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|  | | Potential consequence / severity of outcome | | | | |
| 1 | 2 | 3 | 4 | 5 |
| Likelihood of harm occurring / frequency of occurrence | | None  no injury or adverse effects | Minor  first aid injury | Moderate  lost time injury | Major  hospital treatment | Catastrophic  disabling injury or death |
| Could happen, but probably never will. | 1 - Rare | 1 | 2 | 3 | 4 | 5 |
| Not likely to occur in normal circumstances. | 2 - Unlikely | 2 | 4 | 6 | 8 | 10 |
| May occur at some time. | 3 - Possible | 3 | 6 | 9 | 12 | 15 |
| Expected to occur at some time. | 4 - Likely | 4 | 8 | 12 | 16 | 20 |
| Likely to occur on many occasions. | 5 – Almost certain | 5 | 10 | 15 | 20 | 25 |

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| Total | Level of risk | Timescale / action |
| 1 to 5 | Low | No additional physical control measures are required however monitoring is necessary to ensure controls are maintained. |
| 6 to 10 | Medium | 3-6 months - efforts should be made to reduce the risk to an acceptable level. |
| 12 to 25 | High, or stop | Immediate - work should not be started until the risk has been reduced to an acceptable level. Where the risk involves work in progress, urgent action should be taken. If it is not possible to reduce risk even with unlimited resources, work will have to be stopped. |

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| **Step 1**  What are the hazards? | **Step 2**  Who might be harmed and how? | **Raw risk rating** | **Step 3**  What do you have in place? | **Step 4**  Is anything further needed?  Yes / No | **Step 5**  Action and review | **Residual risk rating** |
| Spot hazards by:   * Walking around your workplace. * Asking those doing the task what they think. * Checking manufacturers’ instructions. * Considering health hazards. | Identify groups of people:   * employees * lone workers * pupils * service users * temporary / agency staff * contractors * volunteers * members of the public * children (including work experience). | When there are no control measures are in place.  State total score. | List what is already in place to reduce the likelihood of harm or make any harm less serious, examples include:   * guarding * training * procedures, safe systems of work * personal protective equipment (PPE). | You need to make sure that you have reduced risks ‘so far as is reasonably practicable’.  An easy way of doing this is to compare what you are already doing with good practice. If there is a difference, indicate ‘yes’ and list what needs to be undertaken in the action column. | Remember to prioritise hazards that are high-risk and have serious consequences first:   * List the actions required and who needs to complete and by when. * Check actions are correctly completed. * Check controls remain in place. * Review the risk assessment annually, or earlier if there is an incident or if the work activity changes. | Level of risk when all control measures are in place.  State total score. |

**See the list of suggested guidance, actions and control measures required for the hazards identified – below the risk assessment template.**

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| **Activity / operation/ event:** | |
| **Establishment:** | **Assessment date:** |
| **Assessor name / position:** | **Review date:** |

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| **Step 1**  Identify the hazards | **Step 2**  Who might  be harmed and how? | **Raw risk rating** | **Step 3**  What do you have in place? | **Step 4**  Anything further  needed?  **Yes / No** | **Step 5**  Action and review | | | |
| state total score | **Action required** | **Residual risk rating**  state total score | **Responsible**  **person** | **Date completed** |
| Slip, trip or fall whilst working at height. | Employees, 3rd parties including contractors.  Injury or harm caused through work at height accident. |  |  |  |  |  |  |  |
| Not trained to work at height.  *Training is required every 3 years:*   * *Online course for working up to 4 steps or toolbox talk by a competent person.* * *Face to face training course with a practical element for working over 4 steps.* * *PASMA training course before using tower scaffolds.* | Employees, 3rd parties including contractors, members of the public, client/service users and students.  Injury or harm caused by not understanding or using safe systems of work when working at height. |  |  |  |  |  |  |  |

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| Poor condition and maintenance of work at height equipment used. | Employees, 3rd parties including contractors.  Injury or harm caused by equipment not fit for purpose. |  |  |  |  |  |  |  |
| Equipment becoming unstable causing injury. | Employees, 3rd parties including contractors, members of the public, client/service users and students.  Injury or harm caused by unstable equipment e.g. falling over. |  |  |  |  |  |  |  |
| Person walking into equipment. | Employees, 3rd parties including contractors, members of the public, client/service users and students.  Area not cordoned off and no signage causing injury or harm. |  |  |  |  |  |  |  |
| Collapse of equipment causing injury. | Employees, 3rd parties including contractors, members of the public, client/service users and students.  Equipment not erected correctly, inspected or maintained causing collapse leading to injury or harm. |  |  |  |  |  |  |  |
| Unauthorised acces to a place at height by a 3rd party e.g. by ladders or accessing a flat roof. | Employees, 3rd parties including members of the public,client/service users and students injury or harm caused by falling from height. |  |  |  |  |  |  |  |
| Poor weather conditions. | Employees, 3rd parties including contractors, members of the public, client/service users and students.  Injury or harm caused by slip, trip, fall, falling equipment and objects etc. |  |  |  |  |  |  |  |
| Lack of emergency rescue procedures. | Employees or contractors.  Serious delay to treat the injured or unwell person who may have a significant injury or serious health condition. |  |  |  |  |  |  |  |
| Lone working when working at height. | Employees or contractors.  The worker may not be able to summon help if they have an injury or become ill whilst working alone. |  |  |  |  |  |  |  |
| Dropped equipment or objects when working at height. | Employees, 3rd parties including contractors, members of the public, client/service users and students.  Falling equipment and objects etc. causing a struck by  Injury, harm or near miss. |  |  |  |  |  |  |  |
| Unguarded openings, gaps or poor edge protection e.g. on platforms, or scaffolding when working at height. | Employees, 3rd parties including contractors, members of the public, client/service users and students.  Injury, harm or near miss caused by risk of objects, equipment or persons falling. |  |  |  |  |  |  |  |
| Scaffolding Incorrectly erected. | Employees, 3rd parties including contractors, members of the public, client/service users and students.  Injury, harm or near miss caused by risk of objects, equipment, persons falling, collapse of scaffolding, pedestrians unable to safely pass. |  |  |  |  |  |  |  |
| Inappropriate use of tower scaffold.  *Staff who use tower scaffolds to be PASMA trained.* | Employees, 3rd parties including contractors, members of the public, client/service users and students.  Injury, harm or near miss caused by incorrect use of equipment. |  |  |  |  |  |  |  |
| Inappropriate use of ladders/stepladders. | Employees, 3rd parties including contractors, members of the public, client/service users and students.  Injury, harm or near miss caused by incorrect use of equipment. |  |  |  |  |  |  |  |
| Working on fragile roofs. | Employees, 3rd parties including contractors, members of the public, client/service users and students.  Injury, harm or stress caused by collapse of fragile roof e.g. fall from height. |  |  |  |  |  |  |  |
| Carrying materials. | Employees, 3rd parties including contractors, members of the public, client/service users and students.  Person slipping, tripping or falling. Falling equipment and objects etc. causing a struck by  Injury, harm or near miss. |  |  |  |  |  |  |  |
| Risk of electrocution. | Employees or contractors - injury, harm or stress caused by electric shock. |  |  |  |  |  |  |  |
| Insufficient personal protective equipment (PPE). | Employees or contractors - injury or harm caused by not wearing sufficient protection against falling objects, falls etc. |  |  |  |  |  |  |  |
| Poorly stored equipment. | Employees, 3rd parties including contractors, members of the public, client/service users and students.  Injury, harm or near miss caused by falling equipment, unauthorised access, tripping over equipment etc. |  |  |  |  |  |  |  |

**Suggested guidance, actions / control measures for some of the hazards identified:**

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| Hazards: | Suggested guidance, actions / control measures (this list is not exhaustive): |
| Slip, trip or fall whilst working at height. | * Consider other alternatives to working at height e.g. use contractors, use of extended handled poles fo reach (window cleaning, gutter clearing). * No working at height tasks to be undertaken unless staff are appropriately trained to do so (see ‘Not trained to work at height’ below). * Specific work at height risk assessment(s) to be undertaken prior to all potentially dangerous activities e.g. working on the roof. * Suitable equipment must be used for all tasks. * Wear personal protective equipment (PPE) e.g. hard hats, hi-vis, steel toed shoes/boots, harnesses, ropes and other equipment to reduce the severity of injury. * Staff not to use furniture or other inappropriate fixed/mobile structures for working at height. * Adequate and appropriate signs must be in place to warn of hazards below work area. * Work should be scheduled to take place when persons/others are not in the immediate area. * Consider use of fall arrest systems depending on nature of task, equipment and duration. * Ensure that the opening of any windows cannot interfere with the ladder. * KCC’s accident/incident or near miss reporting form to be completed. |
| Not trained to co-ordinate or undertake work at height activities. | 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.  Training is required every 3 years and a certificate of completion kept on file:   * For the use of stepladders below 4 steps, an online training course must be undertaken or receive a toolbox talk from a competent person. * For the use of ladders or stepladders above 4 steps a face-to-face training course with a practical element of instruction must be undertaken. * A PASMA training course must be undertaken before using tower scaffolds. * Mobile elevated work platforms (MEWPs) specialist training must be undertaken before operatives use equipment. |
| Poor condition and maintenance of work at height equipment used. | * Undertake visual Inspections of equipment before every use. * Regular recorded inspections of all working at height equipment to be carried out by a competent person trained in working at height. * Defective equipment to be clearly labelled ‘do not use’ and reported to the responsible person with record kept. Equipment must be secured in a lockable room and fixed or disposed of appropriately. |
| Poor weather conditions. | No work at height to be conducted outside in adverse weather. Weather conditions must be continually assessed e.g. if windy avoid working at height as wind may increase the likelihood of hazards such as falls and dropping items. |
| Inappropriate use of mobile towers or platforms. | Staff who use tower scaffolds must be PASMA trained.   * All equipment to be visually inspected before use and records kept. * Equipment to be used only where there is a firm, level surface. * Appropriate footwear to be worn. * Correct use of outriggers. * Safe system of work must be in place for work involving tower scaffolds. * Equipment must be suitably stored after use. |
| Inappropriate use of ladders/stepladders. | * Work at height training to be undertaken as stated above. * Ladders and stepladders are 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. * Ladder should be placed on a suitable clear, firm and level base and 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. * Appropriate footwear to be worn. * Equipment should be suitably stored after use. |
| Working on fragile roofs. | Refer to the Health and Safety Executive’s guidance on ‘Fragile roofs – safe working practices’.   * 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. * Avoid the need to work on/near/pass across a fragile surface e.g. repairing a skylight from underneath using a tower scaffold. * Authorised persons or specialist contractors to use suitable fixed access e.g. stairs/ladders rather than temporary equipment where possible. * Fragile surfaces must be identified with suitable and prominent signage. * Authorised persons or specialist contractors to use 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). |
| Carrying materials. | * Avoid holding items when climbing (consider using a tool belt), follow safe procedures e.g. 3 points of contact to be maintained. * Only carry light materials and tools. |
| Risk of electrocution. | * Do not work within 6m horizontally of any overhead power line, unless it has been made dead or it is protected with insulation. * Use a non-conductive ladder (eg fibreglass or timber) for any electrical work. * Use hand-held tools or battery operated tools wherever possible. * All portable equipment must be PAT tested every year. * Visual inspections of equipment before use. * Regular recorded inspections of equipment. |
| Insufficient personal protective equipment (PPE). | PPE is essential e.g. hard hats, steel toed shoes/boots, harnesses, ropes, and other equipment can minimise the risk or lessen the severity of potential injuries. |