

Working at Height Policy

(HSP 044)

V3.0

September 2024

Summary

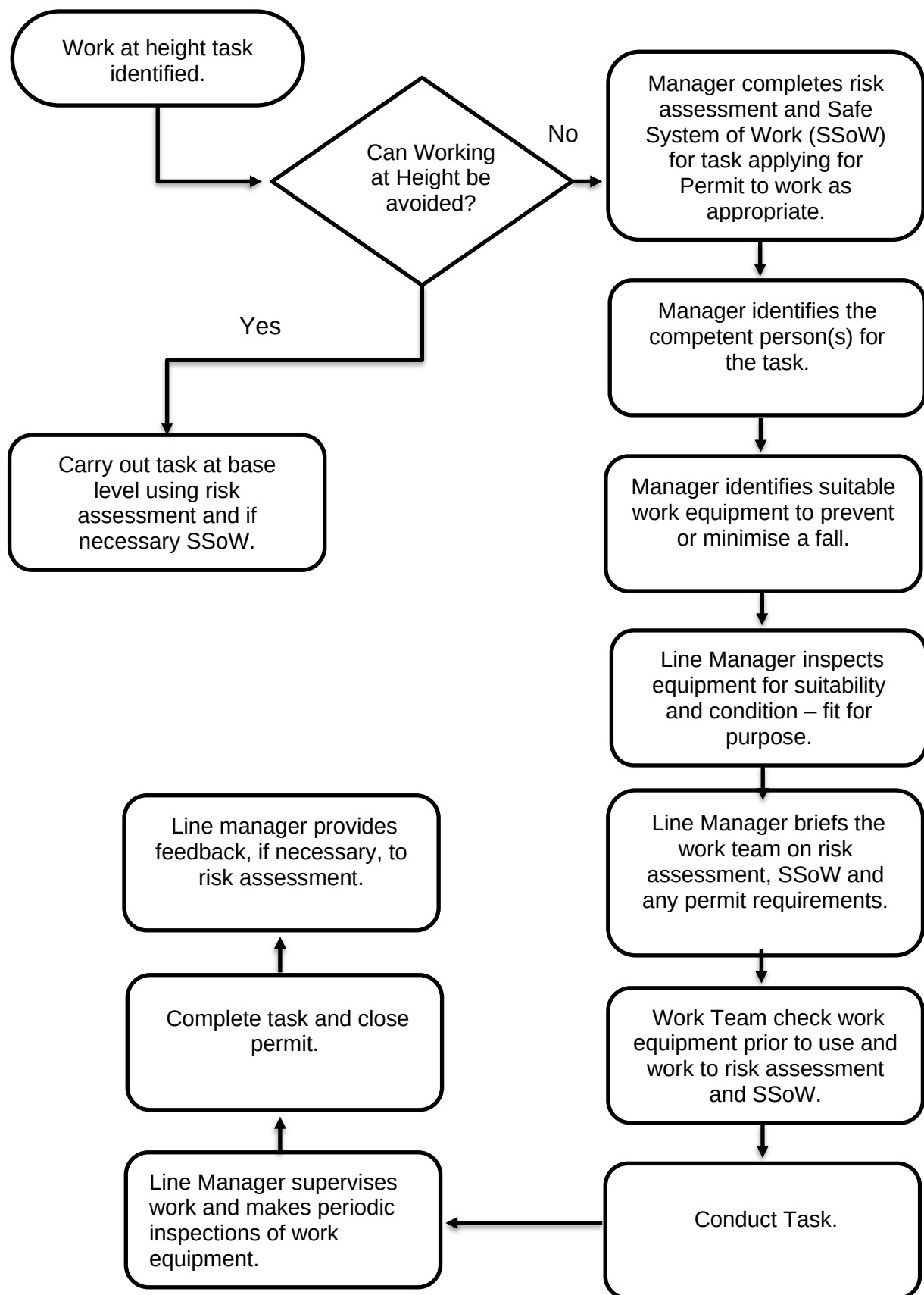


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Data Protection Act 2018 (UK General Data Protection Regulation – GDPR) Legislation.

The Trust has a duty under the Data Protection Act 2018 and UK General Data Protection Regulations 2016/679 to ensure that there is a valid legal basis to process personal and sensitive data. The legal basis for processing must be identified and documented before the processing begins. In many cases we may need consent; this must be explicit, informed, and documented. We cannot rely on opt out, it must be opt in.

Data Protection Act 2018 and UK General Data Protection Regulations 2016/679 is applicable to all staff; this includes those working as contractors and providers of services.

For more information about your obligations under the Data Protection Act 2018 and UK General Data Protection Regulations 2016/679 please see the Information Use Framework Policy or contact the Information Governance Team.

Royal Cornwall Hospital Trust rch-tr.infogov@nhs.net

1. Introduction

- 1.1. The Royal Cornwall Hospitals NHS Trust recognises and is committed to meeting or exceeding its legal duties under the Health and Safety at Work etc. Act 1974, regulations covering work at height and associated legislation.
- 1.2. This document is particularly concerned with the management and control of risk arising from Working at Height and should be read in conjunction with the Trust Health and Safety General Policy.
- 1.3. Health and Safety law places a duty of care on the Royal Cornwall Hospitals NHS Trust, as an employer, to identify and control the risks to which our staff are exposed i.e. the risks of falling or being struck by falling objects during the course of their duties and others who might be affected by such work activities.
- 1.4. The Trust has developed this policy for the purpose of ensuring that the duty of care and obligations owed under the Work at Height Regulations 2005 is carried out.
- 1.5. The successful implementation of this policy requires the total co-operation and commitment of all members of the Trust's management and staff as well as contractors undertaking work on behalf of the Trust.
- 1.6. The special duties of staff detailed herein are in addition to those detailed in the Trusts Health and Safety General Policy.
- 1.7. This version supersedes any previous versions of this document.

2. Purpose of this Policy/Procedure

- 2.1. The Trust aims to achieve or exceed current statutory requirements and strives for excellence of best practice.
- 2.2. The policy's aim is to establish roles and responsibilities for various levels of management to promote timely reporting of relevant incidents and compliance with statutory obligations with regard to Working at Height.

3. Scope

- 3.1. This document is applicable to all staff, sites, care groups, departments and wards, within the Trust.
- 3.2. Contractors and their sub-contractors undertaking work on behalf of the trust are required to demonstrate that they have arrangements in place for the assessment and management of risks arising from Working at Height.
- 3.3. Tenant organisations are also required to demonstrate that they have arrangements in place for the safe management of Working at Height.

4. Definitions / Glossary

Work at height	Working at height means working in any place where, if precautions were not taken, a person could fall a distance liable to cause personal injury. You are working at height if you; • Work above ground/floor level. • Could fall from an edge, through an opening or fragile surface e.g. skylight or, • Could fall from ground level into an opening in a floor or a hole in the ground. Work at height does not include a slip or a trip on the level, as a fall from height has to involve a fall from one level to a lower level, nor does it include walking up and down a permanent staircase in a building.
Access and Egress	Entering into or onto a place or exiting off or from a place for the purposes of work that is at “height” as defined above. Note Working at Height includes ascent and descent.
Fragile surface	A surface which would be liable to fail if any reasonably foreseeable loading were to be applied to it.
Ladder	All types of leaning portable ladder including fixed ladders and stepladders.
Personal fall protection system	Fall prevention, work restraint, work positioning, fall arrest or rescue system, other than a system in which the only safeguards are collective safeguards; or rope access and positioning techniques.
Suitable	Suitable in any respect which it is reasonably foreseeable will affect the safety of any person.
Work equipment	Any machinery, appliance, apparatus, tool or installation for use at work.
Working platform	(a) Any platform used as a place of work or as a means of access to or egress from a place of work. (b) Includes any scaffold, suspended scaffold, cradle, mobile platform, trestle, gangway, gantry and stairway.

5. Ownership and Responsibilities

5.1. Role of the Chief Executive

In accordance with the requirements of the Health and Safety General Policy the Chief Executive has overall accountability for the management of all aspects of health and safety including the management of work equipment.

Responsibility for the day-to-day implementation of this policy is delegated throughout the organisational management structure.

5.2. Role of the Board Directors

It is the duty of Board Directors to take responsibility for the safe undertaking of all aspects of work under their control, where actions to control risks are beyond the authority of managers and supervisors. Directors must ensure there are adequate arrangements in place for such hazards and risks to be notified to them by the fastest possible means and that they are effectively managed and controlled.

5.3. Role of the Chief Operating Officer

The Chief Operating Officer is the nominated Executive Director with responsibility for Health and Safety across the organisation and is responsible to the Chief Executive for the overall co-ordination and implementation of this document throughout the Trust.

They are required to ensure that suitable and sufficient resources, including training provision, equipment, funding, etc. are provided within the Trust to ensure that the requirements, written or implied, of this document can be met.

5.4. Role of the Director of Estates

Is accountable via project and operational managers to ensure activities within their area of control are managed in accordance with this document by:

- The provision of competent employees and contractors capable of Working at Height safely.
- Ensuring the provision of suitable plant and equipment for safe Working at Height.
- Ensuring a suitable Permit to Work System is provided and maintained related to Working at Height.

5.5. Role of the Managers

5.5.1. Managers are responsible for:

- Ensuring work at height is properly planned by a competent person.

- Ensuring the work is assessed by completion of a Working at Height risk assessment (Appendix 4).
- Arranging appropriate supervision. The level of supervision required equates to the level of risk and the competence and experience of the team.
- The work being carried out in a safe manner.
- Providing competent and capable staff for the task.
- Making suitable provision for emergencies and rescue during the planning of work.

5.5.2. Managers directly supervising work are responsible for:

- Ensuring there is a current risk assessment/ Safe System of Work for the task, and a permit to work (if required, see permit section) has been provided and their requirements met.
- Ensuring persons are properly trained.
- Ensuring persons working at height are wearing appropriate attire and footwear and using any required Personal Protective Equipment (PPE).
- Ensuring persons at work are aware of their responsibilities.
- Confirming that the equipment being used is in date.
- Inspecting equipment on first issue, weekly, and after modification or stability affecting event.
- Checking that weather conditions are suitable for the task.
- Ensuring persons at work are aware of their responsibilities.
- Removing from use any damaged or defective equipment.
- Completing the work at height pre-work check list (Appendix 3).
- Periodically review work at height activities, to ensure their compliance with both legislation and the requirements of this policy.

5.6. Role of Heads of Nursing (or Care Group Equivalent role)

Heads of Nursing (or Care Group Equivalent Roles) are to:

- Be aware of the Trust's Health and Safety strategy and policies.
- Support the departmental manager in promoting a Health and Safety culture within your working environment, ensuring participation and involvement

when requested.

- Identify potential risks and Health and Safety issues that may impact on the Trust's ability to achieve its objectives, and report concerns through you line management structure.
- Take due care at work, report any accidents, incidents or untoward occurrences and comply with the Trust's Health and Safety policies in order that the Trust can fulfil its Health and Safety responsibilities.

5.7. Role of the Health and Safety Committee

The Committee is responsible for:

- Reviewing periodic reports on matters related to work at height.
- Ensuring that the content of this document is cascaded throughout the organisation via meetings etc.
- Visibly supporting the work at height requirements within their areas.
- Evaluating data relating to incidents that might impact upon work at height through:
 - Incident and accident statistics.
 - RIDDOR incidents reported to the HSE.
 - Legal actions/claims data.
 - Sickness absence data.
 - Occupational Health data on health surveillance.

5.8. Role of Health, Safety, Moving and Handling Team

The Health, Safety, Moving and Handling Team:

- Provide training and assessments of competence of risk assessors.
- Provide guidance, direction and support to managers and staff when planning work at height activities for their areas.
- Review and, where necessary amend this policy and processes process to ensure its effectiveness in a changing work and legislative environment.

5.9. Role of Staff

All staff members are responsible for:

- Only undertaking tasks for which they have been trained and are deemed competent.
- Inspecting equipment immediately prior to use.

- Reporting defects that might endanger the health and safety of themselves or another person.
- Bringing to the attention of line management and health problem that may affect their safety or the safety of others.
- Working to the requirements of the risk assessment and permit to work.

5.10. Contractors

Contractors are responsible for:

- Ensuring sub- contractors and employees who are required to undertake work at height must as a minimum, comply with the requirements of this policy. They must also meet with any additional requirements that might be asked for in the permit to work. Similarly, those undertaking work at height must have the necessary skills, knowledge and experience to undertake such work. Documentary evidence of training must be produced on request by representatives of the Trust.
- Supporting the production of suitable and sufficient risk assessments covering the Working at Height activity. These will be reviewed by the Project Manager and the Safety Team.

6. Standards and Practice

6.1. Requirements

- 6.1.1. Before work at height can commence the following requirements need to be implemented or considered:
- Can the work be carried out by other means?
 - Conduct a risk assessment (Working at Height HSMH007) and use the findings of the risk assessment to form the basis for a safe system of work.
- 6.1.2. Where 'Work at Height' is necessary, then the suitable safe system of work must be implemented to:
- Prevent a fall occurring.
 - Minimise the height and consequences of a fall.

6.2. Permits

- 6.2.1. A permit system is not in itself a safe system of work, it is merely a system of verifying that certain things such as a safe system of work are in place.
- 6.2.2. Permits to work will be used for abnormal or higher risk working at height activities. These are generally defined by a fall height from one level to a lower level in excess of 2 m (measured from the standing plane of the

work platform to the lower level or impact surface) where there are no permanent or temporary guardrails or parapets/walls/barriers structured such as to prevent a fall and meeting the following requirements. A minimum height of 950 mm (above the work platform) with a maximum gap from the top rail to the intermediate rail of 470mm and a toe board height of at least 100mm. A solid hoarding, wall or other structure may meet this need if appropriately dimensioned.

- 6.2.3. Where access equipment is utilised on the work platform (e.g. step ladder, hop up etc.) that effectively reduces the guardrail/wall height then a permit and additional controls will be required.
- 6.2.4. Permits will also be required for the use of ladders (including vertical fixed), stepladders, all types of Mobile Elevating Work Platforms (MEWPs), tower or mobile scaffolds where the fall height exceeds 2m (measured from the standing plane of the work platform, step, or rung to the ground or other impact surface) irrespective of protective measures that may be in place.
- 6.2.5. Where fixed ladders are used not as work platforms but solely for access then the fall height may be increased to 3m before a permit is required.
- 6.2.6. Where a works controlling manager deems a working at height activity to present a high or abnormal risk (e.g. by virtue of location, hot works, exposure to radio frequency or other radiation etc) they may decide a Work at Height or other permit is required irrespective of fall height or other protective measures.

6.3. Safe System of Work

A safe system of work includes but would not be restricted to:

- Selection of work equipment that is suitable for the task.
- Training of employees to use the equipment in a safe manner.
- Selection of employees for fitness both attitude and physical ability.
- Provision of supervision – the greater the risk the greater the supervision and the less experienced the greater the supervision.
- Emergency arrangements.
- Clear work instructions.

6.4. Equipment Selection

All access equipment will be designed, manufactured, erected and inspected as required in accordance with relevant British Standards (BS), European Standards (Euronorm or EN), Conformité Européenne (CE) standards, United Kingdom Conformity Assessed (UKCA) standards, or other standards such as those that may be set by specific trade bodies such as the National Access and Scaffolding Confederation (NASC) who set the standards for scaffolding and the

Prefabricated Access Suppliers' and Manufacturers' Association Ltd (PASMA) who set the standards for tower and other portable scaffolding.

6.4.1. Ladders, step ladders, hop ups or trestles

6.4.1.1. Ladders and stepladders are not banned under health and safety law.

6.4.1.2. The law calls for a sensible, proportionate approach to managing risk, and ladders can be a sensible and practical option for low-risk, short-duration tasks, although they should not automatically be the first choice of access equipment.

6.4.1.3. Ladders and step ladders used in the Trust must conform to EN131 professional standard whilst BS 2037 and BS 1129 have now been withdrawn ladders to these standards may be seen and must have a class one or industrial rating for use in the Trust.

6.4.1.4. Hop up or trestles without edge protection are only permitted when supported by a suitable risk assessment to a maximum height of 600mm.

6.4.1.5. The Trust has set two standards for the use of stepladders;

- Incidental users; those whose primary role and job description does not require the use of any form of access equipment but who may need to use low level access equipment purely for the retrieval and placing of items into storage areas and not as a work platform. Such users will be limited to the use of Kick steps and platform stepladders or step stools (not leaning ladders) with 5 or less steps including the platform, they should also be fitted with a top hoop handrail and side handrails.
- Professional users; those whose primary role and job description will requiring using access equipment outside that specified for incidental users and being used as work platforms.

6.4.2. The selection of suitable equipment must take into account the following:

- Does it provide a stable support surface and is of sufficient strength to support it and any likely loads?
- Access equipment should be strong enough and the right size for its intended purpose. It should never be overloaded.
- Work equipment must be stable and secured appropriately – through the use of ties, slip prevention, etc.
- Provision of suitable handholds and footholds.

- The fall of any object or material must be prevented during the course of work at height, by considering all equipment, materials and objects to be used, and questioning if or how they are secured appropriately.
- All persons Working at Height in an unguarded position must wear a safety harness.
- Line managers will carry out an equipment inspection; at the time of issue/first use, at weekly intervals thereafter, after any substantial modification, and after any event likely to have affected its strength or stability.
- Any equipment found to be damaged is removed from use.

6.5. Other Considerations

The following should also be considered prior to Working at Height:

- The stability during erection, utilisation, alteration, modification and dismantling.
- The selected equipment in relation to the work site.
- The risk assessment findings and its requirements.
- Additional risks posed by the equipment itself.
- Frequency of passage.
- Height to be negotiated.
- Duration of use.
- Capability of permitting evacuation in the event of danger.
- Its suitability for the work required, stresses imposed on itself or supporting structure, and dimensions to allow safe movement.
- Potential interactions with neighbouring activities may require additional safeguards and authorisations these should be identified in the risk assessment and/or Permit to Work.
- If the weather and environmental conditions are suitable for conducting the work.
- An individual's suitability and degree of training.
- Nature of the work.
- Any interaction with, or disturbance of wildlife.
- Access provision.

- Location of the work.
- Complexity of the work equipment used.
- The risk assessment requirements.
- Protection of others who might be affected by the task.

6.6. Training

- 6.6.1. All persons who work at height must be competent to do so, achieving the required competence may range from a simple locally delivered briefing to attending an accredited training course together with work related experience. Such training must be specific to any access equipment provided.
- 6.6.2. Line managers should have at least the same training as those under their control.
- 6.6.3. Whilst all training need will be informed by Departmental/Care Group training needs analysis and training matrices there are certain working at height activities that have predetermined minimum training need set by this policy, this includes;
- 6.6.4. Incidental users of stepladders as defined above will as a minimum have any work at height activity supported by a risk assessment and training by way of locally delivered briefings.
- 6.6.5. Professional users of step ladders and leaning ladders will as a minimum have any work at height activity supported by a risk assessment and training by way of formal accredited training.

6.7. Documentation

- 6.7.1. The completion of the risk assessment will be the responsibility of the manager responsible for the work at height activity. A copy of the completed assessment together with any safe system of work must be made available to the staff involved in the works. A copy of the RCHT risk assessment; Working at Height (HSMH 007) can be found at Appendix 4.
- 6.7.2. A permit to work will be required as detailed in section 6.2. Copies of the permit must be held by the staff undertaking the works until the works are completed and the permit closed. Copies of the permit will be retained by Estates for the required retention period.

7. Dissemination and Implementation.

- 7.1. This document will be stored in the Trust online Document Library with free access to all staff and the general public.
- 7.2. The document will be distributed via the Health and Safety Committee with request that is raised at Care Group board, governance and/or local meetings.

7.3. Awareness of the document will also be raised through existing mandatory training sessions.

8. Monitoring compliance and effectiveness

Information Category	Detail of process and methodology for monitoring compliance
Element to be monitored	Compliance with the management process within this policy, and implementation of the practical requirements for activities involving work at height.
Lead	Health and Safety Committee.
Tool	Care Group Reports to the Health and Safety Committee.
Frequency	The Health and Safety Advisors report and Care Group reports to the quarterly Health and Safety Committee.
Reporting arrangements	Reports received by the Health and Safety Committee as detailed above and reported in accordance with the Committee Terms of Reference.
Acting on recommendations and Lead(s)	Health and Safety Committee will request action from Care Group Representatives; and escalate to Governance Committee as required.
Change in practice and lessons to be shared	The document will be distributed via the Health and Safety Committee with request that it is raised at Care Group board, governance and/or local meetings. The document will be stored on the document library for free access.

9. Updating and Review

The policy will be reviewed by the head of Health, Safety, Moving and Handling Management or their nominee in line with the outcome of Health and Safety management audits, organisational feedback, legislative change and government guidance. The review shall be at least every three years unless best practice dictates otherwise.

10. Equality and Diversity

10.1. This document complies with the Royal Cornwall Hospitals NHS Trust service Equality and Diversity statement which can be found in the [Equality Diversity And Inclusion Policy](#) or the [Equality and Diversity website](#).

10.2. Equality Impact Assessment

The Initial Equality Impact Assessment Screening Form is at Appendix 2.

Appendix 1. Governance Information

Information Category	Detailed Information
Document Title:	Working at Height Policy (HSP 044) V3.0
This document replaces (exact title of previous version):	Working at Height Policy (HSP 44) V2.0
Date Issued / Approved:	September 2024
Date Valid From:	September 2024
Date Valid To:	September 2027
Author / Owner:	Rob Harris, Senior Safety Advisor
Contact details:	01872 25 2144
Brief summary of contents:	Outline the Trust arrangements for the management and control of risk to employees and others arising from work at height.
Suggested Keywords:	Fall, height, ladder, harness, platform, scaffold, MEWP.
Target Audience:	RCHT: Yes CFT: No CIOB ICB: No
Executive Director responsible for Policy:	Chief Operating Officer
Approval route for consultation and ratification:	Health and Safety Committee
Manager confirming approval processes:	Gavin Griffiths, Head of Health and Safety
Name of Governance Lead confirming consultation and ratification:	Gavin Griffiths, Head of Health and Safety

Information Category	Detailed Information
Links to key external standards:	• The Working at Height Regulations 2005- INDG401 • Working at Height- A brief guide PDF INDG455 • Safe use of ladders and Step Ladders • Roof Repair work – What you need to know as a busy builder PDF • Fragile roofs- Safe working practises PDF • HSG33 Health and Safety in Roof Work • GS001 Solar Panel Installation- What you need to know to work safely
Related Documents:	Health and Safety General Policy Incident Reporting Policy Risk Management Policy Risk Assessment Policy and Procedure HSMH 007 Working at Height (risk assessment) Confined Spaces Management Policy Contractors Policy and Procedures Ventilation Ductwork Access Walkways Policy and Procedure Slips, Trips and Falls Prevention Policy and Guidance (HSP13) Health and Safety Policy on PPE
Training Need Identified:	Yes
Publication Location (refer to Policy on Policies – Approvals and Ratification):	Internet and Intranet
Document Library Folder/Sub Folder:	Chief Operating Officer/Health and Safety

Version Control Table

Date	Version Number	Summary of Changes	Changes Made by
March 2016	V1.0	Initial issue	Paul Freeman Health and safety Auditor.

Date	Version Number	Summary of Changes	Changes Made by
June 2021	V2.0	Full 3 year review _ Full update and addition of standard operating procedures.	Malcolm Irving, Senior Safety Advisor
August 2024	V3.0	Full 3-year review and addition of access equipment and permit detail.	Rob Harris, Senior Safety Advisor

All or part of this document can be released under the Freedom of Information Act 2000.

All Policies, Strategies and Operating Procedures, including Business Plans, are to be kept for the lifetime of the organisation plus 6 years.

This document is only valid on the day of printing.

Controlled Document.

This document has been created following the Royal Cornwall Hospitals NHS Trust [The Policy on Policies \(Development and Management of Knowledge Procedural and Web Documents Policy\)](#). It should not be altered in any way without the express permission of the author or their Line Manager.

Appendix 2. Equality Impact Assessment

Section 1: Equality Impact Assessment (EIA) Form

The EIA process allows the Trust to identify where a policy or service may have a negative impact on an individual or particular group of people.

For guidance please refer to the Equality Impact Assessment Policy (available from the document library) or contact the Equality, Diversity, and Inclusion Team
rcht.inclusion@nhs.net

Information Category	Detailed Information
Name of the strategy / policy / proposal / service function to be assessed:	Working at Height Policy (HSP 44) V3.0
Department and Service Area:	Chief Operating Officer/Health and safety
Is this a new or existing document?	Existing
Name of individual completing EIA (Should be completed by an individual with a good understanding of the Service/Policy):	Rob Harris, Senior Safety Advisor.
Contact details:	01872 25 2144

Information Category	Detailed Information
1. Policy Aim - Who is the Policy aimed at? (The Policy is the Strategy, Policy, Proposal or Service Change to be assessed)	To provide a standard for employees and contractors undertaking work for the Trust to conduct work at height in a manner to ensure their safety and the safety of others who might be affected.
2. Policy Objectives	Ensure a working environment that is, so far as reasonably practicable, conducive to the maintenance of good health of the user.
3. Policy Intended Outcomes	To ensure and minimise the risks leading to ill health of staff Working at Height.
4. How will you measure each outcome?	Refer to section 8.
5. Who is intended to benefit from the policy?	All staff identified as Working at Height.

Information Category	Detailed Information
6a. Who did you consult with? (Please select Yes or No for each category)	- Workforce: Yes - Patients/ visitors: No - Local groups/ system partners: No - External organisations: No - Other: No
6b. Please list the individuals/groups who have been consulted about this policy.	Please record specific names of individuals/ groups: Health and safety Committee.
6c. What was the outcome of the consultation?	Approved
6d. Have you used any of the following to assist your assessment?	National or local statistics, audits, activity reports, process maps, complaints, staff, or patient surveys: None

7. The Impact

Following consultation with key groups, has a negative impact been identified for any protected characteristic? Please note that a rationale is required for each one.

Where a negative impact is identified without rationale, the key groups will need to be consulted again.

Protected Characteristic	(Yes or No)	Rationale
Age	No	This Policy does not impact on age.
Sex (male or female)	No	This Policy does not impact on gender.
Gender reassignment (Transgender, non-binary, gender fluid etc.)	No	This Policy does not impact on gender reassignment.
Race	No	This Policy does not impact on race.
Disability (e.g. physical or cognitive impairment, mental health, long term conditions etc.)	No	This Policy does not impact on disability, however due to the nature of Working at Height a reasonable degree of physical fitness is required, certain activities might prevent the inclusion of persons with a disability and reasonable adjustment may not always be possible to ensure safety.
Religion or belief	No	This Policy does not discriminate against any religious or cultural beliefs.

Protected Characteristic	(Yes or No)	Rationale
Marriage and civil partnership	No	This Policy does not impact on marriage/ civil partnership.
Pregnancy and maternity	No	This Policy does not impact on pregnancy and maternity, however due to the nature of Working at Height a reasonable degree of physical fitness is required, certain activities might prevent the inclusion of pregnant persons and reasonable adjustment may not always be possible to ensure safety.
Sexual orientation (e.g. gay, straight, bisexual, lesbian etc.)	No	This Policy does not impact on sexual orientation.

A robust rationale must be in place for all protected characteristics. If a negative impact has been identified, please complete section 2. If no negative impact has been identified and if this is not a major service change, you can end the assessment here.

I am confident that section 2 of this EIA does not need completing as there are no highlighted risks of negative impact occurring because of this policy.

Name of person confirming result of initial impact assessment:

Rob Harris, Senior Safety Advisor.

If a negative impact has been identified above OR this is a major service change, you will need to complete section 2 of the EIA form available here:
[Section 2. Full Equality Analysis](#)

Appendix 3. Work At Height Pre-Work Checklist

It is not possible for the work to be carried out by other means	
A risk assessment has been carried out by an assessor trained in assessing work at height	
Height has been minimised	
Suitable measures for fall prevention are in place	
Consequences of a fall minimised, e.g. through the use of fall arrest equipment	
A permit to work has been obtained (If required)	
Suitable persons selected; with regards to attitude and aptitude, i.e. confident and responsible but not reckless: • Trained to the required standard for the type of work envisaged • Medical conducted (if necessary)	
All equipment secure and stable: • Certified if necessary	
All inspections carried out: • Pre-use and weekly thereafter • After modification or strength/stability affecting event	
Any relevant/required signage is in place	
All relevant persons informed of the work, i.e. building controllers, etc.	
Weather conditions are suitable for the work required	

Appendix 4. Working at Height Risk Assessment

HEALTH AND SAFETY DEPARTMENT				
Risk Assessment – Working at Height				
Site:	Choose an item.		Click here to enter text.	
Division:	Click here to enter text.			
Location:	Click here to enter text.			
Outline of risk assessment:	Click here to enter text.			
Staff / contractors/ experts:	Click here to enter text.			
Hazard list – select your hazards and controls from the list below				
Fall from height <u>over 2 metres</u> (including falls from ground level)	☐	Falling objects	☐	Obstructions overhead ☐
Fall from height <u>below 2 metres</u> (including falls from ground level)	☐	Fragile roof/surfaces	☐	Poor lifting environment ☐
Fall into excavation	☐	Falling into water	☐	Restricted space ☐
Fall from steps	☐	Lone working	☐	Slips/trips ☐
Fall from ladder	☐	Manual Handling	☐	Vehicle traffic ☐
Fall from work platform	☐	Moving materials	☐	Weather/temperature ☐
Live work (only under separate permit)	☐	Obstructions ground level	☐	Other: Click here to enter text. ☐
Falling into hazardous substance	☐	Lifting/pushing/pulling	☐	Other: Click here to enter text. ☐
Persons Exposed				
Employees	☐	Patient	☐	Other: Click here to enter text. ☐
Contractors	☐	Student/Volunteer	☐	Other: Click here to enter text. ☐
Human Factors (include necessary information, instruction and training)				
Info/Instruction/Training required	☐	Externally trained	☐	Trained in house ☐
Competence required	☐	Experienced	☐	Competent ☐
Supervision required	☐	Supervisor	☐	Part of a team ☐
Briefed	☐	Novice	☐	Lone working ☐
Other: Click here to enter text.	☐	Other: Click here to enter text.	☐	Other: Click here to enter text. ☐
Equipment Required				
Scissor / Cherry picker	☐	Mobile towers	☐	Ladders ☐
Steps	☐	Fixed Scaffolding	☐	Harness (inspected) ☐
Guard Rails	☐	Toe Boards	☐	Fall Arrest (inspected) ☐
Hard Hats	☐	Lanyard	☐	Fall Restraint (inspected) ☐
Safety Boots	☐	Gloves	☐	Hi viz Vest ☐
Safety Glasses/Eye Protection	☐	Other: Click here to enter text.	☐	Other: Click here to enter text. ☐
Other: Click here to enter text.	☐	Other: Click here to enter text.	☐	Other: Click here to enter text. ☐

Author: Senior Safety Advisor
Reviewer: Head of Health and Safety
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HEALTH AND SAFETY DEPARTMENT

Working Environment					
Safe Working Area	☐	Isolate Equipment	☐	Weather	☐
Cones/Barriers	☐	Work Equipment	☐	Emergency Rescue – Fully detailed emergency rescue plan MUST be attached	☐
First Aid Provision	☐	Inspected (complete the Ladder Inspection Checklist)	☐	Other: Click here to enter text	☐
Assessor Name & Signature	Click here to enter text.		Date completed	Click here to enter a date.	
Manager Name & Signature	Click here to enter text.		Date completed	Click here to enter a date.	
Review Date:	Click here to enter a date.				

Please forward copies of this assessment to the Health, Safety, Moving and Handling Management Office, where you may also seek further advice if necessary.

Author: Senior Safety Advisor

Reviewer: Head of Health and Safety

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