

HEALTH & SAFETY RISK ASSESSMENT FOR:

Work at Heights

PART 1 : ADMINISTRATIVE DETAILS

Section/Establishment Name: Shardlow Primary School

Date of Assessment	01.09.2022	Date of Issue	01.09.2022
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Assessment carried out by	K Magner	Signature	
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Reviews

Review Date	Reviewed by	Date	Changes Made	
			Y	N

Affected persons: Young People/Clients ☐ Staff ☐ Visitors ☐ Contractor ☐ Others (specify)

Name of Manager confirming and agreeing Assessment: K Magner

Signature: 

The following sections should be completed by all staff who need to be made aware of and abide by the findings of the Risk Assessment. NB: If, as a result of a review, changes are made to the Risk Assessment the relevant box on the attached page should be completed as appropriate by the staff concerned.

RISK ASSESSMENT

I confirm that I am aware of and understand the findings of the Risk Assessment and agree to ensure that I will work to the stated Control Measures and bring to the attention of Management any deficiencies in the findings of the Assessment.

Print Name	Signature	Date	Print Name	Signature	Date

RISK ASSESSMENT

What are the hazards?	Control Measures currently in place	✓ X N/A	Person to implement	Additional Control measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
Use of ladder	Correct type of ladder for work being carried out must be used.	Y		➤		
	Ladder only to be used for work where three points of contact can be maintained between the person and the ladder.	Y				
	Only ladders which have been subject to a regular recorded scheme of inspection and maintenance and are free of defects are to be used.	Y				
	The maximum height that an unsecured ladder can be used is 3m (ideally even then ladders should be footed).	Y				
	For work between 3m and 6m high, any ladder used must be footed or tied. (If it is to be tied it should be footed until the tie has been secured).	Y				
	Between 6m and 9m any ladder used must be tied off until such time that the tie is secured the ladder must be footed.	Y				
	Ladders to be tied at or near their upper resting point to proprietary tying points or to a stable and suitable part of the structure capable of bearing the weight of the ladder and person.	Y				
	No ladder longer than 9m to be used.	Y				
	Ladders only to be used for jobs of relatively short duration.	Y				
	System to be established to check on wellbeing of lone workers using ladders on a regular basis	Y				

What are the hazards?	Control Measures currently in place	✓ X N/A	Person to implement	Additional Control measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
Use of scaffold tower	Scaffold towers must only be erected, dismantled or altered in any way by trained and competent persons who are certificated as competent	Y				
	Anyone using a scaffold tower must have received appropriate information and training on its use. This should be recorded.	Y				
	Scaffold towers must not exceed stated height/base ratio, see manufacturer's instructions and Health and Safety Executive guidance.	Y				
	No mobile scaffold tower to be moved whilst anyone or any equipment is on the tower.	Y				
	Appropriate barriers to be erected around the scaffold tower to prevent unauthorised persons accessing the tower when not in use.	Y				
	An area around the base of the scaffold should be cordoned off to prevent anyone knocking the scaffold whilst it is in use.	Y				
	The cordoned off area must be big enough to prevent anything falling from the scaffold or work area hitting anyone on the ground.	Y				
	All wheels on mobile scaffold towers to be locked when in use and out riggers fitted as appropriate	Y				
Work on roofs/access onto roofs	No unauthorised person to be allowed to work on the roof.	Y				
	Anyone working on a roof or accessing a roof must be fully trained and competent	Y				
	A specific risk assessment detailing the precautions to be taken to prevent anyone falling from the roof edge and to protect people who may be under the area of roof being worked on must be carried out before any roof work is undertaken.	Y				
	Only fully inspected and maintained equipment of the correct size etc to be used to access/work on roofs.	Y				
	School based staff not to access roofs for one off type jobs eg fetching balls.	Y				

What are the hazards?	Control Measures currently in place	✓ X N/A	Person to implement	Additional Control measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
Work on roofs/access onto roofs – Cont...	All roof work only to be undertaken in accordance with a comprehensive individual risk assessment	Y				
Working on fragile roofs	A specific, detailed risk assessment must be carried out.	Y		➤		
Putting up displays Falls from incorrect access equipment, eg, chair/ table	Only proprietary access equipment to be used to put up/remove displays, eg, stepladders/hop ups.	Y		➤		
	Stepladders/hop ups to be regularly inspected and checked – these checks to be recorded.	Y				
	Only staff to be allowed to put up displays at height.	Y				
	Staff to receive appropriate training to use access equipment.	Y				
	Do not put up displays as a lone worker.	Y				
	Staff should not access the top third of stepladders unless they have a purpose designed platform with guard rails.	Y				