



Actavo is committed to managing Safety, Health, Environment and Quality matters as an integral part of its business activities. We spend a significant amount of time and resources in communication, training, and supervision to ensure our employees are aware of the risks associated with working at height, and we have generated numerous safe systems of work to protect everyone.

The company expects anyone who works at height to ensure the task is suitably planned, risk assessed & to ensure any risk is kept to an absolute minimum. Work at height should never be undertaken without being risk assessed & a Point of Work Assessment (POWA / SPA/ JSSP) undertaken to eliminate / minimise the risks. This means **NO risk assessment, NO work.**

Actavo's work at height process **MUST** be used to determine the correct way of working at height. For scaffolders the priority must always be to create a scaffolders safe zone by using anyone of the collective measures (e.g., Scaff steps / Short lift system / Tube & Fitting Frame or Horizontal AGS systems), with reliance on the 100% clip-on method being the last resort.

All persons who are required to wear fall protection equipment i.e., a safety harness and lanyard(s) will be trained in the safe use of the equipment and correct anchor points, preference **MUST** always be given to attaching directly above head height wherever possible as this will significantly reduce the fall distance. Foot level anchorage is always the least preferred option and only when above head height or handrail (waist) level is not possible.

All persons working under the control of Actavo whose duties may involve working at any level where there is a potential to fall from height i.e., exposed edge on a scaffold platform, working on a steel structure/pylon or climbing a ladder must wear a safety harness and lanyard(s) and at least one of the lanyards **MUST** be attached to a suitable anchor point at all times (100% attachment). Any person working at ground level must wear their harness and lanyard(s) if the intention is to work on any structure (temporary or permanent) or any place where there is a potential for a fall. This ensures that if you are asked or need to work at height you are fully equipped to undertake the task as per our safe systems of work. Fall Protection equipment is not required when working at ground level if there is no possibility of falling from height, unless the risk assessment for the task or local site rules states otherwise.

All scaffolders will work to the guidance laid out in the latest version of SG4 and will be trained by the company or a CISRS/CSCS registered training centre, where local rules are to a higher standard than SG4 these will be applied as necessary.

The company consider **YOUR** safety as paramount and will not tolerate employees ignoring safety rules. Falls from height are likely to cause life changing injuries or result in death. If you are unsure, stop work and ask, if you are still unsure ask again.

Therefore, any person found not wearing the correct FPE, not following the working at height procedures, nor attaching their lanyard(s) to a suitable anchor point as described above, and/or exposed to a leading edge with a potential to fall will be considered by the company to be an act of Gross Misconduct and will be dealt with in accordance with the Company Disciplinary process.

Keith Tobin
Chief Executive Officer
1st January 2025