

BRITISH STANDARD

Code of practice for the delivery of training and education for work at height and rescue

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BSi
British Standards

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Foreword

Publishing information

This British Standard was published by BSI and came into effect on 31 May 2006. It was prepared by Technical Committee PH/5, *Industrial safety belts and harnesses*. A list of organizations represented on this committee can be obtained on request to its secretary.

Information about this document

Falls from a height are one of the largest causes of death and injury in the workplace. There is therefore an increasing demand for people to receive training for work at height. This demand is driven partly by legislation, as the Work at Height Regulations 2005, Regulation 5, explicitly requires anyone working at height to be competent, and partly by an increasing trend within industry for a professional approach to be taken to work activities which are potentially dangerous.

There are many national, European and international standards which specify systems and equipment for work at height, and codes of practice for the use of such systems and equipment in the workplace. The present standard gives recommendations and guidance on how training and education should be delivered for the people who use such systems and equipment for work at height.

This British Standard covers training for work at height in an industrial context, including work at height in factories and in the construction, civil engineering and cleaning sectors.

This British Standard gives recommendations and guidance for training providers to enable them to ensure that training for work at height is delivered to a high standard, in a safe, controlled environment by competent and experienced staff. It also gives guidance on the information to be given to clients to enable them to select a course that is suitable for their needs.

The standard covers all types of training for work at height, whether delivered by an employer to their own staff or by an external provider to independent clients. The former includes “train-the-trainer” type situations in which an employer engages a training provider, or employs a trainer, to deliver training for a single specific task, or on a specific product, to some of their employees who then in turn provide training to other employees.

The standard does not give recommendations on course content. The Advisory Committee on Work at Height Training (ACWAHT) has published *Work at height. Awareness syllabus* [1]. This gives basic information on safe working practices for work at height which ACWAHT recommends should be covered in training courses.

The standard is intended to apply to course-based training and education. It is not intended to apply to the provision by an employer of ongoing experience-based training and education in the workplace, where the subject matter of the training being provided is the job itself, for example as provided by an apprenticeship. However, employers providing such training would probably benefit from the advice given in this standard as many of the principles do apply and offer good practice.

Use of this document

As a code of practice, this British Standard takes the form of guidance and recommendations. It should not be quoted as if it were a specification and particular care should be taken to ensure that claims of compliance are not misleading.

Any user claiming compliance with this British Standard is expected to be able to justify any course of action that deviates from its recommendations.

Presentational conventions

The provisions in this standard are presented in roman (i.e. upright) type. Its recommendations are expressed in sentences in which the principal auxiliary verb is “should”.

Commentary, explanation and general informative material is presented in smaller italic type, and does not constitute a normative element.

Contractual and legal considerations

The Health and Safety Executive (HSE) commends the use of this British Standard to those who have duties under the Health and Safety at Work etc. Act 1974. This standard was drawn up with the participation of HSE representatives and it will be referred to in the relevant HSE publications.

This publication does not purport to include all the necessary provisions of a contract. Users are responsible for its correct application.

Compliance with a British Standard cannot confer immunity from legal obligations.

In particular, attention is drawn to the legislation listed in Annex A.

1 Scope

This British Standard gives recommendations and guidance on the delivery of training and education for work at height, including rescue.

The standard is applicable to training for work which falls within the scope of the Work at Height Regulations 2005. The standard is applicable to training for work at height in an industrial context, including work at height in factories and in the construction, civil engineering and cleaning sectors.

NOTE The Work at Height Regulations 2005 specifically exclude “the provision of instruction or leadership to one or more persons in connection with their engagement in caving or climbing by way of sport, recreation, team building or similar activities”.

The standard is not applicable to the provision of training for low level work at height, such as the use of small stepladders or “hop-ups” in retail environments or libraries. It is also not applicable to training which consists of just the provision of simple instruction or product familiarization or site induction.

It is applicable to all training and education for work at height, including training involving practical experience of a work method or experience of exposure to height. This also includes “train-the-trainer” type situations in which an employer engages a training provider, or employs a trainer, to deliver training for a single specific task, or on a specific product, to some of their employees who then in turn provide training to other employees.

The standard is intended for use by all organizations and individuals providing such training and/or education, including organizations which provide such training to their own employees.

The standard is applicable to all locations where such training is provided, whether at a dedicated training facility or at other training sites.

The standard is intended to apply to course-based training and education. It is not intended to apply to the provision by an employer of ongoing experience-based training and education in the workplace, where the subject matter of the training being provided is the job itself, for example as provided by an apprenticeship.

This standard does not give a detailed specification of course content.

2 Terms and definitions

For the purposes of this British Standard the following terms and definitions apply.

2.1 work at height

work in any place, including a place at or below ground level, and obtaining access to or egress from such a place while at work, except by a staircase in a permanent workplace, where, if measures were not taken, a person could fall a distance liable to cause personal injury

NOTE Adapted from the Work at Height Regulations 2005.

2.2 safe system of work

system of work designed to minimize risk

2.3 rescue

recovery of one or more injured, debilitated, stranded or trapped persons to a place of safety

2.4 personnel

2.4.1 trainer

representative of the training provider who delivers the course content to the trainees

2.4.2 primary trainer

trainer who has overall responsibility for ensuring that the course content is delivered to the trainees in accordance with the training management system

NOTE 1 The primary trainer is usually with the trainees for most of the course and is in overall charge of their training, whilst other trainers might come in to deliver particular parts of the course.

NOTE 2 In a small organization the trainer and the primary trainer might be the same person.

2.4.3 assessor

person who assesses the trainees' knowledge and practical skills with respect to the material covered by the course

2.4.4 competent person

person with sufficient professional or technical training and knowledge, actual experience and authority to enable them to:

- carry out their assigned duties at the level of responsibility allocated to them;
- recognize potential hazards related to the work (or equipment) under consideration;
- detect any defects, or omissions, in that work (or equipment), recognize any implications for health and safety caused by those defects and omissions, and be able to specify a remedial action to mitigate those implications

NOTE "Authority" in this context means authority delegated to the individual by his or her employer.

2.4.5 training manager

person who is responsible for the creation, overall implementation, monitoring and review of the training management system

2.4.6 training supervisor

person who is responsible for day-to-day implementation of the training management system

NOTE In a small organization the trainer, training supervisor and training manager might be the same person.

2.5 facilities and equipment

2.5.1 training facility

dedicated venue for the delivery of training, which can contain training apparatus

2.5.2 training apparatus

designated structure or fixture (which can be artificial or natural) used during training to demonstrate or learn specific work activities or skills

NOTE A walkway, lattice tower or silo are examples of training apparatus.

2.5.3 training equipment

equipment used or worn during training delivery, including plant and machinery and personal protective equipment, respectively

2.5.4 training site

location not dedicated to the delivery of training but which is suitable for the particular training which is to be delivered

2.6 course material

printed or other media used during the delivery of education or training

NOTE This includes course notes (see 2.7).

2.7 course notes

documented information, suitable to be given to the trainees, covering the main points of the training or education to be delivered

2.8 syllabus

document giving detailed breakdown of course content

NOTE The syllabus can also give other course related information, for example the trainer/trainee ratio where applicable.

2.9 training

instruction involving physical experience and practical application of techniques by the trainee in a situation representative of their workplace

2.10 education

non-practical teaching, which can include practical demonstration by the trainer

2.11 client

organization or person with whom the training provider has a contract or arrangement to supply particular training services

2.12 subcontractor

contracted agent of the training provider

2.13 applicant

person by whom, or on whose behalf, an application for training or education has been made

2.14 trainee

person receiving training and/or education

2.15 training provider

organization or individual contracted by the client to provide training to trainees

NOTE This includes internal arrangements where organizations provide training to their own employees.