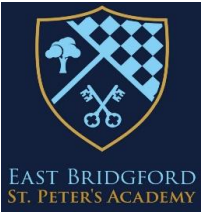


# Work at Height Risk Assessment Record

<b>Operations/Work Activities covered by this assessment:</b>	<b>WORK AT HEIGHT RISK ASSESSMENT:</b> <i>The Work at Height Regulations 2005 define work at height as any work where there is a risk of a person falling a distance liable to cause personal injury. This includes work <b>above ground level, near an edge, through a fragile surface, or into an opening in a floor or ground.</b> Examples include tasks carried out on <b>ladders, scaffolds, rooftops, elevated work platforms, or near inspection pits and fragile roofs.</b></i>					
<b>Site Address/Location:</b>	East Bridgford St Peter's CE Academy Kneeton Road East Bridgford Notts NG13 8PG		<b>Department/Service/Team:</b>			
<b>Assessment Date:</b>	22/05/2025		<b>Lead Assessor:</b>		Richard Tomlinson – Head Teacher Steve Maynard – Site Manager Dan Jones – Governor	
<b>Authorised By:</b>	<b>Governor DAN JONES</b> Review 22/05/2026					
<b>Who Might Be Affected</b>	Employee <input checked="" type="checkbox"/>	Contractor (part of contractors RA within plan of works; EBSP notify landlord NCC) <input checked="" type="checkbox"/>	Visitor <input type="checkbox"/>	Pupil <input checked="" type="checkbox"/>	Client <input type="checkbox"/>	Member of Public/Third Party <input type="checkbox"/>
<b>Note:</b> A person specific assessment must be carried out for young persons, pregnant employees, and nursing employees						

Hazards Considered	How might they be Harmed	Current Control/Mitigation Measures:	Risk rating
			High Medium Low
<b>Risk of harm from falls from height.</b>  <b>Use of ladders</b>	Physical injury from falling from height. Injuries may include cuts, bruising, fractures. Injuries may be fatal.	<p>Avoid work at height where it is reasonably practicable to do so. Where working at height is required this should be risk assessed</p> <p>No working at height activities should be undertaken in adverse/extreme weather</p> <p>All staff working at height are fully trained to understand how to complete the activity safely.</p> <p>Prioritise control measures which offer collective protection over personal protection.</p> <p>Collective protective is equipment that does not require the person working at height to act to be effective e.g. permanent / temporary guardrails. Personal protection is equipment which requires the individual to act to be effective e.g. putting on a safety harness correctly and connecting it.</p> <p>Do as much work as possible from the ground.</p> <p>Do not overload or overreach when working at height.</p> <p>Equipment is suitable, stable and of sufficient strength for the task.</p> <p>The area where the activity is being completed is suitable eg hard ground, clear of obstacles eg tool boxes and an exclusion zone in place.</p> <p>Conduct regular inspections of equipment (ladders, scaffolding, harnesses, etc.).</p> <p>Equipment is secured to prevent it slipping outwards at the bottom or sideways at the top.</p> <p>Do not rest ladders against weak surfaces e.g. glazing or guttering.</p> <p>Suitable personal protective equipment (PPE) is provided and worn e.g. suitable footwear, hard hats etc.</p> <p>Ensure that lighting levels are appropriate for the task being undertaken</p> <p>Ensure all everyone are familiar with emergency evacuation procedures. Including rescue plans in case of equipment failures</p>	Low  Always wear appropriate clothing & footwear

Hazards Considered	How might they be Harmed	Current Control/Mitigation Measures:	Risk rating
			High Medium Low
		<p>Have trained first aiders available on-site.</p> <p>Establish a rescue plan in case of falls.</p> <p>Ensure communication devices are available for immediate assistance.</p> <p>Investigate all incidents and near misses to prevent recurrence.</p> <p>Further guidance is available from the HSE at:</p> <ul style="list-style-type: none"> <li>• <a href="#">Working at height: A brief guide (hse.gov.uk)</a></li> <li>• <a href="#">LA455 Safe use of ladders and stepladders: A brief guide</a></li> <li>• <a href="#">Step-by-step guide to control risk of work at height - HSE</a></li> </ul>	comments
<p>Risk of harm from falling objects from height.</p> <p>Eg from gutter clearing</p>	Physical injury from objects falling from height. Injuries may include cuts, bruising, fractures. Injuries may be fatal.	<p>When working at height ensure tools are secure to prevent falling.</p> <p>Regularly inspect tools and equipment to ensure they are in good condition and unlikely to be dropped due to malfunction.</p> <p>Task conducted at quieter times of the day e.g. before / after school to avoid contact with pupils / employees.</p> <p>Provide appropriate training for workers on how to safely handle and secure tools and materials at height.</p> <p>Area to be cordoned off to prevent access to any drop zones.</p> <p>If access required beneath work at height activities hard hats must be worn.</p> <p>When working on scaffolding install toe boards to prevent tools / items being kicked off.</p> <p>Implement a procedure for reporting and responding to incidents involving falling objects, including providing first aid and emergency evacuation plans for those injured/effected.</p>	<p>Low</p> <p>Tools to be secured safely</p> <p>Secure any debris</p>
Inappropriate or unsuitable work at height equipment.	Physical injury from contact with unsuitable or incorrect use of equipment. Physical injury from falling from height or falling objects. Injuries may include cuts,	<p>When selecting suitable work at height equipment (<b>ladders</b>) the following will be considered:</p> <ul style="list-style-type: none"> <li>• Distance to be climbed</li> <li>• Duration and frequency of use</li> </ul>	<p>Low</p> <p>Select appropriate ladder for job</p>

Hazards Considered	How might they be Harmed	Current Control/Mitigation Measures:	Risk rating
			High Medium Low
	bruising, fractures. Injuries may be fatal.	<ul style="list-style-type: none"> <li>Distance and consequences of a potential fall</li> <li>Evacuation and rescue</li> <li>Installation and removal</li> <li>Working conditions e.g. fragile surfaces, environmental factors</li> </ul> <p>All work at height tasks will be planned and visually risk assessed.</p> <p>Equipment can be easily accessed.</p> <p>Conduct pre-use inspections on ladders, scaffolding, harnesses, and MEWPs.</p> <p>Remove and replace any faulty, damaged, or worn-out equipment.</p> <p>Encourage workers to report unsuitable or damage equipment immediately.</p> <p>Ensure scaffolds and access platforms are assembled by trained personnel following manufacturer guidelines.</p> <p>Ensure only trained and competent personnel operate MEWPs or set up scaffolding.</p> <p>Do not use chairs and other furniture to work at height.</p> <p>No makeshift ladders will be used.</p> <p>Establish emergency procedures for incidents involving height work.</p> <p>Provide training in rescue techniques and first aid for falls.</p>	<p>comments</p> <p>Staff to seek assistance for high display</p>
Inadequate maintenance of work at height equipment.	Physical injury from falling from height due to equipment failure or poorly maintained equipment. Injuries may include cuts, bruising, fractures. Injuries may be fatal.	<p>A visual inspection of equipment is completed before use.</p> <p>A formal record of routine inspections is completed, and a record maintained. Eg ladders</p> <p>Ensure mechanical equipment (e.g., scissor lifts, harness anchor points) are tested as per manufacturer/ hires recommendations.</p> <p>Train staff to identify and report faulty equipment immediately.</p>	<p>Low</p> <p>A regular record of ladder maintenance is kept / signed off / checked</p>

Hazards Considered	How might they be Harmed	Current Control/Mitigation Measures:	Risk rating
			High Medium Low
		<p>Educate staff on proper storage and care of equipment to prevent deterioration.</p> <p>Provide refresher training to reinforce maintenance procedures.</p> <p>Where equipment is found to be faulty or damaged it will be removed from use immediately and decommissioned.</p>	comments
Unauthorised use of work at height equipment.	Physical injury from inappropriate behaviour, lack of experience and knowledge of hazards / risk. Physical injury from falling from height or falling objects. Injuries may include cuts, bruising, fractures. Injuries may be fatal.	<p>Arrangements in place to prevent the unauthorised use of equipment e.g. securely stored. <b>Ladders are locked/chained &amp; stored in the cupboard off the hall.</b></p> <p>Only trained and competent workers operate height equipment.</p> <p>Store materials and objects safely so they won't cause injury if they were disturbed or collapse.</p> <p>Use "Authorised Personnel Only" signage to deter unauthorised use.</p> <p>Disciplinary procedures for unauthorised use.</p> <p>Employees have received information, instruction, and training for work at height activities prior to accessing equipment.</p>	<p>Low</p> <p>Only site manager can access ladders / ladders securely locked up and stored in a cupboard off the hall</p>
Inadequate information, instruction, and training for those involved within work at height activities.	Physical injury or ill-health from inappropriate behaviour, lack of experience and knowledge of hazards / risk.	<p>All working at height activities requires a risk assessment.</p> <p>Any persons undertaking low-risk, short duration tasks (less than 30 mins) must receive information and instruction on how to use the equipment safely.</p> <p>Any persons undertaking work at height as a key part of their role must complete formal work at height training <b>e.g. Site Manager.</b></p> <p>Activity is supervised and advice sought from a competent person to ensure the task can be completed safely.</p> <p>When specialist equipment is used the appropriate training must be provided e.g. PASMA for use and erection of tower scaffolds.</p>	<p>Low</p> <p>Staff can access ladder training</p>
Inappropriate manual handling techniques when moving work at height equipment, tools or as part of the task.	Physical injuries and ill-health from using incorrect lifting techniques and attempting to lift heavy / cumbersome items. Injuries may include sprains, back	<p>Employees have received information, instruction, and training for manual handling activities.</p> <p>Shared lifting practices to be adopted where appropriate.</p>	<p>Low</p> <p>Seek assistance if required.</p>

Hazards Considered	How might they be Harmed	Current Control/Mitigation Measures:	Risk rating
			High Medium Low
	pain, fractures, and musculoskeletal disorders.	<p>Large / heavy items to be assessed before handling.</p> <p>Lifting and handling aids to be provided where necessary.</p> <p>Formal assessments of manual handling activities to be conducted for routine activities where there is a significant risk from manual handling.</p> <p>Break down large loads where possible.</p> <p>Minimise distance from storage of equipment to point of use.</p> <p>Assess the items needed whilst working at height.</p> <p>Ensuring staff use appropriate PPE, such as gloves, steel-toed boots, and back support where necessary.</p> <p>Ensure that staff do not become fatigued by performing tasks without rest.</p>	comments
Individual at increased risk of harm whilst lone working and working at height.	Physical injury from falling from height or falling objects. Injuries may include cuts, bruising, fractures. Injuries may be fatal. Unable to seek assistance in the event of an emergency therefore increasing severity of injuries. Increased risk of injury due to lack of support.	<p>Lone workers must avoid working at height.</p> <p>Provide supervision and support from others.</p> <p>Inform others of task, location and duration and implement methods of effective communication.</p> <p>Where lone working cannot be avoided a specific lone working / work at height risk assessment will be completed and additional control measures implemented.</p>	Low
Insufficient / unsuitable plans and poor management of emergency situations.	Physical injury, ill-health with potentially fatal consequences if involved in an emergency.	<p>Emergency situations and escape plan in place for those working at height. Individuals aware of action to take if alarm sounds during a work at height activity. Eg evacuation to the Butt Field</p> <p>Arrangements for making contact between those working at height and site to inform of emergency situations. Consider additional supervision.</p> <p>School emergency / critical incident plan is in place which covers a variety of situations.</p>	Low

Hazards Considered	How might they be Harmed	Current Control/Mitigation Measures:	Risk rating
			High Medium Low
		<p>School emergency / critical incident plan is communicated to interested parties and tested with employees / pupils where appropriate.</p> <p>Appointed and trained first aiders within the department.</p> <p>Employees aware of emergency procedures and action to be taken whilst waiting for the first aider and method of contacting first aiders and emergency services. Notices displayed identifying contact details of first aiders.</p> <p>First aid kits are kept fully stocked and checked regularly by a responsible person.</p> <p>Procedures are in place to report accidents, incidents and near misses.</p>	comments
Individual at increased risk of harm whilst working on roofs and with fragile surfaces.	Physical injury from falling from height or falling objects. Injuries may include cuts, bruising, fractures. Injuries may be fatal. Risk of physical injury to others working within the vicinity (e.g. underneath work area). Risk of property damage.	<p>Avoid working on roofs and contact with fragile surfaces wherever possible (outside PE cupboard roof).</p> <p>Areas with fragile surfaces are marked using clear warning signs or barriers to prevent staff from inadvertently stepping on dangerous surfaces.</p> <p>Warning signs in place indicating specific risks, such as fragile roofing materials or exposed edges</p> <p>An established rescue plan for individuals working on roofs or fragile surfaces. Ensure that supervisors and emergency responders are aware of the procedures and can respond quickly in case of an accident.</p> <p>Ensure that staff have access to communication devices (e.g., radios or mobile phones) to call for help in the event of an emergency.</p> <p>Further guidance is available at:</p> <ul style="list-style-type: none"> <li>• <a href="https://www.hse.gov.uk/construction-fragile-surfaces/">Construction - Fragile surfaces industry health &amp; safety (hse.gov.uk)</a></li> <li>• <a href="https://www.hse.gov.uk/construction-roof-work/">Construction - Roof work industry health &amp; safety (hse.gov.uk)</a></li> <li>• <a href="https://www.hse.gov.uk/publications/hsg33.pdf">Health and Safety in Roof Work hsg33.pdf (hse.gov.uk)</a></li> </ul>	<p>Low</p> <p>For any roof inspection / use contractor</p>
Additional Notes			

Hazards Considered	How might they be Harmed	Current Control/Mitigation Measures:	Risk rating
			High
			Medium
			Low
			comments
Eg. Training notes:			

Control Improvements/Developments				
Action No.	Recommended additional control measures	Responsibility	Target Date	Date Completed
			Click or tap to enter a date.	Click or tap to enter a date.
			Click or tap to enter a date.	Click or tap to enter a date.

Signature of Assessor:	Date:
Signature of Person Authorising:	Date:
Review:	Date: