area has been left in a safe condition.
04	Instructor to report and injuries and equipment faults or incidents.
05	Instructor to complete feedback on Permit & sign off as appropriate.
06	Instructor to return ACD key.

Page No 2 of 2

Work at Height Safe System of Work

Emergency and Rescue Planning

- Plan for emergencies and rescue, e.g. agree a set procedure for evacuation
- Think about foreseeable situations (fire/thuderstorms) and make sure employees know the emergency procedures
- First aid arrangements
- Don’t just rely entirely on the emergency services for rescue in your plan



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Emergency & Rescue Plan No: E&RP001

IT MUST BE REMEMBERED THAT THE ONSET OF SUSPENSION SYNCOPE CAN OCCUR WITHIN 10 MINUTES OF A FALL

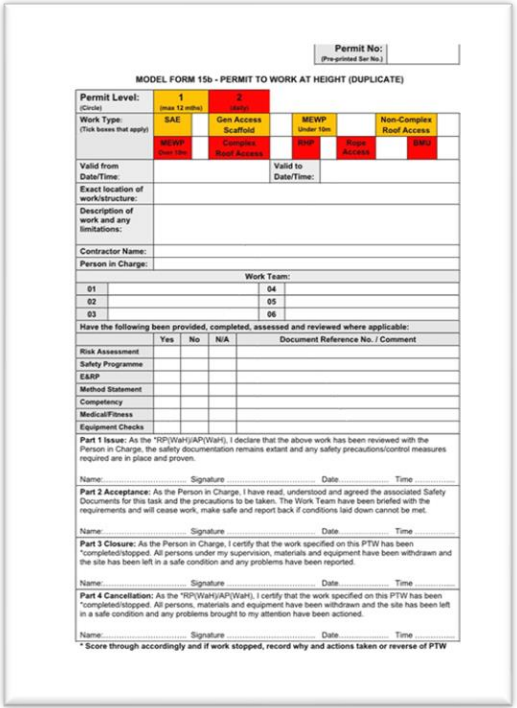
RESCUE DETAILS		
How is the PRIMARY means of rescue to be carried out?	Using Self Rescue	Using Emergency (Fire & Rescue) Services
WHO IS TO CARRY OUT THE RESCUE:	Role	Duty
Instructor:	Rescuer	To control any WaH emergency and perform rescue accordingly
Delegate:	Assistant Rescuer	Under the guidance of the instructor
Delegate:	Rescue Co-ordinator	To be nominated to raise the alarm and co-ordinate (to be briefed on site)
Instructor & trained delegate:	First Aider	To be nominated to assist when available
Delegate:	Runner	Nominated to fetch help where required
WHAT RESCUE EQUIPMENT IS REQUIRED FOR RESCUE:	Equipment Type	Location
	Emergency Decent System (EDS)	Kept near the instructor either at base of structure or on structure at highest point
	FPE & PPE	Worn by the instructor and nominated delegate who is to assist
	Communications	Mobile phone (signal confirmed) and landline if available
	First Aid Kit	Kept at base of structure
EMERGENCY SERVICES SUPPORT:	Fire	Ambulance
Location Address:		
Contact No:		
Estimated arrival time on site (ETA):		
Meeting point with Emergency Service:		
Who will meet the Emergency Service:	Nominated delegate	Nominated delegate

Page No 1 of 2

Working at Height Safe System of Work

Permit to Work (PTW)

The Permit to Work should only be issued after all aspects of the need to work at height and safe access have been considered and proven necessary and that the permit issuer is satisfied that the RAMs, including the Emergency Plan are complete, that the equipment being used is fit for purpose and that the operatives are competent to carry out the work at height task



Permit No:
(Pre-printed Ser No.)

MODEL FORM 15b - PERMIT TO WORK AT HEIGHT (DUPLICATE)

Permit Level: (Circle)	1 (max 12 mths)	2 (daily)								
Work Type: (Tick boxes that apply)	SAE		Gen Access Scaffold		MEWP Under 10m		Non-Complex Roof Access			
	MEWP Over 10m		Complex Roof Access		RNP		Rope Access		BMU	
Valid from Date/Time:				**Valid to Date/Time:**						
Exact location of work/structure:										
Description of work and any limitations:										
Contractor Name:										
Person in Charge:										

Work Team:

01		04	
02		05	
03		06	

Have the following been provided, completed, assessed and reviewed where applicable:

	Yes	No	N/A	Document Reference No. / Comment
Risk Assessment				
Safety Programme				
E&RP				
Method Statement				
Competency				
Medical/Fitness				
Equipment Checks				

Part 1 Issue: As the *RP(WaH)/AP(WaH), I declare that the above work has been reviewed with the Person in Charge, the safety documentation remains extant and any safety precautions/control measures required are in place and proven.

Name:..... Signature ..... Date..... Time .....

Part 2 Acceptance: As the Person in Charge, I have read, understood and agreed the associated Safety Documents for this task and the precautions to be taken. The Work Team have been briefed with the requirements and will cease work, make safe and report back if conditions laid down cannot be met.

Name:..... Signature ..... Date..... Time .....

Part 3 Closure: As the Person in Charge, I certify that the work specified on this PTW has been *completed/stopped. All persons under my supervision, materials and equipment have been withdrawn and the site has been left in a safe condition and any problems have been reported.

Name:..... Signature ..... Date..... Time .....

Part 4 Cancellation: As the *RP(WaH)/AP(WaH), I certify that the work specified on this PTW has been *completed/stopped. All persons, materials and equipment have been withdrawn and the site has been left in a safe condition and any problems brought to my attention have been actioned.

Name:..... Signature ..... Date..... Time .....

* Score through accordingly and if work stopped, record why and actions taken or reverse of PTW

Working at Height Safe System of Work

Training of Operatives Working at Height

Training standards must be appropriate to the task and to the individual's roles and responsibilities in order for the work (including access and egress to the place of work) to be carried out safely

All records of training should be retained with the supporting safety documentation with each permit issued as a package


Certificate Number: HS05/02/20/01
Expiry: 11th February 2023
CPD Accredited Hours: 14 hours

Morsafe Limited

This is to certify that

[redacted]

completed the

HS05 - 2 Day Skilled Climber Course

in

accordance with
BS 8454: 2006, the ACWAHT syllabus
for Working at Height & MoD Chapter 7

Overview of the Work at Height and associated regulations
General hazards and risks associated with work masts and towers working
Fixed access ladders and fall arrest systems
PPE & Fall Protective Equipment (FPE) and typical use
First Aid requirements and understanding suspension syncope
The requirement for an Emergency & Rescue Plan
MoD Chapter 7 Safety Rule Book
Pre-use inspection and fitting of harness
Fixed ladder access using fall arrest equipment
Moving around the structure safely
Use of work positioning systems

at

Peterborough

on the

10th & 11th February 2020

Course Director

Managing Director

01733 247999
01733 727042
enquiries@morsafe.co.uk

Alcumus

Working at Height Safe System of Work

Medical and Fitness Requirements

It is the employer's responsibility to ensure that operatives are medically and physically fit to carry out the work they have been engaged to complete and provide evidence of this on request

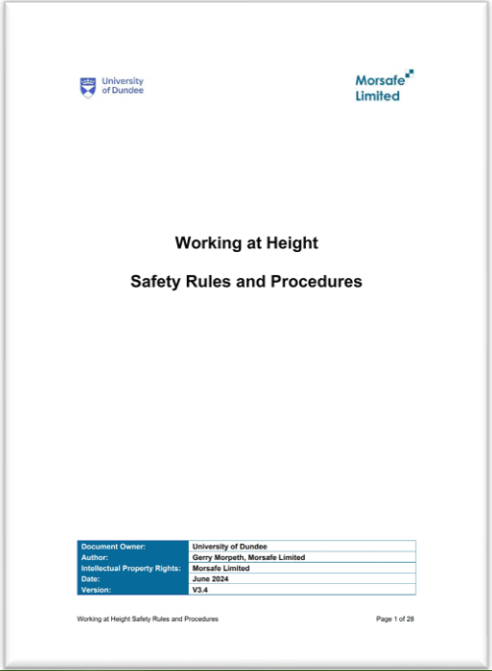
This can be in the form of a medical practitioner's assessment letter or in the form of a headed, signed letter / email from a manager of the employee naming the operatives in question

Evidence is to be retained with the PTW

Working at Height Safe System of Work

Where can Morsafe Assist you in delivering a Working at Height Safe System of Work?

Provision of a robust Working at Height Safe System of Work Procedure for implementation of site including supporting documents


University of Dundee

Morsafe Limited

Working at Height

Safety Rules and Procedures

Document Owner:	University of Dundee
Author:	Gerry Morpeth, Morsafe Limited
Intellectual Property Rights:	Morsafe Limited
Date:	June 2024
Version:	V3.4

Working at Height Safety Rules and Procedures

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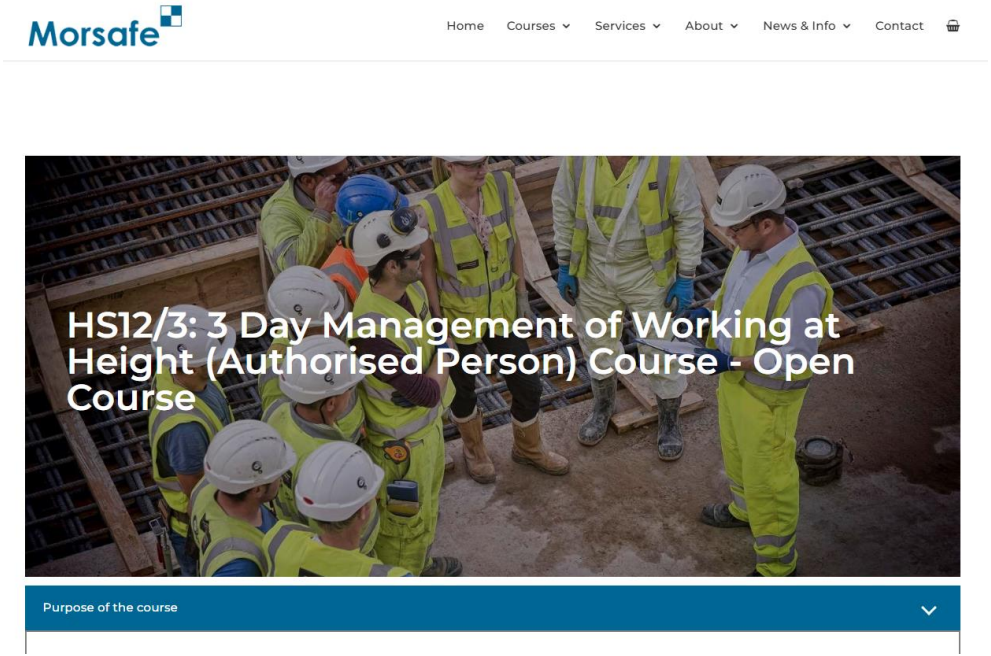
Working at Height Safe System of Work

Where can Morsafe Assist you in delivering a Working at Height Safe System of Work?

Training of Designate Authorised Person (Working at Height) to enable delivery of the Safe System of Work Procedure on site



Working at Height Safe System of Work

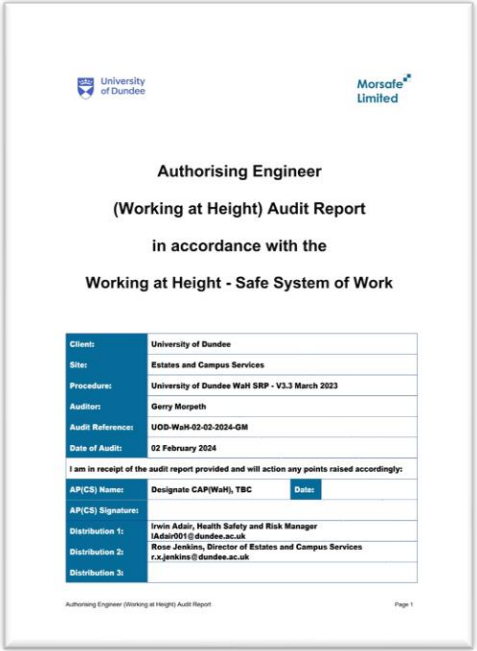
Where can Morsafe Assist you in delivering a Working at Height Safe System of Work?

Assessments of Designate Authorised Person (Working at Height) to enable delivery of the Safe System of Work Procedure on site

Working at Height Safe System of Work

Where can Morsafe Assist you in delivering a Working at Height Safe System of Work?

Site audits to ensure compliance with the legal and procedural requirements adopted and the continuous competency of Authorised Person (Working at Height)



University of Dundee

Morsafe Limited

Authorising Engineer

(Working at Height) Audit Report

in accordance with the

Working at Height - Safe System of Work

Client:	University of Dundee
Site:	Estates and Campus Services
Procedure:	University of Dundee WaH SRP - V3.3 March 2023
Auditor:	Gerry Morpeth
Audit Reference:	UOD-WaH-02-02-2024-GM
Date of Audit:	02 February 2024

I am in receipt of the audit report provided and will action any points raised accordingly:

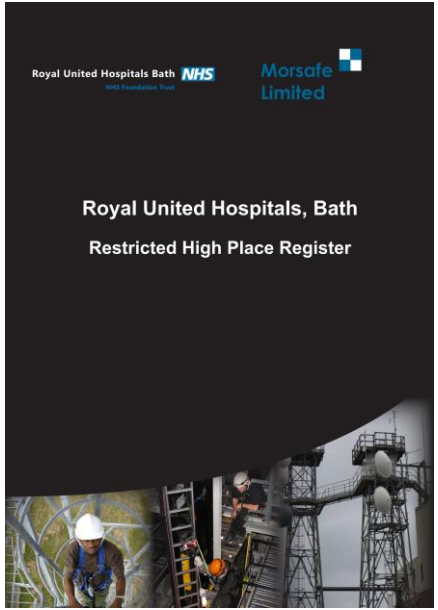
AP(CS) Name:	Designate CAP(WaH), TBC	Date:	
AP(CS) Signature:			
Distribution 1:	Irwin Adair, Health Safety and Risk Manager IAdair001@dundee.ac.uk		
Distribution 2:	Rose Jenkins, Director of Estates and Campus Services r.x.jenkins@dundee.ac.uk		
Distribution 3:			

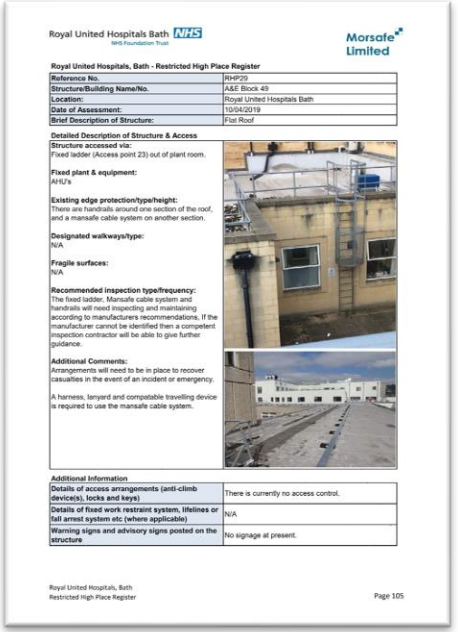
Authorising Engineer (Working at Height) Audit Report — Page 1

Working at Height Safe System of Work

Where can Morsafe Assist you in delivering a Working at Height Safe System of Work?

Site Assessments to develop a Register of fixed asset “High Places” to enable the Authorised Person (Working at Height) to implement access control processes




Royal United Hospitals Bath NHS
NHS Foundation Trust
Morsafe Limited

Royal United Hospitals, Bath - Restricted High Place Register

Reference No.	RHP29
Structure/Building Name/No.	A&E Block 49
Location:	Royal United Hospitals Bath
Date of Assessment:	10/04/2019
Brief Description of Structure:	Flat Roof

Detailed Description of Structure & Access

Structure accessed via:
Fixed ladder (Access point 23) out of plant room.

Fixed plant & equipment:
AHU's

Existing edge protection/type/height:
There are handrails around one section of the roof, and a mansafe cable system on another section.

Designated walkways/type:
N/A

Fragile surfaces:
N/A

Recommended inspection type/frequency:
The fixed ladder, Mansafe cable system and handrails will need inspecting and maintaining according to manufacturers recommendations. If the manufacturer cannot be identified then a competent inspection contractor will be able to give further guidance.

Additional Comments:
Arrangements will need to be in place to recover casualties in the event of an incident or emergency.

A harness, lanyard and compatable travelling device is required to use the mansafe cable system.

Additional Information

Details of access arrangements (anti-climb device(s), locks and keys)	There is currently no access control.
Details of fixed work restraint system, lifelines or fall arrest system etc (where applicable)	N/A
Warning signs and advisory signs posted on the structure	No signage at present.

Royal United Hospitals, Bath
Restricted High Place Register
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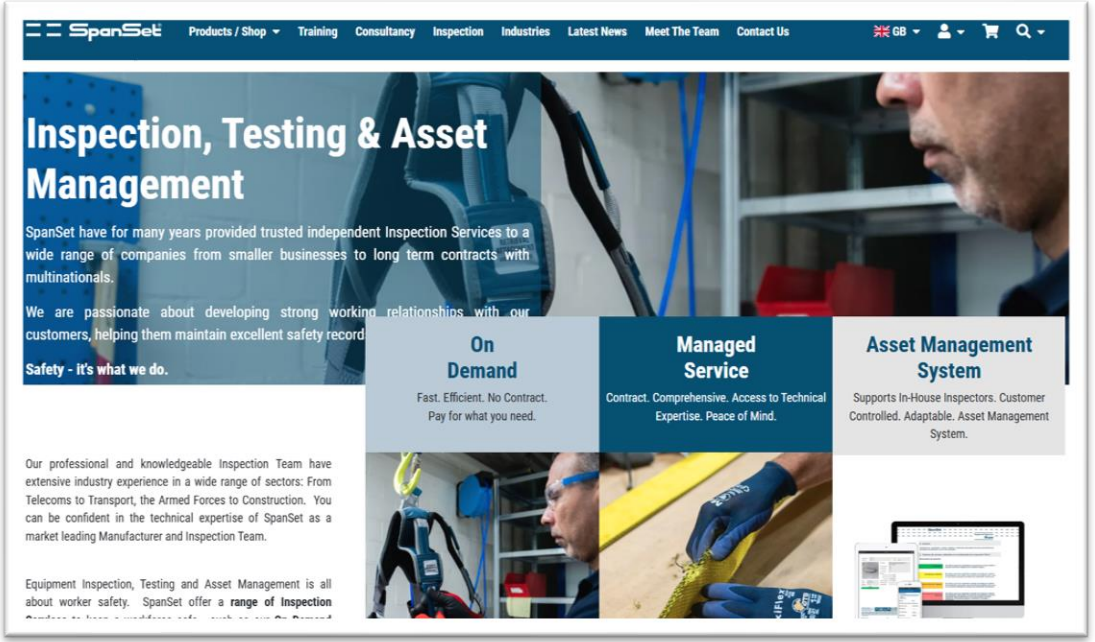
Working at Height Safe System of Work

Where can Morsafe Assist you in delivering a Working at Height Safe System of Work?

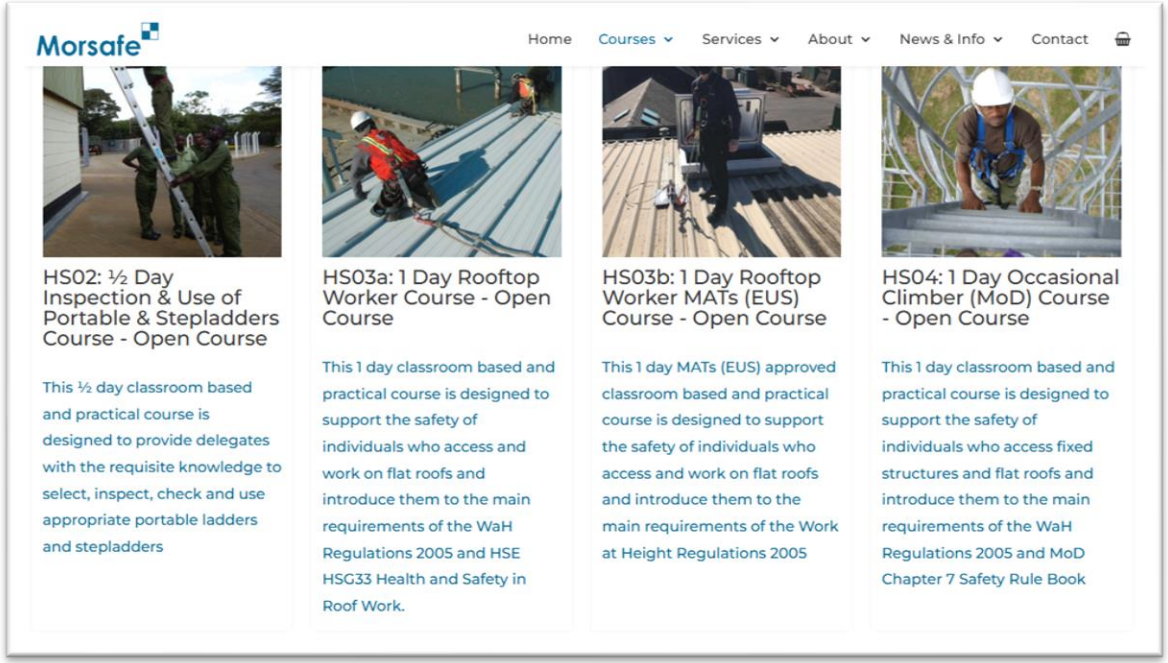
Inspections of fixed asset to ensure legal and manufacturers compliance standards



Working at Height Safe System of Work

Where can Morsafe Assist you in delivering a Working at Height Safe System of Work?

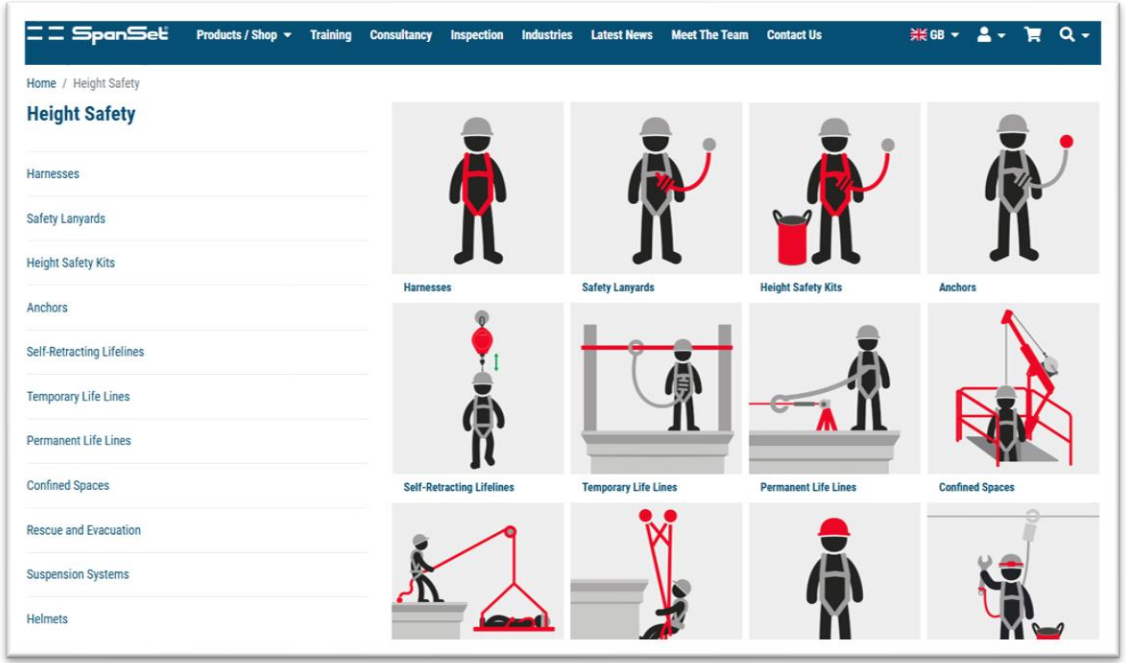
Provision of working at height and rescue training for Estates Staff or contractors



Working at Height Safe System of Work

Where can Morsafe Assist you in delivering a Working at Height Safe System of Work?

Provision of working at height and rescue equipment



Q & A Time