WORKING AT HEIGHT

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RISK ASSESSMENT FORM

PART ONE: SUMMARY SHEET

INSTALEC
Electrical Engineers and Contractors

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Details

Address _____ Job No: _____

Activity to be assessed _____

Name of assessor _____ Position _____

Signature _____ Date _____

Please complete 'risk assessment part two: record' before proceeding to next section

Are there any persons especially at risk? **YES/NO** If yes, who are they and how many are there? _____

Overall assessment of risk of working at height

Specify the **overall risk** of this activity from the assessments on part two _____

Remedial action

What remedial steps should be taken, in order of priority? (specify timescales)

1. _____
2. _____
3. _____
4. _____
5. _____

Please continue on separate sheet if necessary.

WORKING AT HEIGHT: RISK ASSESSMENT FORM – PART ONE: SUMMARY SHEET (CONTINUED)

Remember

- Observe the work activity
- Discuss with employees/Safety representatives /Tool Box Talk
- Take account of existing control measures
- Check the accident reports, accident books, etc

Risk Assessment is a continuous process – significant changes in the working environment may render a risk assessment invalid. **Review if necessary.**

I certify that this summary and record have been copied to:

Employees on Site YES / NO Date _____

Customer YES / NO Date _____

Have you undertaken an assessment to:	Yes	No	Answer
Design out the requirement to work at height?			
Determine the heights involved?			
Determine the number of workers involved?			
Determine the duration of the work?			
Determine the frequency of the work?			
Identify any environmental factors, such as weather conditions (wind speed and direction, rain, ice and so on) and ground conditions (solid, level ground and so on?)			
Identify any overhead power lines (OHPL), where electricity can flash over even though plant and equipment may not make physical contact?			
Select the most appropriate type(s) of access equipment?			
Determine the control measures required? Consideration should be given to collective measures, such as guard rails, before thinking about personal measures, such as fall restraint systems.			

There are different types of access equipment that can be considered.

Ladders

Ladders can include but are not limited to rigid ladders, extension ladders, folding ladders, fixed ladders, roof ladders, step ladders, etc. They may be made of metals (steel, aluminium), wood or

fibreglass.

Have you implemented procedures to ensure that:

An inspection programme is established to ensure continuing suitability? Ladder tags may be used or ladders may be numbered and records kept in a seperate register).	Yes	No
Ladders are the only reasonable form of access for the task? (Consider the use of podium steps.)		
Ladders are erected correctly (secure, on level ground, observing the 1 in 4 rule)?		
Ladders must extend at least 1m above the landing place, unless there is a suitable hand hold to provide equivalent support?		
All ladders are fixed or tied (top and bottom) to prevent movement?		
When choosing ladders, they are strong enough for the job and in good condition (no rungs are cracked or missing)?		
Ladders are not placed on materials or equipment to gain extra height?		
Heavy items or long lengths of material are not carried up ladders? (Ladders should generally be used for access purposes only.)		
Makeshift, home-made or repaired ladders are not used?		
Painted ladders are not used? (This may hide defects.)		

Scaffolds and mobile tower scaffolds

Have you implemented procedures to ensure that:

An inspection programme is established to ensure continuing suitability (a tag system can be used)?	Yes	No	N/A
The maximum height allowed for a given base dimension is not exceeded? (Normally the base/height ratio is 1:3 for an untied tower.)			
Components from different types of scaffold are not mixed?			
Scaffolds are erected, altered or dismantled ONLY under supervision by competent people?			
Scaffolds are based on a firm, level foundation, with vertical supports normally not more than 2–2.5m apart?			
Scaffolds are properly tied, normally at least every 4m vertically and 6m horizontally, and braced?			
Platforms have guardrails and toe boards?			
Brick guards or similar (for example, debris netting) are installed to provide extra protection to prevent materials falling?			
Platforms are wide enough for the work to be done and are fully boarded? (Three to five boards wide, depending on use.)			
Boards are properly supported and do not overhang excessively? (At least three supports not more than 1.5m apart.)			

There is safe ladder access onto the scaffold and between each level or lift?			
Working platforms are not overloaded? (This could overturn the tower.)			
Wheels are locked and outriggers are extended?			
All scaffolding is checked daily and thoroughly inspected at least every seven days, or whenever it is substantially altered, or after severe weather conditions?			
The person undertaking the inspection is competent?			
When moving the tower, there are no obstructions in the way, such as power lines, holes in the ground, etc.?			

Mobile elevating work platforms (MEWPs)

MEWPs can include scissor lifts, cherry pickers and booms.

Have you implemented procedures to ensure that:

Only trained and competent persons operate MEWPs? (They should have undergone training such as the International Powered Access Federation (IPAF) or Prefabricated Access Suppliers and Manufacturers Association (PASMA) training.)	Ye s	No	N/A
MEWPs are only operated on firm and level ground?			
MEWPs are only operated on firm and level ground?			
MEWPs are regularly inspected and maintained? (Records of inspection and maintenance should be kept with the MEWP.)			
Keys are not left in any MEWP when left unattended?			
Barriers and other guarding is placed around elevated MEWPs? (Signs should warn of overhead working.)			
Operators are familar with different types of MEWPs, for example from different manufacturers (they may differ slightly in terms of operating or emergency controls)?			

WORKING AT HEIGHT: RISK ASSESSMENT FORM – PART TWO: RECORD OF ASSESSMENT

Activity:

Hazard of work at height	Persons affected	Current controls	Risk Factors			Additional measures recommended	Reported to & date
			Prob'ty	Severity	Total		

Code for Persons Affected	**S = Staff, C = Contractors, V = Visitors, P = Public, AW = Adjacent Workers, YP = Young Persons/Child**