

WORK AT HEIGHT RISK ASSESSMENTS

[Putting up displays](#)

[Accessing filing / storage](#)

[Opening / closing windows / adjusting blinds](#)

[Changing fluorescent tubes using stepladder](#)

[Use of a ladder](#)

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[Work at height within drama](#)

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GENERIC RISK ASSESSMENT		
Establishment: Marsh Green Primary Schoo	Assessment by: N Sanchez	Date: April 2016
Review Date:	Approved by:	Date:

WORK ACTIVITY (brief description)

Putting up displays (low height, approximately 0.5 M above average persons height) using a kick stool

Hazard / Risk	Who is at Risk?	Normal Control Measures <i>(Brief description and/or reference to source of information).</i>	Additional Control Measures <i>(to take account of local/individual circumstances).</i>	Risk Rating H/M/L
Use of incorrect equipment (desk, chairs etc) Falls, falling objects	Staff Visitors Pupils	• Staff instructed not to use makeshift steps (chairs/ tables etc) • Restrict displays to head height where practical • Ensure display boards are accessible • Kick stool provided for users to access display areas safely		
Defective equipment / Falls, falling objects	Staff Visitors Pupils	• All access equipment suitable for purpose, checked before use and maintained in good condition. • Reporting procedure in place for identified defective items with prompt removal /remedial action.		

Inappropriate use of access equipment Overreaching, stretching etc. Uneven floor causing instability Falls, falling objects	Staff Visitors Pupils	• Displays prepared as far as possible before putting them up. • Use of access equipment restricted to those trained and competent in use. • Staff to re-position kick stool rather than overstretch. • Floor surfaces suitable to use kick stool (firm and even surface) • Persons using access equipment to wear appropriate footwear (low heeled, non slip soles) • Do not leave unattended to avoid unauthorised use.		
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GENERIC RISK ASSESSMENT		
Establishment: Marsh Green Primary School	Assessment by: N Sanchez	Date: April 2016
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WORK ACTIVITY (brief description)

Accessing office filing and storage on fixed shelving (approximately 1 M above average persons height) using a step ladder

Hazard / Risk	Who is at Risk?	Normal Control Measures <i>(Brief description and/or reference to source of information).</i>	Additional Control Measures <i>(to take account of local/individual circumstances).</i>	Risk Rating H/M/L
Use of incorrect equipment (desk, chairs etc) Falls, falling objects	Staff Visitors Pupils	• Staff instructed not to use makeshift steps (chairs/ tables etc) • Restrict high level storage • Ensure storage remains accessible • User to ensure access equipment is of adequate height. • Step ladder provided for users to access areas safely (more height is required than can be achieved with a kick stool)		
Defective equipment Falls, falling objects	Staff Visitors Pupils	• All access equipment suitable for purpose, checked before use and maintained in good condition. • Frequent documented checks on stepladder to ensure safe working condition (6 monthly / termly) • Reporting procedure in place for identified defective items with prompt removal /remedial action.		

Inappropriate use of access equipment Overreaching, stretching etc. Uneven floor causing instability Falls, falling objects	Staff Visitors Pupils	• Use of access equipment restricted to those trained and competent in use. • Maximum working height not exceeded- users waist should not rise above top step. • Staff to re-position steps rather than overstretch. • Floor surfaces suitable to use (firm and even surface) • Persons using access equipment to wear appropriate footwear (low heeled, non slip soles) • Securely stored when not in use to avoid unauthorised use.		
Manual Handling Unstable / unwieldy loads Falls, falling objects	Staff Visitors Pupils	• Ensure shelving is not overloaded • Organise storage with heavy / bulky objects at lower levels. • Frequently used items stored at easily accessible locations. • Use team handling where necessary. • Staff to be trained in moving and handling techniques.		

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GENERIC RISK ASSESSMENT		
Establishment: Marsh Green Primary School	Assessment by: N Sanchez	Date: April 2016
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WORK ACTIVITY (brief description) Opening and closing windows / adjusting blinds
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Hazard / Risk	Who is at Risk?	Normal Control Measures <i>(Brief description and/or reference to source of information).</i>	Additional Control Measures <i>(to take account of local/individual circumstances).</i>	Risk Rating H/M/L
Use of incorrect equipment (ledge, desk, chairs etc) Falls, falling objects	Staff Visitors Pupils	- Staff instructed not to use makeshift steps (chairs/ tables/ledges etc) - Provide remote means of opening high windows i.e. long handled poles or mechanical openers.		
Defective equipment / Falls, falling objects	Staff Visitors Pupils	- All access equipment suitable for purpose, checked before use and maintained in good condition. - Reporting procedure in place for identified defective items with prompt removal /remedial action.		
Falls from unprotected window	Staff Visitors Pupils	Fit window opening limiters to all windows above ground level		
Poorly maintained window falls from frame	Staff Visitors Pupils	Ensure windows are maintained in a safe condition		

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GENERIC RISK ASSESSMENT		
Establishment: Marsh Green Primary School	Assessment by: N Sanchez	Date: April 2016
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WORK ACTIVITY (brief description)

Use of stepladder to replace defective fluorescent tube in a classroom. Task involves brief 2 hands working to remove the diffuser and tube. Light work of short duration. – only for members of staff trained in ladder safety

Hazard / Risk	Who is at Risk?	Normal Control Measures <i>(Brief description and/or reference to source of information).</i>	Additional Control Measures <i>(to take account of local/individual circumstances).</i>	Risk Rating H/M/L
Use of incorrect equipment (desk, chairs etc) Falls, falling objects	Staff Visitors Pupils	- Staff instructed not to use makeshift steps (chairs/ tables etc) - User to ensure access equipment is of adequate height. - Step ladder provided for users to access areas safely		
Defective equipment, collapse of ladder falls, falling objects	Staff Visitors Pupils	- All access equipment suitable for purpose, checked before use and maintained in good condition. - Frequent documented checks on stepladder to ensure safe working condition (6 monthly / termly) - Reporting procedure in place for identified defective items with prompt removal /remedial action.		

Inappropriate use of access equipment Overreaching, stretching etc. Uneven floor causing instability Falls, falling objects	Staff Visitors Pupils	• User trained in use of ladders for minor inspection / maintenance tasks. • Access equipment restricted to those trained and competent in use. • 2 person job, second person available at ground level to hand diffuser / tubes to. • Move furniture if needed to gain access. • Maximum working height not exceeded- users waist should not rise above top step or top of handrail. • Staff to re-position steps rather than overstretch. • Floor surfaces suitable to use (firm and even surface) • Persons using access equipment to wear appropriate footwear (low heeled, non slip soles) • Stepladder securely stored when not in use to avoid unauthorised use.		
Persons colliding with ladder falls / falling objects	Staff Visitors Pupils	• Segregate work area • Provide warning signs, cones etc. if needed.		
Manual Handling Unstable / unwieldy loads Falls, falling objects	Staff Visitors Pupils	• Use team handling where necessary. • Staff to be trained in moving and handling techniques. • Obtain help transporting ladder if needed		
Contact with electricity electrocution, burns	Staff Visitors Pupils	• Switch off electrical supply or tape off and label light switch if this is not possible.		

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GENERIC RISK ASSESSMENT		
Establishment: Marsh Green Primary School	Assessment by: N Sanchez	Date: April 2016
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WORK ACTIVITY (brief description)

Use of ladder for light work of short duration (maximum 30 mins) – only for staff trained in ladder safety

Hazard / Risk	Who is at Risk?	Normal Control Measures <i>(Brief description and/or reference to source of information).</i>	Additional Control Measures <i>(to take account of local/individual circumstances).</i>	Risk Rating H/M/L
Use of incorrect equipment (desk, chairs etc) Falls, falling objects	Staff Visitors Pupils Contractors	- User to ensure access equipment is of adequate height. - Consideration given to hiring suitable equipment for specific jobs or where work is liable to take >30mins.		
Defective equipment, collapse of ladder falls, falling objects	Staff Visitors Pupils Contractors	- All access equipment suitable for purpose, checked before use and maintained in good condition. - Frequent documented checks on ladder to ensure safe working condition (6 monthly / termly) - Reporting procedure in place for identified defective items with prompt removal /remedial action.		

Inappropriate use of access equipment Overreaching, stretching etc. Uneven floor causing instability Falls, falling objects	Staff Visitors Pupils Contractors	• User trained in use of ladders for minor inspection / maintenance tasks. • Access equipment restricted to those trained and competent in use. • Maximum working height not exceeded. • Ensure correct angle of ladder (1M out for 4M up) • Secure ladder • No lone working when using ladders. • Staff to re-position ladder rather than overstretch. • Floor surfaces suitable to use (firm and even surface) • Persons using access equipment to wear appropriate footwear (low heeled, non slip soles) • Securely stored when not in use to avoid unauthorised use.		
Persons colliding with ladder	Staff Visitors Pupils Contractors	• Segregate work area effectively. • Provide warning signs, cones or fencing if needed. • Schedule work to take place when persons are not in immediate area.		
Manual Handling Unstable / unwieldy loads Falls, falling objects	Staff Visitors Pupils Contractors	• Accompanying tools and equipment carried in tool belt. Both hands to be kept free when climbing ladder. • Use team handling where necessary. • Staff to be trained in moving and handling techniques. • Obtain help transporting ladder if needed		

Environmental conditions (weather, wet ground, uneven surfaces etc.)	Staff Visitors Pupils Contractors	• Consideration given to environmental conditions prior to starting work. • No work to be undertaken in adverse weather conditions (wind, rain, snow etc.) • Ensure rungs are clear of slippery substances, ice, mud etc.		
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WORK ACTIVITY (brief description)

Use of mobile tower scaffold .

Use of equipment other than ladders justified – no protected platform, not possible to secure ladder.

Hazard / Risk	Who is at Risk?	Normal Control Measures <i>(Brief description and/or reference to source of information).</i>	Additional Control Measures <i>(to take account of local/individual circumstances).</i>	Risk Rating H/M/L
Use of incorrect equipment Falls, falling objects	Staff Visitors Pupils Contractors	- User to ensure access equipment is of adequate height and suitable for task. - All users to be trained in work at height - Height of scaffold to be no more than 3 times base dimension (or in accordance with manufacturers instructions)		
Defective equipment, collapse of equipment, falls, falling objects	Staff Visitors Pupils Contractors	- All access equipment suitable for purpose, inspected before use and maintained in good condition. - Inspected weekly if it remains in place and after any event likely to have affected its stability. - Safe working load marked on equipment - To be erected only by certified persons. - Reporting procedure in place for identified defective items with prompt removal /remedial action		

Inappropriate use of access equipment Overreaching, stretching etc. Uneven floor causing instability Falls, falling objects	Staff Visitors Pupils Contractors	• All users trained in use of mobile towers for inspection / maintenance tasks. • Access equipment restricted to those trained and competent in use. • Brakes to be applied in use. • Move tower from base only, all tools and persons removed from structure prior to moving. • Guardrails and toe boards to be provided. • No lone working when erecting or using tower. • Floor surfaces suitable to use (firm and even surface) • Persons using access equipment to wear appropriate footwear (low heeled, non slip soles) • Securely stored when not in use to avoid unauthorised use. Remove access ladder.		
Persons or vehicles colliding with tower	Staff Visitors Pupils Contractors	• Segregate work area, create exclusion zone beneath work area • Provide warning signs, cones or temporary fencing if needed. • Schedule work to take place when persons are not in immediate area.		
Contact with overhead electrical services Electrocution, burns	Staff Visitors Pupils Contractors	• Survey area prior to erection		
Manual Handling Unstable / unwieldy loads Falls, falling objects	Staff Visitors Pupils Contractors	• Accompanying tools and equipment carried in tool belt. Both hands to be kept free when climbing ladder. • Use team handling where necessary. • Staff to be trained in moving and handling techniques. • Obtain help transporting equipment if needed		

Environmental conditions (weather, wet ground, uneven surfaces etc.)	Staff Visitors Pupils Contractors	• Consideration given to environmental conditions prior to starting work. • No work to be undertaken in adverse weather conditions (wind, rain, snow etc.) • Ensure rungs are clear of slippery substances, ice, mud etc.		
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