

<b>Working at Height Risk Assessment</b>	
<b>Title of project or activity</b>	General Activities
<b>Responsible Person :</b>	Line Manager
<b>Academy</b>	
<b>Date of assessment</b>	21.11.19
<b>Location of work (Buildings and room numbers)</b>	General Areas Across the Academy
<b>Introduction</b>	
<p>The following risk assessment and guidance has been developed to assess the hazardous working at height activities, risks and identify appropriate prevention and control measures to reduce them. A simple implementation check is provided to assist academies in demonstrating that the control measures are being implemented, please identify when they have been implemented.</p>	
<b>Activities with Hazardous Potential and Significant Risks</b>	
<p>These are contained within the shaded area. The first shaded area in the assessment identifies the hazard or hazardous activity and the second identifies the risks imposed by that activity.</p>	
<b>Preventative and Protective Measures to Avoid or Reduce Risks to an Acceptable Level</b>	
<p>These are contained within the un-shaded areas. This section identifies the control measures required and may require schools to choose options or carry out additional risk assessments.</p>	
<b>Help and Support</b>	
	<p>For help and support please contact Jamie Clarke  <a href="mailto:jclarke@fiveriversmat.uk">jclarke@fiveriversmat.uk</a>            Tel. 07712306064</p>
<b>Hazard 1</b>	<b>Access equipment</b>
<b>Risks</b>	<p>Risks of musculoskeletal disorders, fractures, neck or spinal injuries, permanent disability and fatality.            Risk to employees, students and others as a result of poor working at height practice.</p> <ul style="list-style-type: none"> <li>• Employee or pupil falling from height</li> <li>• Poor maintenance of access equipment</li> <li>• Inappropriate use of access equipment</li> <li>• An object falling from height onto someone below</li> <li>• Contact with overhead cables</li> </ul>
<b>Control Measures</b>	<ul style="list-style-type: none"> <li>• Inspection of equipment before every use.</li> <li>• Monthly inspections of access equipment by a competent person and records kept.</li> <li>• Defective equipment to be reported to manager.</li> <li>• Immediate removal and disposal of access equipment found to be defective prior to use.</li> <li>• Equipment to be used only where there is a firm, level surface.</li> </ul>
	<p style="text-align: right;">Implemented <input type="checkbox"/>      Date</p>

	<ul style="list-style-type: none"> <li>• Appropriate footwear to be worn.</li> <li>• Staff who build tower scaffolds must be PASMA trained.</li> <li>• Equipment should be suitably stored after use.</li> <li>• Work at height training to be undertaken.</li> <li>• Equipment used to be class 1 'Industrial' or EN131 types</li> </ul>		
Hazard 2	<b>Use of Ladders</b>	Implemented <input type="checkbox"/>	Date
Risks	Risks of musculoskeletal disorders, fractures, neck or spinal injuries, permanent disability and fatality. Risk to employees, students and others as a result of poor working at height practice. <ul style="list-style-type: none"> <li>• Employee falling from height</li> <li>• Poor maintenance of access equipment</li> <li>• Inappropriate use of access equipment</li> <li>• An object falling from height onto someone below</li> </ul>		
Control Measures	<ul style="list-style-type: none"> <li>• Ladders only to be used for low risk work and a short duration of time (maximum of 30 minutes).</li> <li>• All equipment to be visually inspected before use.</li> <li>• Equipment to be checked on a monthly basis by a competent person</li> <li>• Ladders to be made secure by tying at the top and bottom or footed by a person at the base of the ladder.</li> <li>• Equipment to be placed on a suitable firm and level base.</li> <li>• Three points of contact to be maintained at all times when working to avoid overreaching.</li> <li>• Work at height training to be undertaken.</li> </ul>		
Hazard 3	<b>Working on Fragile surfaces; carrying out roof work</b>	Implemented <input type="checkbox"/>	Date
Risks	Risks of musculoskeletal disorders, fractures, neck or spinal injuries, permanent disability and fatality. Risk to employees, students and others as a result of poor working at height practice. <ul style="list-style-type: none"> <li>• Employee falling from height</li> <li>• Poor maintenance of access equipment</li> <li>• Inappropriate use of access equipment</li> <li>• An object falling from height onto someone below</li> <li>• Roof collapsing</li> <li>• Sloping roof</li> <li>• Unprotected edges</li> </ul>		
Control Measures	<ul style="list-style-type: none"> <li>• Avoid the need to work on/near/pass across a roof or fragile surface wherever possible e.g. repairing a skylight from underneath using a tower scaffold.</li> <li>• No access to a roof or fragile surface allowed except by authorised persons or specialist contractors using appropriate equipment.</li> <li>• Use of suitable working platforms with guard rails during work on or near a fragile surface.</li> <li>• Use of suitable PPE identified.</li> <li>• Edge protection to be provided.</li> <li>• Work at height training to be undertaken.</li> </ul>		
Hazard 4	<b>Replacement of Lightbulbs and Fittings</b>	Implemented <input type="checkbox"/>	Date
Risks	Risks of musculoskeletal disorders, fractures, neck or spinal injuries, permanent		

	<p>disability and fatality. Risk to employees, students and others as a result of poor working at height practice.</p> <ul style="list-style-type: none"> <li>• Employee falling from height</li> <li>• Poor maintenance of access equipment</li> <li>• Inappropriate use of access equipment</li> <li>• An object falling from height onto someone below</li> <li>• Over reaching or stretching</li> </ul>		
Control Measures	<ul style="list-style-type: none"> <li>• Correct working platform to be established</li> <li>• Ladders only to be used for low risk work and a short duration of time (maximum of 30 minutes).</li> <li>• Equipment to be placed on a suitable firm and level base.</li> <li>• If task necessitates over-reaching or over-stretching from the ladder, then alternative safe means of access to the task must be used.</li> <li>• All equipment to be visually inspected before use.</li> <li>• Work at height training to be undertaken.</li> </ul>		
Hazard 5	<b>Display Boards</b>	Implemented <input type="checkbox"/>	Date
Risks	<p>Risks of musculoskeletal disorders, fractures, neck or spinal injuries, permanent disability and fatality. Risk to employees, students and others as a result of poor working at height practice.</p> <ul style="list-style-type: none"> <li>• Employee falling from height</li> <li>• Poor maintenance of access equipment</li> <li>• Inappropriate use of access equipment</li> <li>• An object falling from height onto someone below</li> <li>• Over reaching or stretching</li> </ul>		
Control Measures	<ul style="list-style-type: none"> <li>• Remove display boards where possible to carry out work</li> <li>• Correct working platform to be established</li> <li>• Ladders only to be used for low risk work and a short duration of time (maximum of 30 minutes).</li> <li>• Equipment to be placed on a suitable firm and level base.</li> <li>• If task necessitates over-reaching or over-stretching from the ladder, then alternative safe means of access to the task must be used.</li> <li>• All equipment to be visually inspected before use.</li> </ul>		
Hazard 6	<b>Maintenance and Decoration</b>	Implemented <input type="checkbox"/>	Date
Risks	<p>Risks of musculoskeletal disorders, fractures, neck or spinal injuries, permanent disability and fatality. Risk to employees, students and others as a result of poor working at height practice.</p> <ul style="list-style-type: none"> <li>• Employee falling from height</li> <li>• Poor maintenance of access equipment</li> <li>• Inappropriate use of access equipment</li> <li>• An object falling from height onto someone below</li> <li>• Over reaching or stretching</li> </ul>		
Control Measures	<ul style="list-style-type: none"> <li>• Correct working platform to be established</li> <li>• Ladders only to be used for low risk work and a short duration of time (maximum of 30 minutes).</li> </ul>		

	<ul style="list-style-type: none"> <li>• Equipment to be placed on a suitable firm and level base.</li> <li>• If task necessitates over-reaching or over-stretching from the ladder, then alternative safe means of access to the task must be used.</li> <li>• All equipment to be visually inspected before use.</li> <li>• Work at height training to be undertaken.</li> </ul>			
Hazard 7		Implemented <input type="checkbox"/>	Date	
Risks				
Control Measures	•			
Hazard 8		Implemented <input type="checkbox"/>	Date	
Risks	•			
Control Measures	•			
	<b>Emergency Procedures</b>	Implemented <input type="checkbox"/>	Date	
Risks	In adequate supply of first aiders or first aid supplies. Risk to employees, students and others.			
Control Measures	<ul style="list-style-type: none"> <li>• First aid cover is available and in place at all times</li> <li>• The workplace is in very close proximity to the NHS trust Services.</li> </ul>			
Hazards	<b>Additional Control Measures Required (List and Implement)</b>	Implemented <input type="checkbox"/>	Date	N/A <input type="checkbox"/>
Risks	•			
Control Measures	•			
<b>Assessor</b>				
<b>Name</b>		<b>Signature</b>	<b>Date</b>	
Jamie Clarke				
<b>Responsible Person / Manager</b>				
<b>Name</b>		<b>Signature</b>	<b>Date</b>	