

## RISK ASSESSMENT

Company: \_\_\_\_\_  
Company  
Address: \_\_\_\_\_

Project: \_\_\_\_\_  
Project  
Address: \_\_\_\_\_

Assessment Date: \_\_\_\_\_ Review Date: \_\_\_\_\_ Name of Assessor: \_\_\_\_\_

Unique Reference/Risk Number: \_\_\_\_\_ Date: \_\_\_\_\_

Trade: (e.g. Facilities & Maint. Eng.) \_\_\_\_\_

Activity: (e.g. Electrical, H & V, Air Con., Plant & Maint., work) \_\_\_\_\_

Person(s) at Risk: \_\_\_\_\_

**HEALTH/SAFETY HAZARD: WORKING AT HEIGHT - GENERAL**

### Risk Management

- The most appropriate access equipment is used depending upon the nature of the work: e.g. scaffolds, MEWPS, ladders
- Only competent staff are employed to work at height
- The work is organised so that the possibility of falls from height is minimised
- Crawling boards or other load-spreading devices are used when working on or near fragile materials
- Ladders and other means of access to height are disabled or removed when the site is unoccupied
- Effective fall protection measures taken, e.g. guard-rails and toe-boards are fitted to all work platforms and staging
- Fall arrest equipment (e.g. safety nets, safety harness and lanyards) only used where effective fall prevention measures cannot be taken
- Users of fall arrest equipment are trained to use and inspect it
- Specialist fall arrest equipment such as safety nets, is installed and inspected by specialist contractors
- Sufficient space is allowed under fall arrest devices to enable them to be effective
- A safe method is provided for getting to and from the work area
- Areas below where work at height is being carried out are fenced-off, as necessary, to prevent injury from falling objects
- Appropriate signs are displayed
- Waste material is transferred to ground level in a controlled and safe manner

Residual risk – SEVERITY: LOW

Residual risk – LIKELIHOOD: LOW

**HEALTH/SAFETY HAZARD: USE OF SCAFFOLDS INCLUDING PRE-FABRICATED TOWER SCAFFOLDS**

### Risk Management

- All scaffolds are designed and erected by competent people
- The Assembly Instructions, Safety Guide, Maintenance Rules, SWL etc., are followed
- Scaffolds are inspected by a competent person: before they are first used, after substantial alteration, after any event likely to have effected their stability, at intervals not exceeding 7 days
- Scaffold inspection reports are prepared by the person inspecting the scaffold as necessary
- Guardrails are securely fixed in place at a maximum spacing of 470mm
- Sections of guard-rail that have to be removed for the landing of materials are replaced as soon as possible afterwards
- Alternative fall prevention methods are employed whilst any section of guard-rail is removed
- Toe-boards of a minimum height of 150mm (6 inches) are installed
- The working platforms of mobile towers are fully boarded
- Scaffolds are erected to cope with their intended purpose e.g. weight of materials
- There is safe access to all working platforms
- All scaffolds are erected in a manner that they are stable in use
- Mobile towers are only erected on a firm level surface
- Mobile towers are secured to the adjacent fixed structure where necessary
- Mobile towers have effective brakes which are applied at all times when the tower is not being moved
- The working platform is cleared of people, materials, tools etc., before a mobile tower is moved
- Mobile towers have built in ladder or rung sections that are used to gain access and egress from the working platform
- The base to height ratio of mobile towers complies with the manufacturer's instructions
- Stabilisers/Outriggers are fitted to mobile towers where necessary to increase stability
- Mobile towers to be reduced in height to 4m before moving
- When erecting and dismantling tower scaffolds the Advanced Guardrail/3T (Through The Trap) method of installing or removing guardrail braces is followed

Residual risk – SEVERITY: LOW

Residual risk – LIKELIHOOD: LOW

Level of Risk: In view of the 'Risk Management' my selected Scaffold/Tower Scaffold is suitable for the task and site.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

