



Risk Assessment: Working at Heights

Assessment agreed and signed for by:

Position:

Date:

Task, activity or environment being assessed	What are the hazards or dangers?	Who or what is affected?	Degree of potential injury?	Existing controls to either eliminate or reduce the risk of an accident happening.	What is the probability of an accident happening?	What is the risk rating
<p>Ladder or Access Equipment Location. Tasks involving climbing, reaching and using both hands e.g.</p> <p>Inside Putting up wall displays Cleaning windows Replacing light fittings (bulbs, fluorescent tubes) Decorating.</p> <p>Outside Guttering repair/clearance</p>	<p>Equipment collapse.</p> <p>Falls from equipment.</p>	<p>Caretakers, cleaners, teachers, contractors, pupils & trespassers.</p>	<p>Major Injury. Major Injury</p>	<ul style="list-style-type: none"> • Metal ladders/access equipment and wooden ladders (when wet) are conductors of electricity and are not placed next or carried beneath low power lines. • 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 underneath the rungs. • Metal ladders often have rungs with both flat and curved surfaces – the flat surface is the one that the user's feet rest on. • The working surface should be flat and firm • Facilities should be available to secure the ladder against slipping. It can be tied at the top, secured at the bottom or 	<p>Remote</p>	<p>Medium Risk</p>

<p>Retrieving balls from roofs Re-glazing Roof leaks Trespassers accessing roofs.</p> <p>Equipment suitability & maintenance</p>	<p>Damaged or faulty equipment</p>	<p>As above</p>		<p>footed by a second person.</p> <ul style="list-style-type: none"> • Regular access points to the roof should be made permanent with anchor points fixed to walls etc. • 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. • No work is undertaken if the user has to step on any of the top three rungs of the ladder. • Equipment is maintained free of defects and regularly inspected by a competent person. Results are recorded. • Equipment beyond repair is destroyed. • 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. • 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. 	<p>Remote</p>	<p>Medium Risk</p>
<p>Site Security</p>	<p>Falls, theft, access to roofs and collision between people and equipment.</p>	<p>Caretakers, cleaners, teachers, contractors, pupils & trespassers.</p>	<p>Major Injury</p>	<ul style="list-style-type: none"> • The area where work is being carried out is cordoned off with tape or a physical barrier. • 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 	<p>Remote</p>	<p>Medium Risk</p>

<p>Working platforms and trestles</p>	<p>Falls and Collapse of platform and/or trestle</p>	<p>User and Installer</p>	<p>Major Injury</p>	<p>away.</p> <ul style="list-style-type: none"> • Notices are displayed warning people of fragile roofs. • Refuse bins, equipment, rubbish and other aids to climbing are kept away from walls and easily accessed roof areas. • Pupils are given instruction about the dangers associated with climbing ladders, scaffolds and other pieces of equipment. • Work must be well planned in advance. <ul style="list-style-type: none"> • Trestle to be used only as board supports. • Regular maintenance and inspection must be recorded. • Trestle should only be installed on a firm base and levelled • for stability. • Platforms based on trestle should be fully boarded, adequately supported and provided with edge protection where appropriate. • Safe access should be provided, usually by a stepladder. • Only competent persons or a reputable company may construct and install access platforms. • Platforms should only be used for work of long duration. 	<p>Remote</p>	<p>Medium Risk</p>
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				<ul style="list-style-type: none"> • Towers and platforms must not be used with persons riding on top • Access to platforms and trestle must be removed at the end of the working day • By law, trestle, platforms and scaffolds must be at least 600m wide. Older trestles may not be compliant and suitable. • Working on roofs to retrieve footballs etc must not be done during periods of windy weather, when it is raining, snowing or icy conditions. • NO work must be attempted during bad weather 		
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Section 2 - Action Plan for further controls

Hazard needing further control?	Additional precautions needed to eliminate or reduce the hazard to at least a Medium Risk or ideally a Low Risk	Who is responsible for implementing these controls?	When are these controls to be implemented?	When were these controls implemented?
Site Security	<ul style="list-style-type: none"> • 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. • Contractors must secure 	Head teacher & caretaker		

	<p>ladders etc when leaving the site.</p> <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>General Access Scaffolds Scaffold Towers, Suspended Access (Cradles) Personal Suspension Equipment (Boatswains Chairs and Abseiling Equipment) Mast-Elevated Work Platforms Power-Operated Mobile Work Platforms.</p>			
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All risk assessments are reviewed annually in September.