



KENSWORTH PRIMARY SCHOOL

HEALTH AND SAFETY POLICY
APPENDIX B – WORKING AT HEIGHT GUIDE AND
RISK ASSESMENT

KPS-005

RISK ASSESSMENT FOR: <i>Title of activity / person</i> <i>Working at height – low level activities</i>		What are you risk assessing? Put in brief outline of the task/activity. Working at height for low level and short duration activities requiring the use of low level step ladders or kick stools (for example, reaching items on shelves, changing low level light bulbs at max. 3m from ground).
Establishment:	Assessment by:	Date:
Risk assessment number/ref: Add reference no. if you wish>> RA-xxx	Manager Approval:	Date:

Use this form to record the significant findings of your risk assessment and detail any action required to reduce risk further, where existing actions (control measures) are insufficient.

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
Not using correct equipment	Staff and visitors. Injuries from sprains, cuts and bruises to fractures arising from falls or dropped/falling objects. Electrocution from contact with live wires/equipment.	<ul style="list-style-type: none"> Step ladder/kick stool is suitable for the intended task and assistance sought if an alternative is required. Non-conductive equipment used for electrical tasks such as changing light bulbs (unless electrical isolation is assured). Step ladder / kick stool used for short duration tasks only (less than 30 minutes). Staff NOT to step onto shelving/area being accessed or use any other means of access (e.g. benches, chairs, etc) to reach items. Step ladder/kick stool NOT to be stood on items to gain extra height. 				
Damaged or defective equipment	Staff and visitors. Injuries from sprains, cuts and bruises to fractures arising from falls or dropped/falling objects.	<ul style="list-style-type: none"> Staff make a visual check for damage to step ladder/kick stool before use. 6-monthly (termly in schools) formal inspection by competent member of staff and results recorded (form included at end of this assessment). Staff NOT to use damaged step ladder/kick stool, irrespective of work demands, but to report damage immediately for action. Damaged step ladders/kick stools immediately taken out of use. Collapsible step ladders to be stored in 				

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
		<p>closed position.</p> <ul style="list-style-type: none"> Step ladders/kick stools to be stored in a location where damage is unlikely to occur and not have items stored on them. 				
Incorrect use of equipment	Staff and visitors: injuries from sprains, cuts and bruises to fractures arising from falls or dropped/falling objects.	<ul style="list-style-type: none"> Staff follow safe use of step ladder / kick stool guide (attached to this assessment). Adequate supervision and monitoring. 	<ul style="list-style-type: none"> Identify staff requiring use of step ladders / kick stools and ensure they are understand and follow the safe use guide. 	Manager	dd.mm.yy	
User fitness to work at height	Staff and visitors: injuries from sprains, cuts and bruises to fractures arising from falls or dropped/falling objects.	<p>Suitability of individuals to use step ladder / kick stool considered:</p> <ul style="list-style-type: none"> Medical conditions / feeling unwell. Medication / drugs in use. Alcohol (e.g. after lunch). Fear of heights. <p>Staff instructed NOT to use step ladder if any of the above apply and may affect their safety.</p>	<ul style="list-style-type: none"> Manager to make themselves aware of any known issues so that any required actions may be taken. 	Manager	dd.mm.yy	
Unauthorised use of equipment	Staff and visitors: injuries from sprains, cuts and bruises to fractures arising from falls or dropped/falling objects.	<ul style="list-style-type: none"> Step ladders/kick stools not to be left unattended in public areas, to prevent use by service users or unauthorised staff. Step ladders to be secured if unable to isolate them from unauthorised people that may try to use them. 				
Workplace issues which may affect safe use of step ladder/kick stool	Staff and visitors: injuries from sprains, cuts and bruises to fractures arising from falls or dropped/falling objects.	<ul style="list-style-type: none"> Work area cordoned off if necessary to protect staff working at height and those around them. General good housekeeping. Working area adequately lit. Working area free from obstructions and trip / slip hazards such as trailing cables and spillages. Activity being carried out considered for its potential effect on safety. When outside, avoid working in adverse 				

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
		weather conditions (wind, rain, snow etc.).				
Manual handling	Staff and visitors: injuries from sprains, cuts and bruises to fractures arising from toppling over, falls and dropped/falling objects.	<ul style="list-style-type: none"> Manual handling risk assessment(s) in place and followed. Users dynamically assess risks from intended handling and seek assistance as necessary. E.g. second person at ground level available to steady ladder whilst user handles items, and to pass items from ground level to user. 3-points of contact with ladder maintained for as long as possible. Tool belt made available if appropriate for staff regularly using tools. 				
Hazardous substances	<p>Staff (in particular) and visitors:</p> <p>Drowsiness and dizziness arising from use of substances whilst at height, leading to falls.</p> <p>Contact / inhalation / etc hazards arising from spilled substances.</p>	<ul style="list-style-type: none"> Substances to be used whilst working at height have been assessed and relevant precautions identified and followed. 				

Assessment review date: [dd / mm / 20yy] (usually within one year, or earlier in the event of incident, a change in conditions or if more frequent review is warranted)

Health and safety guidance and information is available on the intranet

Safe use of step ladders – at a glance guide for staff



Do:

- ✓ Check the step ladder has no visible damage before you use it – don't use it if it does;
- ✓ Consider whether the step ladder is suitable for the task - speak to your manager if not;
- ✓ Follow the usage instructions printed on the step ladder;
- ✓ Consider whether your task could affect your safe use of the step ladder – for example using substances that could make you feel dizzy or handling items;
- ✓ Consider using a tool belt to keep your hands free when climbing if you regularly use tools whilst working on a step ladder;
- ✓ Ask for assistance to steady the step ladder at ground level and to pass items up / down if required;
- ✓ Ensure the step ladder is correctly set up – fully open and stays locked in place;
- ✓ Check the floor surface is even and not obstructed by objects or spills which may prevent the step ladder from being fully supported or stable;
- ✓ Ensure steps of the step ladder are free from contamination such as water or mud, to reduce the risk of slipping and falling;
- ✓ Check the work area is clear of other people, to avoid accidental collisions – ask others to stand clear if necessary and cordon off the work area if appropriate or if possible do the task at a different time;
- ✓ Move obstructions such as furniture so as to provide enough space for the step ladder and your work;
- ✓ Position the step ladder so that you face the work area rather than working side on;
- ✓ Maintain three points of contact with the ladder for as long as possible;
- ✓ Wear appropriate footwear– flat, non-slip soles and in good condition (no loose soles, high heels, flip flops, etc);
- ✓ Use a step ladder for short duration tasks only – no longer than 30 minutes;
- ✓ Store it in closed position in the correct location when you've finished.

Don't:

- ✗ Work at height if you feel unwell, have a medical condition or are on medication that could affect your balance, have consumed alcohol or are in any way concerned about your safety in doing so;
- ✗ Step onto any shelving / higher level or stand the step ladder on other items to give it extra height;
- ✗ Stand on the top one or two steps (dependent on ladder design) – your waist should NOT exceed height of the stepladder's top hand rail or top step (whichever of these is the highest point);
- ✗ Over reach – step down and reposition the step ladder to a new and safer position;
- ✗ Overload the step ladder – your own weight plus that of any items you are carrying must not exceed the limit printed on the ladder;
- ✗ Handle items that weigh more than 10-15kg or are difficult to handle - break down the load and do not handle too many items at once;
- ✗ Leave the step ladder unattended where an unauthorised person might use it.

Safe use of kick stools – at a glance guide

Do:

- ✓ Check the kick stool has no visible damage before you use it – don't use it if it does;
- ✓ Consider whether the kick stool is suitable for the task - speak to your manager if not;
- ✓ Consider whether your task could affect your safe use of the step ladder – for example using substances that could make you feel dizzy or carrying items;
- ✓ Check the floor surface is even and not obstructed by objects or spills which may prevent the kick stool from being fully supported or stable;
- ✓ Ensure the platform of the kick stool is free from contamination such as water or mud, to reduce the risk of slipping and falling;
- ✓ Check the work area is clear of other people, to avoid accidental collisions – ask others to stand clear if necessary or if possible do the task at a different time;
- ✓ Move obstructions such as furniture so as to provide enough space for the kick stool and your work;
- ✓ Wear appropriate footwear– flat, non-slip soles and in good condition (no loose soles, high heels, flip flops, etc);
- ✓ Use a kick stool for short duration tasks only – no longer than 30 minutes;
- ✓ Store it in the correct location when you've finished.

Don't:

- ✗ Work at height if you feel unwell, have a medical condition or are on medication that could affect your balance, have consumed alcohol or are in any way concerned about your safety in doing so;
- ✗ Step onto any shelving / higher level or stand the kick stool on other items to give it extra height;
- ✗ Over reach – step down and reposition the kick stool to a new and safer position;
- ✗ Handle items that weigh more than 10-15kg or are difficult to handle - break down the load and do not handle too many items at once;
- ✗ Leave the kick stool unattended where an unauthorised person might use it.



Six-monthly / termly formal check of kick stool / step ladder / ladder condition

This form may be used by managers to record an inventory of access equipment and also to record the latest results from formal condition checks. It's a good idea to label each piece of access equipment with a number, to aid identification.

Carry out the following checks for each piece of equipment:

Ladders and step ladder checks:

- Is there any evidence of significant wear, distortion, cracks, splits or corrosion?
- Are there any loose, bent or missing rungs?
- Are stays on step ladders secure?
(if stays are ropes, check they are of the correct length and consider replacing the step ladder)
- Are there any splinters, cracks or sharp edges on stiles (uprights) and treads?
- Are handrails in good condition and securely fixed?
- Are non slip feet fitted to stiles and in good condition?
- Where installed, are ratchets working correctly and are ratchet straps free from cuts or tears more than 3mm?

Also check any associated ladder equipment e.g. footing devices at the same time as checking ladders.

Kick stool checks:

- Is the unit stable and free from damage which would affect that stability?
- Are wheels and their fixings intact and in good condition?
- Are there any cracks or significant dents which might affect stability and safe use?
- Are non-slip treads in place and free from defects which could lead to a fall?

**** ALL equipment should be stored in a manner to avoid damage and be secured away from unauthorised use ****

Equipment	Eqpt number	Safe to use? Yes / No	Defects and action taken	Date checked	Checked by
<i>[Example] Stepladder - 3 step</i>	<i>01</i>	<i>Yes</i>	<i>All ok</i>	<i>22.10.2013</i>	<i>Bob Jarvis</i>