**PROMPT SHEET –** This sheet should only be used for guidance, in order for you to complete your own risk assessment on working at height. The purpose of this assessment is to assess the management of working at height activities. Individual tasks should be assessed separately.

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|  | **Hazard**  Something with a potential to cause harm. | ✓  **If hazard exists**  **and who it could harm** | **Suggested action/control measure**  This list is not exhaustive. Below are some control measures which you may find useful when completing your risk assessment. |
| 01. | Poor maintenance of access equipment e.g. ladders, steps, scaffolds. |  | Regular inspections of equipment before every use and records kept using the ladder inspection checklist.  Three-monthly inspections of access equipment by a competent person and records kept. This will normally be in-house and carried out by the competent person trained to work at height.  Defective equipment must be labelled ‘do not use’ and be reported to manager with record kept..  Immediate removal and repair or disposal of access equipment found to be defective, prior to use. |
| 02. | Inappropriate use of tower scaffolds causing trips and falls. |  | Equipment to be used only where there is a firm, level surface.  All equipment to be visually inspected before use and records kept.  Appropriate footwear to be worn.  Safe system of work in place for work involving tower scaffolds.  Work at height training to be undertaken.  Staff who use tower scaffolds must also be PASMA trained.  Equipment should be suitably stored after use. |
| 03. | Inappropriate use of ladders/stepladders. |  | Refer to HSE’s ‘Safe use of ladders and stepladders’ guide.  Ladders only to be used for low risk work and a short duration of time. If any longer than 30 minutes, alternatives should be considered.  Ladders to be made secure by tying or footed by a person at the base of the ladder.  Consider the use of a stand-off device to ensure a strong resting point if the upper surface where the ladder would make contact is fragile or weak.  Ladder should be placed on a suitable clear firm and level base. Also consider the use of a stability device.  Safe procedures e.g. three points of contact to be maintained at all times when working to avoid overreaching.  Equipment purchased prior to 2018 must be class 1 ‘Industrial’ or EN131 ‘trade/industrial’ types. From 2018 ladder standards have changed. New ladders will now be classed as EN131 Professional or EN131 Non-Professional. Any new ladder purchased will need to be of the EN131 Professional standard, although the old Class 1 Industrial is still acceptable for use. There is no need to replace old ladders in order to meet the standard unless they require replacement due to condition.Appropriate footwear to be worn.  Equipment should be suitably stored after use.  Work at height training to be undertaken. |
| 04. | Working on fragile surfaces; carrying out roof work. |  | Refer to HSE guidance ‘Health and Safety in Roof Work’ for full information and requirements.  Complete ‘Health and safety roof work checklist’.  Avoid the need to work on/near/pass across a fragile surface wherever possible, e.g. repairing a skylight from underneath using a tower scaffold.  No access to fragile surface e.g. cement roof sheets or other unknown materials allowed except by authorised persons or specialist contractors using appropriate equipment.  Use of suitable fixed access e.g. stairs/ladders rather than temporary equipment where possible.  Fragile surface identified with suitable and prominent signage.  Use of suitable working platforms with guard rails during work on or near a fragile surface. Skylights will normally be classed as a fragile surface.  Use of suitable personal protective equipment (PPE) identified from the personal protective equipment guidance, and the PPE checklist for caretaker activities on KELSI. |
| 05. | Falls from height. |  | Specific risk assessment to be undertaken prior to all work at height activities.  Use of long handled tools where appropriate.  Suitable equipment used for specific jobs.  Staff not to use furniture or other inappropriate fixed/mobile structures for working at height.  Consider use of fall arrest systems depending on nature of task, equipment and duration.  Adequate and appropriate signs in place to warn of hazards below work area.  Work scheduled to take place when persons/others are not in the immediate area.  Ensure that the opening of any windows cannot interfere with the ladder.  Ensure operatives are trained to work at height. |
| 06. | Carrying materials. |  | Only carry light materials and tools – read the manufacturers’ labels on the  ladder and assess the risks;the person and anything they are taking up should not exceed the highest load stated on the ladder.  Avoid holding items when climbing (consider using a tool belt). |
| 07. | Poor weather conditions causing slips. |  | No work at height to be conducted outside in adverse weather e.g. wet, windy or icy. |
| 08. | Risk of electrocution. |  | Contact with overhead and hidden cables. Avoid the use of a ladder within 6m horizontally of an overhead electric cable.  Use a non-conductive ladder for electrical work.  Use of hand tools or battery operated tools wherever possible.  All portable equipment must be PAT tested every year.  Regular inspections of equipment before and after use. |
| 09. | Lack of training. |  | All staff who are involved with working at height need to be trained and be competent. This includes involvement in organisation, planning, supervision and the supply and maintenance of equipment.  For use of stepladders below 4 steps, online ‘work at height’ training may be undertaken or receive a toolbox talk from a competent person. For use of ladders or stepladders above 4 steps a ‘face to face’ training course must be undertaken, incorporating a practical element of instruction. |
| 10. | Lack of personal protective equipment (PPE). |  | PPE may be required. Please see personal protective equipment guidance. As part of the risk assessment, the personal protective equipment checklist should also be completed. |
| 11. | Being hit by falling objects. |  | Good housekeeping in place to ensure nothing is stored in such a way that it will fall from height.  Materials, tools or debris must not be thrown down from height.  Areas where there is a risk of a falling object needs to be clearly indicated and unauthorized people need to be kept from it. Use barriers, cones or, as a last  resort, a person standing guard at the base.  Tool belts to be used to prevent fall of tools/materials from pockets etc.  PPE may be required. The personal protective equipment checklist for caretaking activities should be completed. |
| 12. | Poor flooring or area where work at height is to be carried out. |  | Each individual area where work at height is to be carried out needs to be inspected before use, e.g. floors surfaces, guard rails etc, and records kept. |

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**Generic risk assessment**

**Topic/activity/operation: Working at height**

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| Name of establishment/school: | |  |
| Risk assessment completed by: (name)  Sign here only after giving consideration to additional control measures. | Signed:  Date: | Name of caretaker: |
| Head of establishment: (name)  Sign here only after agreeing control measures and action points. | Signed:  Date: | Caretaker’s signature: |
| Review date: | |  |

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| **Risk rating: (Liklihood)** | **Outcome:** | | |
|  | **Insignificant injury** | **Significant injury** | **Major injury** |
| **Unlikely** | Trival risk | Low risk | Medium risk |
| **Possible** | Low risk | Medium risk | High risk |
| **Probable** | Medium risk | High risk | Stop |

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| **Risk level:** | **Action and timescales:** |
| **Trivial** | No action required and no documentary records are required. |
| **Low** | Consider if the risk can be reduced further. Monitoring is required to ensure that the controls are maintained. |
| **Medium** | Risk reduction measures should be implemented within a defined period. |
| **High** | Give priority to removing or reducing the risk urgent action should be taken. |
| **Stop** | ‘Work’ activity should NOT be started or continued until the risk has been removed or at least reduced. |

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|  | **Step 1**  What are the hazards? | **Step 2**  Who might be harmed and how? | **Step 3**  What are you doing already? | Current risk level | **Step 4**  Is anything further needed? | **Step 5**  Date further action(s) was/were completed | New risk level |
| By whom and by when? | Date of next review |
| 01. | Poor maintenance of access equipment e.g. ladders, steps, scaffolds. |  |  |  |  | **Date completed:** |  |
| **Name:**  **Date:** | **Review date:** |
| 02. | Inappropriate use of tower scaffolds causing trips and falls. |  |  |  |  | **Date completed:** |  |
| Name:  Date: | **Date completed:** |
| 03. | Inappropriate use of ladders/ stepladders. |  |  |  |  | **Date completed:** |  |
| **Name:**  **Date:** | **Review date:** |
| 04. | Working on fragile surfaces; carrying out roof work. |  |  |  |  | **Date completed:** |  |
| **Name:**  **Date:** | **Review Date:** |
|  | **Step 1**  What are the hazards? | **Step 2**  Who might be harmed and how? | **Step 3**  What are you doing already? | Current risk level | **Step 4**  Is anything further needed? | **Step 5**  Date further action(s) was/were completed | New risk level |
| By whom and by when? | Date of next review |
| 05. | Falls from height. |  |  |  |  | **Date completed:** |  |
| **Name:**  **Date:** | **Review date:** |
| 06. | Carrying materials. |  |  |  |  | **Date completed:** |  |
| **Name:**  **Date:** | **Review date:** |
| 07. | Poor weather conditions. |  |  |  |  | **Date completed:** |  |
| **Name:**  **Date:** | **Review date:** |
| 08. | Risk of electrocution. |  |  |  |  | **Date completed:** |  |
| **Name:**  **Date:** | **Review date:** |

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|  | **Step 1**  What are the hazards? | **Step 2**  Who might be harmed and how? | **Step 3**  What are you doing already? | Current risk level | **Step 4**  Is anything further needed? | **Step 5**  Date further action(s) was/were completed |
| By whom and by when? | Date of next review |
| 09. | Lack of training. |  |  |  |  | **Date completed:** |
| **Name:**  **Date:** | **Review date:** |
| 10. | Lack of personal protective equipment (PPE). |  |  |  |  | **Date completed:** |
| **Name:**  **Date:** | **Review date:** |
| 11. | Being hit by falling objects. |  |  |  |  | **Date completed:** |
| **Name:**  **Date:** | **Review date:** |
| 12. | Poor flooring or area where work at height is to be carried out. |  |  |  |  | **Date completed:** |
| **Name:**  **Date:** | **Review date:** |