

## WORK AT HEIGHT RISK ASSESSMENTS

### DOWSE PREMISES

Putting up displays

Accessing filing / storage

Opening / closing windows / adjusting blinds

Changing fluorescent tubes using stepladder

Use of a ladder

Use of a tower scaffold

Low roof Access

<b>GENERIC RISK ASSESSMENT</b>		
<b>Establishment:</b>	<b>Assessment by:</b>	<b>Date:</b>
Dowse Premises	Paul Mansfield	14-08-2015
<b>Review Date:</b>		<b>No. 27a</b>
<ul style="list-style-type: none"> <li>14-12-2016</li> </ul>		



**WORK ACTIVITY (brief description)**  
 Putting up displays (low height, approximately 0.5 M above average persons height) using a kick stool

<b>Hazard / Risk</b>	<b>Who is at Risk?</b>	<b>Normal Control Measures</b> <i>(Brief description and/or reference to source of information).</i>	<b>Additional Control Measures</b> <i>(to take account of local/individual circumstances).</i>	<b>Risk Rating</b> <b>H/M/L</b>
<b>Use of incorrect equipment (desk, chairs etc)</b> Falls, falling objects	Staff Visitors	<ul style="list-style-type: none"> <li>Staff instructed not to use makeshift steps (chairs/ tables etc)</li> <li>Restrict displays to head height where practical</li> <li>Ensure display boards are accessible</li> <li>Kick stool provided for users to access display areas safely</li> </ul>		L
<b>Defective equipment</b> / Falls, falling objects	Staff Visitors	<ul style="list-style-type: none"> <li>All access equipment suitable for purpose, checked before use and maintained in good condition.</li> <li>Reporting procedure in place for identified defective items with prompt removal /remedial action.</li> </ul>		L

<p><b>Inappropriate use of access equipment</b>  <b>Overreaching, stretching etc.</b>  <b>Uneven floor causing instability</b>  Falls, falling objects</p>	<p>Staff  Visitors</p>	<ul style="list-style-type: none"> <li>• Displays prepared as far as possible before putting them up.</li> <li>• Use of access equipment restricted to those trained and competent in use.</li> <li>• Staff to re-position kick stool rather than overstretch.</li> <li>• Floor surfaces suitable to use kick stool ( firm and even surface)</li> <li>• Persons using access equipment to wear appropriate footwear ( low heeled, non slip soles)</li> <li>• Do not leave unattended to avoid unauthorised use.</li> </ul>		<p>L</p>
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<b>REVIEWS:</b>		
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<b>GENERIC RISK ASSESSMENT</b>		
<b>Establishment:</b> Dowse Premises	<b>Assessment by:</b> Paul Mansfield	
		<b>No. 27b</b>



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

<b>Hazard / Risk</b>	<b>Who is at Risk?</b>	<b>Normal Control Measures</b> <i>(Brief description and/or reference to source of information).</i>	<b>Additional Control Measures</b> <i>(to take account of local/individual circumstances).</i>	<b>Risk Rating</b> <b>H/M/L</b>
<b>Use of incorrect equipment (desk, chairs etc)</b> Falls, falling objects	Staff Visitors	<ul style="list-style-type: none"> <li>• Staff instructed not to use makeshift steps (chairs/ tables etc)</li> <li>• Restrict high level storage</li> <li>• Ensure storage remains accessible</li> <li>• User to ensure access equipment is of adequate height.</li> <li>• Step ladder provided for users to access areas safely (more height is required than can be achieved with a kick stool)</li> </ul>		
<b>Defective equipment</b> Falls, falling objects	Staff Visitors	<ul style="list-style-type: none"> <li>• All access equipment suitable for purpose, checked before use and maintained in good condition.</li> <li>• Frequent documented checks on stepladder to ensure safe working condition ( 6 monthly )</li> <li>• Reporting procedure in place for identified defective items with prompt removal /remedial action.</li> </ul>		

<p><b>Inappropriate use of access equipment</b>  <b>Overreaching, stretching etc.</b>  <b>Uneven floor causing instability</b>  Falls, falling objects</p>	<p>Staff  Visitors</p>	<ul style="list-style-type: none"> <li>• Use of access equipment restricted to those trained and competent in use.</li> <li>• Maximum working height not exceeded- users waist should not rise above top step.</li> <li>• Staff to re-position steps rather than overstretch.</li> <li>• Floor surfaces suitable to use ( firm and even surface)</li> <li>• Persons using access equipment to wear appropriate footwear ( low heeled, non slip soles)</li> <li>• Securely stored when not in use to avoid unauthorised use.</li> </ul>		
<p><b>Manual Handling Unstable / unwieldy loads</b>  Falls, falling objects</p>	<p>Staff  Visitors</p>	<ul style="list-style-type: none"> <li>• Ensure shelving is not overloaded</li> <li>• Organise storage with heavy / bulky objects at lower levels.</li> <li>• Frequently used items stored at easily accessible locations.</li> <li>• Use team handling where necessary.</li> <li>• Staff to be trained in moving and handling techniques.</li> </ul>		

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<b>GENERIC RISK ASSESSMENT</b>		
<b>Establishment:</b> Dowse Premises	<b>Assessment by:</b> Paul Mansfield	
		<b>No. 27c</b>



**WORK ACTIVITY (brief description)**  
Opening and closing windows / adjusting blinds

<b>Hazard / Risk</b>	<b>Who is at Risk?</b>	<b>Normal Control Measures</b> <i>(Brief description and/or reference to source of information).</i>	<b>Additional Control Measures</b> <i>(to take account of local/individual circumstances).</i>	<b>Risk Rating</b> H/M/L
<b>Use of incorrect equipment (ledge, desk, chairs etc)</b> Falls, falling objects	Staff Visitors	<ul style="list-style-type: none"> <li>Staff instructed not to use makeshift steps (chairs/ tables/ledges etc)</li> <li>Provide remote means of opening high windows i.e. long handled poles or mechanical openers.</li> </ul>		
<b>Defective equipment</b> / Falls, falling objects	Staff Visitors	<ul style="list-style-type: none"> <li>All access equipment suitable for purpose, checked before use and maintained in good condition.</li> <li>Reporting procedure in place for identified defective items with prompt removal /remedial action.</li> </ul>		
<b>Falls from unprotected window</b>	Staff Visitors	<ul style="list-style-type: none"> <li>Fit window opening limiters to all windows above ground level</li> </ul>		
<b>Poorly maintained window falls from frame</b>	Staff Visitors	<ul style="list-style-type: none"> <li>Ensure windows are maintained in a safe condition</li> </ul>		

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<b>GENERIC RISK ASSESSMENT</b>		
<b>Establishment:</b> Dowse Premises	<b>Assessment by:</b> Paul Mansfield	
		<b>No. 27d</b>



**WORK ACTIVITY (brief description)**  
 Use of stepladder to replace defective fluorescent tube in a office. Task involves brief 2 hands working to remove the diffuser and tube. Light work of short duration.

<b>Hazard / Risk</b>	<b>Who is at Risk?</b>	<b>Normal Control Measures</b> <i>(Brief description and/or reference to source of information).</i>	<b>Additional Control Measures</b> <i>(to take account of local/individual circumstances).</i>	<b>Risk Rating</b> <b>H/M/L</b>
<b>Use of incorrect equipment (desk, chairs etc)</b> Falls, falling objects	Staff Visitors	<ul style="list-style-type: none"> <li>• Staff instructed not to use makeshift steps (chairs/ tables etc)</li> <li>• User to ensure access equipment is of adequate height.</li> <li>• Step ladder provided for users to access areas safely</li> </ul>		
<b>Defective equipment, collapse of ladder</b> falls, falling objects	Staff Visitors	<ul style="list-style-type: none"> <li>• All access equipment suitable for purpose, checked before use and maintained in good condition.</li> <li>• Frequent documented checks on stepladder to ensure safe working condition ( 6 monthly )</li> <li>• Reporting procedure in place for identified defective items with prompt removal /remedial action.</li> </ul>		



<p><b>Inappropriate use of access equipment</b>  <b>Overreaching, stretching etc.</b>  <b>Uneven floor causing instability</b>  Falls, falling objects</p>	<p>Staff  Visitors</p>	<ul style="list-style-type: none"> <li>• User trained in use of ladders for minor inspection / maintenance tasks.</li> <li>• Access equipment restricted to those trained and competent in use.</li> <li>• 2 person job, second person available at ground level to hand diffuser / tubes to.</li> <li>• Move furniture if needed to gain access.</li> <li>• Maximum working height not exceeded- users waist should not rise above top step or top of handrail.</li> <li>• Staff to re-position steps rather than overstretch.</li> <li>• Floor surfaces suitable to use ( firm and even surface)</li> <li>• Persons using access equipment to wear appropriate footwear ( low heeled, non slip soles)</li> <li>• Stepladder securely stored when not in use to avoid unauthorised use.</li> </ul>		
<p><b>Persons colliding with ladder</b>  falls / falling objects</p>	<p>Staff  Visitors</p>	<ul style="list-style-type: none"> <li>• Segregate work area</li> <li>• Provide warning signs, cones etc. if needed.</li> </ul>		
<p><b>Manual Handling Unstable / unwieldy loads</b>  Falls, falling objects</p>	<p>Staff  Visitors</p>	<ul style="list-style-type: none"> <li>• Use team handling where necessary.</li> <li>• Staff to be trained in moving and handling techniques.</li> <li>• Obtain help transporting ladder if needed</li> </ul>		
<p><b>Contact with electricity</b>  electrocution, burns</p>	<p>Staff  Visitors</p>	<ul style="list-style-type: none"> <li>• Switch off electrical supply or tape off and label light switch if this is not possible.</li> </ul>		

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<b>GENERIC RISK ASSESSMENT</b>		
<b>Establishment:</b> Dowse Premises	<b>Assessment by:</b> Paul Mansfield	
		<b>No. 27e</b>



**WORK ACTIVITY (brief description)**  
Use of ladder for light work of short duration (maximum 30 mins).

<b>Hazard / Risk</b>	<b>Who is at Risk?</b>	<b>Normal Control Measures</b> <i>(Brief description and/or reference to source of information).</i>	<b>Additional Control Measures</b> <i>(to take account of local/individual circumstances).</i>	<b>Risk Rating</b> <b>H/M/L</b>
<b>Use of incorrect equipment (desk, chairs etc)</b> Falls, falling objects	Staff Visitors Contractors	<ul style="list-style-type: none"> <li>User to ensure access equipment is of adequate height.</li> <li>Consideration given to hiring suitable equipment for specific jobs or where work is liable to take &gt;30mins.</li> </ul>		
<b>Defective equipment, collapse of ladder</b> falls, falling objects	Staff Visitors Contractors	<ul style="list-style-type: none"> <li>All access equipment suitable for purpose, checked before use and maintained in good condition.</li> <li>Frequent documented checks on ladder to ensure safe working condition ( 6 monthly )</li> <li>Reporting procedure in place for identified defective items with prompt removal /remedial action.</li> </ul>		

<p><b>Inappropriate use of access equipment</b>  <b>Overreaching, stretching etc.</b>  <b>Uneven floor causing instability</b>  Falls, falling objects</p>	<p>Staff  Visitors  Contractors</p>	<ul style="list-style-type: none"> <li>• User trained in use of ladders for minor inspection / maintenance tasks.</li> <li>• Access equipment restricted to those trained and competent in use.</li> <li>• Maximum working height not exceeded.</li> <li>• Ensure correct angle of ladder ( 1M out for 4M up)</li> <li>• Secure ladder</li> <li>• No lone working when using ladders.</li> <li>• Staff to re-position ladder rather than overstretch.</li> <li>• Floor surfaces suitable to use ( firm and even surface)</li> <li>• Persons using access equipment to wear appropriate footwear ( low heeled, non slip soles)</li> <li>• Securely stored when not in use to avoid unauthorised use.</li> </ul>		
<p><b>Persons colliding with ladder</b></p>	<p>Staff  Visitors  Contractors</p>	<ul style="list-style-type: none"> <li>• Segregate work area effectively.</li> <li>• Provide warning signs, cones or fencing if needed.</li> <li>• Schedule work to take place when persons are not in immediate area.</li> </ul>		
<p><b>Manual Handling Unstable / unwieldy loads</b>  Falls, falling objects</p>	<p>Staff  Visitors  Contractors</p>	<ul style="list-style-type: none"> <li>• Accompanying tools and equipment carried in tool belt. Both hands to be kept free when climbing ladder.</li> <li>• Use team handling where necessary.</li> <li>• Staff to be trained in moving and handling techniques.</li> <li>• Obtain help transporting ladder if needed</li> </ul>		

<b>Environmental conditions (weather, wet ground, uneven surfaces etc.)</b>	Staff Visitors Contractors	<ul style="list-style-type: none"> <li>• Consideration given to environmental conditions prior to starting work.</li> <li>• No work to be undertaken in adverse weather conditions (wind, rain, snow etc.)</li> <li>• Ensure rungs are clear of slippery substances, ice, mud etc.</li> </ul>		
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		<b>No. 27f</b>



**WORK ACTIVITY (brief description)**  
 Use of mobile tower scaffold .  
 Use of equipment other than ladders justified – no protected platform, not possible to secure ladder.

<b>Hazard / Risk</b>	<b>Who is at Risk?</b>	<b>Normal Control Measures</b> <i>(Brief description and/or reference to source of information).</i>	<b>Additional Control Measures</b> <i>(to take account of local/individual circumstances).</i>	<b>Risk Rating</b> H/M/L
<b>Use of incorrect equipment</b> Falls, falling objects	Staff Visitors Contractors	<ul style="list-style-type: none"> <li>• User to ensure access equipment is of adequate height and suitable for task.</li> <li>• All users to be trained in work at height</li> <li>• Height of scaffold to be no more than 3 times base dimension ( or in accordance with manufacturers instructions)</li> </ul>		
<b>Defective equipment, collapse of equipment,</b> falls, falling objects	Staff Visitors Contractors	<ul style="list-style-type: none"> <li>• All access equipment suitable for purpose, inspected before use and maintained in good condition.</li> <li>• Inspected weekly if it remains in place and after any event likely to have affected its stability.</li> <li>• Safe working load marked on equipment</li> <li>• To be erected only by certified persons.</li> <li>• Reporting procedure in place for identified defective items with prompt removal /remedial action</li> </ul>		

<p><b>Inappropriate use of access equipment</b>  <b>Overreaching, stretching etc.</b>  <b>Uneven floor causing instability</b>  Falls, falling objects</p>	<p>Staff  Visitors  Contractors</p>	<ul style="list-style-type: none"> <li>• All users trained in use of mobile towers for inspection / maintenance tasks.</li> <li>• Access equipment restricted to those trained and competent in use.</li> <li>• Brakes to be applied in use.</li> <li>• Move tower from base only, all tools and persons removed from structure prior to moving.</li> <li>• Guardrails and toe boards to be provided.</li> <li>• No lone working when erecting or using tower.</li> <li>• Floor surfaces suitable to use ( firm and even surface)</li> <li>• Persons using access equipment to wear appropriate footwear ( low heeled, non slip soles)</li> <li>• Securely stored when not in use to avoid unauthorised use. Remove access ladder.</li> </ul>		
<p><b>Persons or vehicles colliding with tower</b></p>	<p>Staff  Visitors  Contractors</p>	<ul style="list-style-type: none"> <li>• Segregate work area, create exclusion zone beneath work area</li> <li>• Provide warning signs, cones or temporary fencing if needed.</li> <li>• Schedule work to take place when persons are not in immediate area.</li> </ul>		
<p><b>Contact with overhead electrical services</b>  Electrocution, burns</p>	<p>Staff  Visitors  Contractors</p>	<ul style="list-style-type: none"> <li>• Survey area prior to erection</li> </ul>		
<p><b>Manual Handling Unstable / unwieldy loads</b>  Falls, falling objects</p>	<p>Staff  Visitors  Contractors</p>	<ul style="list-style-type: none"> <li>• Accompanying tools and equipment carried in tool belt. Both hands to be kept free when climbing ladder.</li> <li>• Use team handling where necessary.</li> <li>• Staff to be trained in moving and handling techniques.</li> <li>• Obtain help transporting equipment if needed</li> </ul>		

<b>Environmental conditions ( weather, wet ground, uneven surfaces etc.)</b>	Staff Visitors Contractors	<ul style="list-style-type: none"> <li>• Consideration given to environmental conditions prior to starting work.</li> <li>• No work to be undertaken in adverse weather conditions ( wind, rain, snow etc.)</li> <li>• Ensure rungs are clear of slippery substances, ice, mud etc.</li> </ul>		
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<b>Is there any history of people climbing on the roof during work hours?</b>						No
<b>Is there the potential for people to gain access to the roof during work hours?</b>						No
<b>HAZARDS</b>	<b>RISKS</b>	<b>RISK LEVEL</b>	<b>CONTROLS</b>		<b>RISK LEVEL</b>	
<b>How or why do/could people get onto the roof?</b> Consider the examples below and any others identified on your site.	<b>What are the risks?</b> <b>For example:</b> <ol style="list-style-type: none"> <li>1. Fall trying to access the roof</li> <li>2. Fall from edge of roof</li> <li>3. Fall through fragile roof materials</li> <li>4. Fall through skylight</li> <li>5. Fall from higher level (eg. second storey or chimney) which is accessible from the low roof</li> </ol>	<b>What is the level of risk before controls?</b>  High	<b>Can physical control be used to prevent climbing?</b> <b>For example:</b> <ol style="list-style-type: none"> <li>1. Anti-climb fans around drainpipes</li> <li>2. Apply anti-climb paint to area (above 2m with warning signs)</li> <li>3. Remove fence, wall or railing</li> <li>4. Remove trees and shrubs</li> <li>5. Remove/secure moveable climbing aids in the area (wheelie bins etc)</li> <li>6. Increase height of guard rails to external stairs</li> <li>7. Ensure all fragile materials are identified and signed</li> </ol>	<b>Can management controls be implemented to prevent climbing? For example:</b> <ol style="list-style-type: none"> <li>1. Rules about not climbing/vandalising premises</li> <li>2. No climbing signage in known areas</li> <li>3. Ball games not allowed in areas close to low roofs</li> <li>4. Procedures for safe retrieval of items from roof</li> </ol>	<b>What is the level of risk with controls?</b>  Low	



Low roof compared to ground level					
Drainpipe can be climbed					
Window ledge provides foothold					
Nearby fence, wall or railing					
Tree or shrub close to building can be climbed					
Low level porch or other structure					
Moveable climbing aids available (eg. bins or outdoor furniture)					
External fire escape stairs near to flat roof					
"Allurement" on roof (eg. flagpole or chimney)					

Are your staff required to access the roof as part of their duties?					NO
HAZARDS	RISKS	RISK LEVEL	CONTROLS		RISK LEVEL
<p><b>Why do the staff need to access the roof?</b></p> <ul style="list-style-type: none"> <li>Maintenance</li> </ul> <p><b>How do staff get on the roof?</b></p> <ul style="list-style-type: none"> <li>Ladder</li> <li>Scaffold</li> <li>Mobile Elevating work platform</li> </ul> <p><b>What do they do on the roof?</b></p> <ul style="list-style-type: none"> <li>Work around the edge from a ladder or platform</li> </ul>	<p><b>What are the risks?</b></p> <ul style="list-style-type: none"> <li>Fall trying to access the roof</li> <li>Fall from edge of roof</li> <li>Fall through fragile roof materials</li> <li>Fall through skylight</li> </ul>	<p><b>What is the level of risk before controls?</b></p> <p>High</p>	<p><b>Can physical control be used to ensure safe access onto the roof?</b></p> <ul style="list-style-type: none"> <li>Use long handled tools to help retrieve items from roof rather than actually climbing onto it</li> <li>Ensure all fragile materials are identified and signed</li> <li>Where there is a need for access across the roof to plant or equipment, a safe route should be identified and marked</li> </ul>	<p><b>Can management controls be implemented to ensure safe access to the roof?</b></p> <ul style="list-style-type: none"> <li>Identify all reasons for staff needing to access the roof and carry out a risk assessment to ensure the most appropriate means of access is selected taking into account the frequency, duration and nature of the job</li> <li>Reduce the need to retrieve items from the roof by not allowing ball games not allowed in areas close to low roofs</li> <li>Develop safe procedures for activities on the roof (eg. retrieving items such as balls)</li> </ul>	<p><b>What is the level of risk with controls in place?</b></p> <p>Low</p>