

GENERAL HEALTH & SAFETY RISK ASSESSMENT FOR:

**LOW LEVEL WORK AT HEIGHT (EG ACCESSING STORAGE,
TURNING ON PROJECTORS, PUTTING UP DISPLAYS)**

PART 1 : ADMINISTRATIVE DETAILS

Section/Establishment Name: Shardlow Primary School

Date of Assessment 01.09.2022

Date of Issue

Assessment carried out by 01.09.2022

Signature



Reviews

Review Date	Reviewed by	Date	Changes Made	
			Y	N

Affected persons: Young People/Clients

Staff

Visitors

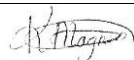
Contractor

Others (specify)

Name of Manager confirming and agreeing Assessment:

K Wagner

Signature:



The following sections should be completed by All 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?	Generic Control Measures	✓ X	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
Use of incorrect equipment	Staff instructed not to use desks/tables/chairs as a means of access	Y	All	➤		
	Managers/headteachers to set personal example and ensure appropriate access equipment is used.	Y				
	Appropriate access equipment is provided eg steps, hop ups etc.	Y				
	Access equipment is located in suitable locations where it can be easily accessed	Y				
Defective Equipment	All access equipment is suitable for purpose and checked before use.	Y	All	➤		
	Reporting procedure in place for identified defective items.	Y				
	All access equipment is individually identifiable.	Y				
	All access equipment is regularly inspected and these inspections recorded.	Y				
	Defective equipment appropriately labelled and removed until repaired or disposed of and replaced.	Y				
Use of access equipment	Displays prepared as far as possible before putting them up	Y	All	➤		
	Use of access equipment restricted to those instructed and competent in use	Y				
	Staff re-position access equipment rather than overstretch.	Y				
	Persons using access equipment wear appropriate footwear (low heeled non slip soles)	Y				
	Storage and displays restricted to head height where possible.	Y				
	Access equipment stored to prevent unauthorised use.	Y				
	Displays/storage areas are accessible not located above obstructions.	Y				

What are the hazards?	Generic Control Measures	✓ X	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
Use of access equipment (..Cont.)	Access equipment is only be used on firm level floors and must not be used from other surfaces (eg tables, benches, etc.).	Y	All	➤		
	Stepladders used in accordance with departmental guidance on using stepladders.	Y				
	Furniture moved where necessary to ensure access equipment centre property located.	Y				
	Work at height is not undertaken by lone workers – two people involved in work; one to pass items being displayed/stored to person on access equipment.	Y				