

# RISK ASSESSMENT FOR **BARTON CAMP**

## WORKING AT HEIGHT

Assessment agreed and signed for by: ..... Position: ..... Date: .....

| <b>Task, Activity or Environment</b> being assessed.  | What are the <b>hazards</b> or Dangers?                 | Who or what is <b>affected</b> ?  | Degree of potential <b>injury</b> ? | <b>Existing controls</b> to either eliminate or reduce the risk of an accident happening.   | <b>Probability</b> of an accident happening? | The <b>Risk Rating</b>    |
|---|---|---|-------------------------------------|---|--|---------------------------|
| <p><b>Ladder or Access Equipment Location.</b></p> <p>Tasks involving climbing, reaching and using both hands e.g.</p> <p><b>Inside</b><br/>Putting up wall displays<br/>Cleaning windows<br/>Replacing light fittings (bulbs, fluorescent tubes)<br/>Decorating.</p> <p><b>Outside</b><br/>Guttering repair/clearance<br/>Retrieving balls from roofs<br/>Re-glazing<br/>Roof leaks<br/>Trespassers accessing roofs.</p> | <p>Equipment collapse.</p> <p>Falls from equipment.</p> | <p>Caretakers, cleaners, teachers, contractors, pupils &amp; trespassers.</p> | <p>Major Injury.</p>                | <ul style="list-style-type: none"> <li>• Metal ladders/access equipment and wooden ladders (when wet) are conductors of electricity and are not placed next or carried beneath low power lines.</li> <li>• Care is taken to use ladders the correct way up. Wooden pole ladders often have stiles (upright sections) thicker at the base than at the top and should have metal rods <b>underneath</b> the rungs.</li> <li>• Metal ladders often have rungs with both flat and curved surfaces – the <b>flat</b> surface is the one that the user’s feet rest on.</li> <li>• The working surface should be flat and firm</li> <li>• Facilities should be available to secure the ladder against slipping. It can be tied at the top, secured at the bottom or footed by a second person.</li> <li>• Regular access points to the roof should be made permanent with anchor points fixed to walls etc.</li> <li>• When accessing flat roofs (to retrieve footballs, clear guttering etc) the step-off point should be level with the working platform or access point; the ladder should extend at least 1.05m or five rungs above this level.</li> <li>• No work is undertaken if the user has to step on any of the top three rungs of the ladder.</li> </ul> | <p><b>Remote</b></p>                         | <p><b>Medium Risk</b></p> |
| <p><b>Equipment suitability &amp; maintenance</b></p>   | <p>Damaged or faulty equipment</p>                      | <p>As above</p>   | <p>Major Injury</p>                 | <ul style="list-style-type: none"> <li>• Equipment is maintained free of defects and regularly inspected by a competent person. Results are recorded.</li> <li>• Equipment beyond repair is destroyed.</li> <li>• A visual check is carried out by the intended user to check for splits in timber, greasy/slippery surfaces and that parts are not missing.</li> <li>• The user ensures that the equipment is the correct length to safely complete the intended work so that stretching and over-reach does not take place.</li> </ul>  | <p><b>Remote</b></p>                         | <p><b>Medium Risk</b></p> |

Continued on next sheet

**Continuation sheet 1**

|  |                                     |                                 |                      |   |                      |                           |
|--|-------------------------------------|---------------------------------|----------------------|---|----------------------|---------------------------|
| <p><b>Medical condition/s.</b></p>                         | <p>Falls &amp; slips.</p>           | <p>Persons using equipment.</p> | <p>Major Injury.</p> | <ul style="list-style-type: none"> <li>• Persons suffering from Vertigo or any other medical condition that would place themselves in a position of danger should not use ladders or any other access equipment.</li> </ul>   | <p><b>Remote</b></p> | <p><b>Medium Risk</b></p> |
| <p><b>Using Equipment. (ladders &amp; stepladders)</b></p> | <p>Working alone, in isolation,</p> | <p>As above.</p>                | <p>Major Injury.</p> | <ul style="list-style-type: none"> <li>• Working at height is avoided if possible.</li> <li>• Ladders and/or stepladders are only used for short term work and only if there is a low level of risk.</li> <li>• When changing fluorescent tubes, work is carried out by two people, one to change the fitting the other to hold the ladder/stepladder and to hand-up/down the tubes.</li> <li>• The bottom of the ladder/stepladder is protected from knocks by a second person by a notice or barrier.</li> <li>• Work is not carried out in the evenings or when the premises are closed unless a colleague or partner is aware of where you are working.</li> <li>• Users carry a mobile phone or personal alarm to summon help in case of an emergency.</li> <li>• All equipment to be used in the “Lock” position.</li> <li>• Ladders are used using the principal of a 75o angle from the bottom to the top or 4 lengths up x 1 length from the wall to the ladder base.</li> <li>• Side-loading is not permitted when using stepladders</li> <li>• Work is not carried out by standing on the top step</li> <li>• Users must ensure that a handhold or sufficient length is available at the top of the ladder above the working position to grab in case of an emergency.</li> <li>• Only one person at a time should be using a stepladder.</li> <li>• If there is a need to stretch or overreach the stepladder should be moved.</li> <li>• Tools etc must be carried in a tool belt so the user has both hands free.</li> <li>• Kick-along steps and step-ups (3-5-tread height) should be used for low work.</li> <li>• “Zarges” can be used to access higher work. These can be used up-to 10 treads high.</li> <li>• Chairs, tables and stools are not used to gain height.</li> <li>• Where necessary, 2 persons will need to carry, lift and position and lower ladders and other equipment.</li> </ul> | <p><b>Remote</b></p> | <p><b>Medium Risk</b></p> |

**Continued on next sheet**

**Continuation sheet 2**

|  |  |   |                      |  |                                     |  |
|--|--|---|----------------------|--|-------------------------------------|--|
| <p align="center"><b>Site Security.</b></p>                  | <p>Falls, theft, access to roofs and collision between people and equipment.</p> | <p>Caretakers, cleaners, teachers, contractors, pupils &amp; trespassers.</p> | <p>Major Injury.</p> | <ul style="list-style-type: none"> <li>• The area where work is being carried out is cordoned off with tape or a physical barrier.</li> <li>• Staff etc are informed about the work and are advised to keep pupils clear of the area until the work is finished and the equipment has been safely put away.</li> <li>• Notices are displayed warning people of fragile roofs.</li> <li>• Refuse bins, equipment, rubbish and other aids to climbing are kept away from walls and easily accessed roof areas.</li> <li>• Pupils are given instruction about the dangers associated with climbing ladders, scaffolds and other pieces of equipment.</li> <li>• Work must be well planned in advance.</li> <br/> <li>• Trestle to be used only as board supports.</li> <li>• Regular maintenance and inspection must be recorded.</li> <li>• Trestle should only be installed on a firm base and levelled for stability.</li> </ul>                               | <p align="center"><b>Remote</b></p> | <p align="center"><b>Medium Risk</b></p> |
| <p align="center"><b>Working platforms and trestles.</b></p> | <p>Falls and collapse of platform and/or trestle</p>                             | <p>User and Installer</p>   | <p>Major Injury</p>  | <ul style="list-style-type: none"> <li>• Platforms based on trestle should be fully boarded, adequately supported and provided with edge protection where appropriate.</li> <li>• Safe access should be provided, usually by a stepladder.</li> <li>• Only competent persons or a reputable company may construct and install access platforms.</li> <li>• Platforms should only be used for work of long duration.</li> <li>• Towers and platforms must not be used with persons riding on top.</li> <li>• Access to platforms and trestle must be removed at the end of the working day.</li> <li>• By law, trestle, platforms and scaffolds must be at least 600mm wide. Older trestles may not be compliant and suitable.</li> <li>• Working on roofs to retrieve footballs etc must not be done during periods of windy weather, when it is raining, snowing or icy conditions.</li> <li>• <b>NO</b> work must be attempted during bad weather</li> </ul> | <p align="center"><b>Remote</b></p> | <p align="center"><b>Medium Risk</b></p> |

**Any further action needed, proceed to Action Plan on next page for further controls.**

**Section 2 – Action Plan for further controls**

| <b>Hazard</b> needing further control? | <b>Additional precautions</b> needed to eliminate or reduce the hazard to at least a <b>Medium Risk</b> or ideally a <b>Low Risk</b>  | Who is <b>responsible</b> for implementing these controls? | <b>When</b> are these controls to be implemented? | When <b>were</b> these controls implemented? |
|--|---|--|---|--|
| <b>Site Security</b>                   | <ul style="list-style-type: none"> <li>• Anti-climb paint can be used to deter would be trespassers from accessing roofs and other areas of the premises where access is restricted and access is for authorised persons only.</li> <li>• Contractors must secure ladders etc when leaving the site.</li> </ul> <p>ONLY QUALIFIED PERSONS CAN ERECT, INSTALL OR USE THE FOLLOWING ITEMS OF EQUIPMENT.</p> <p>ANY COMPANY ERECTING, INSTALLING OR USING THE EQUIPMENT LISTED BELOW MUST PROVIDE A CURRENT RISK ASSESSMENT AND SAFE METHOD OF WORK.</p> <p><i>General Access Scaffolds</i><br/> <i>Scaffold Towers, Suspended Access (Cradles)</i><br/> <i>Personal Suspension Equipment (Boatswains Chairs and Abseiling Equipment)</i><br/> <i>Mast-Elevated Work Platforms</i><br/> <i>Power-Operated Mobile Work Platforms.</i></p> | <b>Head teacher &amp; caretaker.</b>                       |   |  |
| Written by Geoff Dowle.                |   | Date of assessment: <b>February 7<sup>th</sup> 2007.</b>   |   | Date for review: <b>February 2009</b>        |