Working at Height Permit Procedure

1. Purpose

The purpose of this document is to detail the minimum health and safety standards and procedures that Contractors must adopt, whilst working at height, on any premises owned or under the control of London Luton Airport Operations Limited (LLAOL).

2. Scope

LLAOL issued working at height permits can only be issued for a maximum of **12 working hours.**

Applies to work at height, which involves the use of Scaffolds, MEWPS and Towers.

A working at height permit is not required for low-risk 'at-height' tasks on any ladders, step ups and podiums. These works MUST be detailed within your work authorisation.

This procedure does not cover work on roofs. This is covered separately in Roof Access Permit Procedure, however the principles applied when working at height must also be applied when working at height on roofs.

3. Responsibilities

3.1. Contractor

- Apply for permits in accordance with the scope of works, this can be raised as many times as required on the weekly basis of the project attached to the original work authorisation.

- Provide sufficient supporting documentation. Including but not limited to:
- Risk assessments
- Method statements
- Emergency/rescue plans
- Evidence of competency
- Equipment documentation/certification

The person in charge on site must correctly fill out the pre validation checklist daily after the permit issuer open and issues on site, failure to do so may lead to sanctions and the coco team will be out conducting audit on these. This will be done on the orchestrate app that is directly linked to concerto, all contractors will need to download and use this app to keep records of what works they are attached visible as well as signing in and out of site.

3.2. Control of Contractors Office (COCO)

- Undertake an initial review of the contractor's permit submission to ensure times, dates and locations are correct and existence of all required supporting documentation.

The person in charge on concerto and site must be the one answering the questions to the permit issuer for the permit to be open issued.

3.3. Technical Approvers (Field Experts)

- Review the high-risk permit, including but not limited to:
  - Method statement/safe system of work
  - Risk assessment(s)
  - Emergency/rescue plans
  - Competency evidence
  - Equipment documentation/certification

The Technical approver will give a desktop authorisation of the high-risk permit.

3.4. LLA Point of Work Issuers

Issue permits at the point of works, undertaking a set of questions that is set on the orchestrate application or concerto webpage, this is for opening an issuing the permit and for closing and completing.

3.5. Compliance and H&S

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Manage the systems that support these works and audit periodically against works being conducted, alongside the pre validation checklist answered daily by the person in charge on the high-risk permit.

4. Working at Height

4.1 General Requirements

- Contractors must provide RAMS that clearly set out how the work at height will be carried out, including the access method, the equipment being used, the sequence of work, and how the risk of falls will be controlled. Generic RAMS won't be accepted.
- Everyone involved must be trained and competent for the type of work at height they are doing. This includes safe use of access equipment, awareness of fall hazards, and understanding of the specific controls required for the task.
- A suitable emergency arrangement or rescue plan must be in place before work starts. This must be realistic for the location and the equipment being used, and everyone involved must understand how it will be carried out.

- The chosen access method must be appropriate for the task. Work should be carried out from a safe, stable platform wherever possible. The equipment selected must allow the task to be completed without overreaching or adopting unsafe positions.
- The work area must be properly controlled, with barriers, signage, or exclusion zones where needed to keep others away from the drop zone or the equipment.
- Weather conditions must be checked before work starts and monitored throughout. High winds, rain, ice, or poor visibility may require the work to be postponed.
- The work area must be kept tidy, with materials and tools managed so they cannot create trip hazards or fall from height.

4.2 Access Equipment

- Only access equipment that is suitable for the task may be used. This includes MEWPs, podiums, mobile towers, fixed platforms, or other approved equipment.
- The airport does not permit work to be carried out from standard ladders - ladders may only be used for access.
- Anyone using access equipment must be trained and competent in its safe use, including set-up, operation, and limitations. Evidence of training must be submitted as part of the permit application.
- All access equipment must be within its inspection and test dates. This includes LOLER inspections where applicable, which must be submitted as part of the permit application.
- Pre-use inspections must be carried out before the equipment is used. Any defects, damage, missing components, or stability issues must be reported immediately and the equipment taken out of use.
- Access equipment must be set up on firm, level ground, with outriggers, stabilisers, or guardrails used as required. Equipment must not be moved or repositioned with people on it unless it is specifically designed for that purpose.

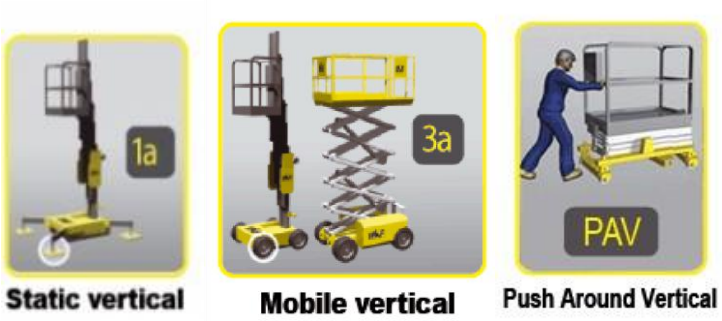
4.3 Harnesses and Lanyards

- Contractors shall make safety harnesses/lanyards and training available for all employees who work where there is a risk identified in accordance with the Working at Height Regulations.
- There will need to be in date documentation to support the use of any harnesses/lanyards.
- LLAOL stipulate in their Health & Safety procedures that a harness and lanyard must be used when working with some types of Mobile Elevating Work Platform (MEWP)
- Wearing a harness is mandatory when working in any of the following boom/bucket type MEWP
    - 1b Category MEWP
    - 3b Category MEWP



Pictures for illustrations purpose only

- For works in a Mobile Vertical MEWPS that ascends and descends over the chassis and is adequately guarded will not require the use of a harness, these include
    - 1a Category MEWP
    - 3a Category MEWP
    - Push Around Vertical (PAV)



Pictures for illustrations purpose only

- The use of abseiling techniques as access for any activity will be considered on application to the LLAOL Company Representative. No work of this kind will be undertaken before agreement on appropriate safety controls is reached.

4.4 Falling Items

- Measures must be in place to prevent tools, materials, or equipment from falling. This may include tool lanyards, toe-boards, debris netting, or controlled storage areas on platforms.
- Where there is a risk of falling objects, an exclusion zone must be established below the work area. This must be clearly marked and kept free of people, vehicles, and equipment.
- Materials must be stored securely at height and must not be left loose on platforms, parapets, or edges.
- Any openings, gaps, or drop zones must be identified and controlled before work starts.

5. Support and Guidance

For further information and guidance with working at height or lifting operations can be sought from the Technical Services Department.

6. Assurance

LLAOL will conduct continuous improvement tours and periodic audits against this process, and on works being conducted at LLAOL, with more focus on high-risk activities, such as working at height and lifting operations. This will be shared with all stake holders on a minimum of a monthly basis. This will also be reported in both Local Safety Forums and Departmental Risk Management Group meetings.