

My Schools Together - WORK AT HEIGHT RISK ASSESSMENTS

Please read this booklet before you carry out your activity

Guidance for Schools

Ladder Policy

Safe Systems of Work

Risk Assessments:

Putting up displays

Accessing filing / storage

Opening / closing windows / adjusting blinds

Changing fluorescent tubes using stepladder

Use of a ladder

Use of a tower scaffold

Work at height within drama

Low roof Access



N.B. The following guidance is provided as an example of best practice, and should be adapted to suit the specific work being undertaken following a suitable and sufficient risk assessment. See also advice at <http://www.hse.gov.uk/pubns/schoolsfall.pdf> <http://www.hse.gov.uk/pubns/heightsafeleaflet.pdf>

Action	What could go wrong	Best practice
Putting up displays	<ul style="list-style-type: none"> • Whilst using wrong equipment (Table/desk/chair/books) gives way when teacher stands on it. • Person using ladder/step ladder over reaches causing ladder to topple over • Pupil walks into ladder causing it to topple over • Person drops display on a teaching assistant 	<ul style="list-style-type: none"> • Install washing line style assembly, using pulleys which can be raised and lowered from ground level • Consider room layout to ensure that display boards are easily accessible • Displays are prepared as far as possible before putting them up • Staff and persons instructed not to climb on chairs/tables or other furniture to access display boards • Arrangements for safety are discussed and agreed with staff, and recorded as part of staff meeting/briefings. • Provide equipment which is suitable for users to enable safe access to display areas (e.g. properly designed low steps with hand rails). • Areas where ladders or other access equipment is to be used is clearly defined by use of signs and barriers used if deemed necessary • All access equipment is suitable for purpose, checked before use and readily available. • Frequent checks take place to ensure the safe working condition of access equipment. • Procedures are in place for damaged access equipment to be removed and further use prohibited. • The use of ladders and other access equipment is restricted to those trained and competent in its safe use. • Where persons have pre-existing medical conditions or other factors which may affect their ability to use such equipment a separate risk assessment is in place. • Encourage staff to wear appropriate footwear (heel-less or low heeled shoes with non/slip soles).
Placing or retrieving items stored above head height	<ul style="list-style-type: none"> • Teacher knocked on head by falling items when replacing trays on high shelf • Shelf collapses causing items to fall on person • Use of wrong equipment as above 	<ul style="list-style-type: none"> • Implement a 'heavy box low shelf' policy • Review storage so that frequently needed items are easily accessible • Loose items must not be stored in high places. • Provide proper equipment for the task i.e. step ladders with handrails • Train people in the safe use of equipment

Action	What could go wrong	Best practice
Opening and closing windows	<ul style="list-style-type: none"> • Person falls off ledge whilst opening window • Pupil falls from unprotected window. • Poorly maintained window falls out of frame striking person standing underneath 	<ul style="list-style-type: none"> • Install remote means of opening high windows (e.g. long handled poles or mechanical openers) • Fit window opening limiters to all windows above ground floor • Ensure windows and doors are maintained in a safe condition
Falls from height during drama lesson	<ul style="list-style-type: none"> • Pupil falls from mobile tower scaffold when changing stage lights • Item falls from gantry area onto audience • Stage light falls during adjusting and strikes another person • Person climbs up outside of tower scaffold which overturns and injures them • Scaffold collapses during use due to unsafe erection • Person falls through open trap door • Fall from stage during production 	<ul style="list-style-type: none"> • Pupils should not change stage lights • Consideration of installing lighting rigs which can be lowered to ground level to reduce the need for working at height. • Teaching staff & volunteers trained in safe use of access equipment through recognised training providers. • Cascade training for all people involved on hazard recognition and risk • Drama department has health and safety policy detailing safe arrangements for adjusting lights, working on gantry and other related activities • All access equipment is suitable for purpose, checked before use and readily available. • Frequent documented checks take place to ensure the safe working condition of access equipment. • Procedures are in place for damaged access equipment to be removed and further use prohibited. • Access equipment is restricted to those competent in its safe use. • Where staff, persons or others have pre-existing medical conditions/other factors which may affect their ability to use such equipment a separate risk assessment is in place. • Create an exclusion zone where necessary beneath areas where work is taking place.
Physical Education lesson	<ul style="list-style-type: none"> • Injury to a teacher when retrieving items from high girders/nets and other structures • Ceiling bolt for trampoline harness is worn through and a pupil falls to the ground • A pupil falls from fixed wall rope which has not been well maintained. • Vaulting horse used as platform to 	<ul style="list-style-type: none"> • Staff are competent to supervise activities and act in accordance with BAALPE and national governing body guidance • Use pole to remove items from high ledges • Provide equipment which is suitable to the users to enable safe access to high areas (e.g. mobile access tower, mobile elevated working platform) • All access equipment/PE equipment is suitable for purpose and checked before use. • Frequent documented checks take place to ensure the safe working condition of equipment. • Procedures are in place for damaged equipment to be removed and further use prohibited.

Action	What could go wrong	Best practice
	<p>remove ball caught in high net.</p> <ul style="list-style-type: none"> • Person falls off climbing wall when inexperienced 'buddy' fails to arrest fall • Pupils gain unauthorised access to high level gym equipment during break time 	<ul style="list-style-type: none"> • All equipment is restricted to those competent in its safe use. • Where persons have pre-existing medical conditions or other factors which may affect their ability to use such equipment a separate risk assessment is in place. • Items trapped at high level (e.g. shuttlecocks) are retrieved periodically (e.g. once per term) during planned maintenance • Code of conduct is in place for person behaviour in the gym/PE department • PE department has health and safety policy detailing safe arrangements. • All fixed and movable equipment is subject to regular recorded maintenance and testing
Caretaking duties	<ul style="list-style-type: none"> • Caretaker falls when standing on wheelie bin to access guttering • Handyman overreaches and falls off a ladder which is not footed or tied during use • Caretaker blown off edge of flat roof when retrieving football • Caretaker falls through roof void when walking on joists • Cleaner falls from desk when standing on it to access light diffuser. • Caretaker drops a hammer whilst fixing a loose gutter striking a person below • Ladder placed on uneven ground slips and cleaner falls. • Caretaker falls from ladder when carrying a tin of paint to first storey • Caretaker falls through fragile roof • Ladder rung breaks when handyman steps onto it. • Whilst cleaning air vents cleaner falls from workbench they are standing on • Caretaker electrocuted when fixing window from an aluminium ladder when 	<ul style="list-style-type: none"> • Staff to undertake a detailed risk assessment prior to any work at height. • Consider weather conditions before planning any outside work • Staff instructed not to climb on furniture, meter cupboards, bins or other inappropriate fixed or mobile structures. • Check for environmental hazards e.g. overhead cables, uneven surfaces, wet ground • Arrangements for safety are discussed and agreed. • Provide equipment which is suitable to the individual users to enable safe access • All access equipment is suitable for purpose, checked before use and readily available. • Consideration should be given to hiring suitable equipment for specific jobs (e.g. mobile elevated work platforms, mobile access tower scaffolds) with staff trained in safe use by equipment supplier. • Frequent documented checks take place to ensure the safe working condition of access equipment. • Procedures are in place for damaged access equipment to be removed and further use prohibited. • Access equipment is restricted to those competent in its safe use. • Consider use of fall arrest systems depending on nature of task, equipment and duration. • Where persons have pre-existing medical conditions or other factors which may affect their ability to use such equipment a separate risk assessment is in place. • Adequate and appropriate signs are in place to warn of hazards below work area. • Ground level area where access route is located is cordoned off to prevent contact with any persons who may be on the premises • Work scheduled to take place when persons/others are not in the immediate area.

Action	What could go wrong	Best practice
	he came into contact with overhead power cable	<ul style="list-style-type: none">• Premises Officer is aware of site specific risks including fragile roofs.• All fragile roof areas are clearly labelled.• Access equipment is removed and secured when not in use to prevent unauthorised use.• Appropriate footwear is worn.• Accompanying tools and equipment carried on person are in tool belts or secured appropriately.• Items are lifted using the appropriate equipment (e.g. pulleys) and appropriate safe system of work• Use only battery powered tools when working at height.• When working on roof, Premises Officer to maintain safe distance from roof edge.

<p>Building work and repairs</p>	<ul style="list-style-type: none"> • Contractor falls when working on a ladder which is not secured • Person gains access to scaffold and falls from height • Items fall from roof repair work onto persons below • Incorrectly assembled scaffold collapses injuring contractors, teaching staff and persons • Contractor killed when he falls from edge of roof • Contractor electrocuted when he damages overhead cables when working on ladder. • Hot bitumen spills from roof onto persons below during roof repair work • Contractor falls through fragile roof onto persons below • Contractor overbalances on ceiling joist and falls through roof 	<ul style="list-style-type: none"> • Pre selection vetting by school to include Health & Safety procedures, training, qualifications and competence. • Contractors work is planned before/after school or during holiday periods where possible • School to check contractor method statements to ensure appropriate arrangements are in place for safety including personal protective equipment, fall arrest systems and how the job will be undertaken. • Issue site specific guidance e.g. location of fragile roofs, overhead cables/other site hazards to contractor and require signature for receipt of information • School to put into place arrangements with contractor for communication, site access, safe segregation, signage, security and other related issues • Senior management to observe safe working practices of contractor • Communicate any changes in safety arrangements to school staff e.g. changes in access routes • School to stop any works they feel are unsafe or inappropriate • School to seek further advice from technical experts in Education department/other where they have concerns regarding contractor safety issues.
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MY SCHOOLS TOGETHER – LADDER POLICY

OVERVIEW

In our federation we place the greatest importance on the safety of all. This policy is set out to ensure that ladders are used safely.

OBJECTIVES

1. To keep staff safe and to prevent accidents.
2. To ensure that ladders are used properly and safely.
3. To ensure that only those who have been trained to use ladders do so.

STRATEGIES

1. All members of staff must apply their common sense when deciding to use a ladder.
2. Only approved ladders may be used in school.
3. Furniture, tables and chairs must never be used in the place of ladders.
4. Ladders will be checked regularly by the site staff to ensure that they are in good condition and safe to use.
5. A risk assessment must be carried out by site staff before a ladder is used and site staff will transport, put up and take down ladders, with the exception of the 'A' frame, 1.4 metre high ladder.
6. Other members of staff seeking to use a ladder should seek permission from their line manager and then should ask a member of the site staff to advise them on the safe use of the ladder. The attached 'safe systems of work' and 'risk assessment' must be read.
7. Staff, other than trained site staff, may only use 'A' framed step ladders that are no higher than 1.4 metre.
8. There must always be a second member of staff present to support the base of a ladder when it is being used.
9. Pupils must never be allowed to climb ladders.
10. Site staff must not use ladders to climb on to the roof of the school buildings.
11. If pregnant, a ladder should NEVER be used.
12. All staff will follow this ladder policy.

OUTCOMES

This policy will ensure that sensible and safe procedures are applied when a ladder is used. It will contribute to our health and safety strategy and it will prevent accidents and keep staff safe.

Safe System of Work For Staff using Access Equipment Step Ladders, Foot Stools etc

Plan:

1. Correct ladder to access the work you will be doing.
2. Ensure all your resources and display tools are at hand before you begin.
3. Look at PPE (Personal Protective Equipment) which is footwear, floating skirts, loose clothing etc.
4. Inform colleague of activity.
5. Assess work area of activity to ensure no danger apparent.
6. Fall arrest system arranged if required (if need to stand on work unit it will be a 2 man job work colleague).

Staff are not to stand on chairs or tables to undertake display and working at Height duties. This could be deemed as a disciplinary due to the prosecution of Oldham Council and you are there employees.

GENERIC RISK ASSESSMENT		
Establishment: MY Schools Together	Assessment by: Stephen Mould – Business Manager	Date: Sept 2022
Review Date: Sept 2023	Approved by: Martine R Buckley – Executive Headteacher	Date: Sept 2022

WORK ACTIVITY (brief description)
Putting up displays (low height, approximately 0.5 M above average persons height) using a kick stool

Hazard / Risk	Who is at Risk?	Normal Control Measures <i>(Brief description and/or reference to source of information).</i>	Additional Control Measures <i>(to take account of local/individual circumstances).</i>	Risk Rating H/M/L
Use of incorrect equipment (desk, chairs etc) Falls, falling objects	Staff Visitors Pupils	<ul style="list-style-type: none"> Staff instructed not to use makeshift steps (chairs/ tables etc) Restrict displays to head height where practical Ensure display boards are accessible Kick stool provided for users to access display areas safely 	Staff where possible to work in two's	L
Defective equipment / Falls, falling objects	Staff Visitors Pupils	<ul style="list-style-type: none"> All access equipment suitable for purpose, checked before use and maintained in good condition. Reporting procedure in place for identified defective items with prompt removal /remedial action. 	Visual check of ladders. Read through all documentation attached Inform the site staff and business manager	L

<p>Inappropriate use of access equipment Overreaching, stretching etc. Uneven floor causing instability Falls, falling objects</p>	<p>Staff Visitors Pupils</p>	<ul style="list-style-type: none"> • Displays prepared as far as possible before putting them up. • Use of access equipment restricted to those trained and competent in use. • Staff to re-position kick stool rather than overstretch. • Floor surfaces suitable to use kick stool (firm and even surface) • Persons using access equipment to wear appropriate footwear (low heeled, non slip soles) • Do not leave unattended to avoid unauthorised use. 		
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Establishment: MY Schools Together	Assessment by: Stephen Mould – Business Manager	Date: Sept 2022
Review Date: Sept 2023	Approved by: Martine R Buckley – Executive Headteacher	Date: Sept 2022

WORK ACTIVITY (brief description)
 Accessing office filing and storage on fixed shelving (approximately 1 M above average persons height) using a step ladder

Hazard / Risk	Who is at Risk?	Normal Control Measures <i>(Brief description and/or reference to source of information).</i>	Additional Control Measures <i>(to take account of local/individual circumstances).</i>	Risk Rating H/M/L
Use of incorrect equipment (desk, chairs etc) Falls, falling objects	Staff Visitors Pupils	<ul style="list-style-type: none"> • Staff instructed not to use makeshift steps (chairs/ tables etc) • Restrict high level storage • Ensure storage remains accessible • User to ensure access equipment is of adequate height. • Step ladder provided for users to access areas safely (more height is required than can be achieved with a kick stool) 		
Defective equipment Falls, falling objects	Staff Visitors Pupils	<ul style="list-style-type: none"> • All access equipment suitable for purpose, checked before use and maintained in good condition. • Frequent documented checks on stepladder to ensure safe working condition (6 monthly / termly) • Reporting procedure in place for identified defective items with prompt removal /remedial action. 		

<p>Inappropriate use of access equipment Overreaching, stretching etc. Uneven floor causing instability Falls, falling objects</p>	<p>Staff Visitors Pupils</p>	<ul style="list-style-type: none"> • Use of access equipment restricted to those trained and competent in use. • Maximum working height not exceeded- users waist should not rise above top step. • Staff to re-position steps rather than overstretch. • Floor surfaces suitable to use (firm and even surface) • Persons using access equipment to wear appropriate footwear (low heeled, non slip soles) • Securely stored when not in use to avoid unauthorised use. 		
<p>Manual Handling Unstable / unwieldy loads Falls, falling objects</p>	<p>Staff Visitors Pupils</p>	<ul style="list-style-type: none"> • Ensure shelving is not overloaded • Organise storage with heavy / bulky objects at lower levels. • Frequently used items stored at easily accessible locations. • Use team handling where necessary. • Staff to be trained in moving and handling techniques. 		

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WORK ACTIVITY (brief description)
Opening and closing windows / adjusting blinds

Hazard / Risk	Who is at Risk?	Normal Control Measures <i>(Brief description and/or reference to source of information).</i>	Additional Control Measures <i>(to take account of local/individual circumstances).</i>	Risk Rating H/M/L
Use of incorrect equipment (ledge, desk, chairs etc) Falls, falling objects	Staff Visitors Pupils	<ul style="list-style-type: none"> Staff instructed not to use makeshift steps (chairs/ tables/ledges etc) Provide remote means of opening high windows i.e. long handled poles or mechanical openers. 		L
Defective equipment / Falls, falling objects	Staff Visitors Pupils	<ul style="list-style-type: none"> All access equipment suitable for purpose, checked before use and maintained in good condition. Reporting procedure in place for identified defective items with prompt removal /remedial action. 		L
Falls from unprotected window	Staff Visitors Pupils	<ul style="list-style-type: none"> Fit window opening limiters to all windows above ground level 		L
Poorly maintained window falls from frame	Staff Visitors Pupils	<ul style="list-style-type: none"> Ensure windows are maintained in a safe condition 		L

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WORK ACTIVITY (brief description)
Use of stepladder to replace defective fluorescent tube in a classroom. Task involves brief 2 hands working to remove the diffuser and tube. Light work of short duration.

Hazard / Risk	Who is at Risk?	Normal Control Measures <i>(Brief description and/or reference to source of information).</i>	Additional Control Measures <i>(to take account of local/individual circumstances).</i>	Risk Rating H/M/L
Use of incorrect equipment (desk, chairs etc) Falls, falling objects	Staff Visitors Pupils	<ul style="list-style-type: none"> • Staff instructed not to use makeshift steps (chairs/ tables etc) • User to ensure access equipment is of adequate height. • Step ladder provided for users to access areas safely 		
Defective equipment, collapse of ladder falls, falling objects	Staff Visitors Pupils	<ul style="list-style-type: none"> • All access equipment suitable for purpose, checked before use and maintained in good condition. • Frequent documented checks on stepladder to ensure safe working condition (6 monthly / termly) • Reporting procedure in place for identified defective items with prompt removal /remedial action. 		

<p>Inappropriate use of access equipment Overreaching, stretching etc. Uneven floor causing instability Falls, falling objects</p>	<p>Staff Visitors Pupils</p>	<ul style="list-style-type: none"> • User trained in use of ladders for minor inspection / maintenance tasks. • Access equipment restricted to those trained and competent in use. • 2 person job, second person available at ground level to hand diffuser / tubes to. • Move furniture if needed to gain access. • Maximum working height not exceeded- users waist should not rise above top step or top of handrail. • Staff to re-position steps rather than overstretch. • Floor surfaces suitable to use (firm and even surface) • Persons using access equipment to wear appropriate footwear (low heeled, non slip soles) • Stepladder securely stored when not in use to avoid unauthorised use. 		
<p>Persons colliding with ladder falls / falling objects</p>	<p>Staff Visitors Pupils</p>	<ul style="list-style-type: none"> • Segregate work area • Provide warning signs, cones etc. if needed. 		
<p>Manual Handling Unstable / unwieldy loads Falls, falling objects</p>	<p>Staff Visitors Pupils</p>	<ul style="list-style-type: none"> • Use team handling where necessary. • Staff to be trained in moving and handling techniques. • Obtain help transporting ladder if needed 		
<p>Contact with electricity electrocution, burns</p>	<p>Staff Visitors Pupils</p>	<ul style="list-style-type: none"> • Switch off electrical supply or tape off and label light switch if this is not possible. 		

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WORK ACTIVITY (brief description)
Use of ladder for light work of short duration (maximum 30 mins).

Hazard / Risk	Who is at Risk?	Normal Control Measures <i>(Brief description and/or reference to source of information).</i>	Additional Control Measures <i>(to take account of local/individual circumstances).</i>	Risk Rating H/M/L
Use of incorrect equipment (desk, chairs etc) Falls, falling objects	Staff Visitors Pupils Contractors	<ul style="list-style-type: none"> User to ensure access equipment is of adequate height. Consideration given to hiring suitable equipment for specific jobs or where work is liable to take >30mins. 		
Defective equipment, collapse of ladder falls, falling objects	Staff Visitors Pupils Contractors	<ul style="list-style-type: none"> All access equipment suitable for purpose, checked before use and maintained in good condition. Frequent documented checks on ladder to ensure safe working condition (6 monthly / termly) Reporting procedure in place for identified defective items with prompt removal /remedial action. 		

<p>Inappropriate use of access equipment Overreaching, stretching etc. Uneven floor causing instability Falls, falling objects</p>	<p>Staff Visitors Pupils Contractors</p>	<ul style="list-style-type: none"> • User trained in use of ladders for minor inspection / maintenance tasks. • Access equipment restricted to those trained and competent in use. • Maximum working height not exceeded. • Ensure correct angle of ladder (1M out for 4M up) • Secure ladder • No lone working when using ladders. • Staff to re-position ladder rather than overstretch. • Floor surfaces suitable to use (firm and even surface) • Persons using access equipment to wear appropriate footwear (low heeled, non slip soles) • Securely stored when not in use to avoid unauthorised use. 		
<p>Persons colliding with ladder</p>	<p>Staff Visitors Pupils Contractors</p>	<ul style="list-style-type: none"> • Segregate work area effectively. • Provide warning signs, cones or fencing if needed. • Schedule work to take place when persons are not in immediate area. 		
<p>Manual Handling Unstable / unwieldy loads Falls, falling objects</p>	<p>Staff Visitors Pupils Contractors</p>	<ul style="list-style-type: none"> • Accompanying tools and equipment carried in tool belt. Both hands to be kept free when climbing ladder. • Use team handling where necessary. • Staff to be trained in moving and handling techniques. • Obtain help transporting ladder if needed 		

Environmental conditions (weather, wet ground, uneven surfaces etc.)	Staff Visitors Pupils Contractors	<ul style="list-style-type: none">• Consideration given to environmental conditions prior to starting work.• No work to be undertaken in adverse weather conditions (wind, rain, snow etc.)• Ensure rungs are clear of slippery substances, ice, mud etc.		
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WORK ACTIVITY (brief description)
 Use of mobile tower scaffold .
 Use of equipment other than ladders justified – no protected platform, not possible to secure ladder.

Hazard / Risk	Who is at Risk?	Normal Control Measures <i>(Brief description and/or reference to source of information).</i>	Additional Control Measures <i>(to take account of local/individual circumstances).</i>	Risk Rating H/M/L
Use of incorrect equipment Falls, falling objects	Staff Visitors Pupils Contractors	<ul style="list-style-type: none"> • User to ensure access equipment is of adequate height and suitable for task. • All users to be trained in work at height • Height of scaffold to be no more than 3 times base dimension (or in accordance with manufacturers instructions) 		
Defective equipment, collapse of equipment, falls, falling objects	Staff Visitors Pupils Contractors	<ul style="list-style-type: none"> • All access equipment suitable for purpose, inspected before use and maintained in good condition. • Inspected weekly if it remains in place and after any event likely to have affected its stability. • Safe working load marked on equipment • To be erected only by certified persons. • Reporting procedure in place for identified defective items with prompt removal /remedial action 		

<p>Inappropriate use of access equipment Overreaching, stretching etc. Uneven floor causing instability Falls, falling objects</p>	<p>Staff Visitors Pupils Contractors</p>	<ul style="list-style-type: none"> • All users trained in use of mobile towers for inspection / maintenance tasks. • Access equipment restricted to those trained and competent in use. • Brakes to be applied in use. • Move tower from base only, all tools and persons removed from structure prior to moving. • Guardrails and toe boards to be provided. • No lone working when erecting or using tower. • Floor surfaces suitable to use (firm and even surface) • Persons using access equipment to wear appropriate footwear (low heeled, non slip soles) • Securely stored when not in use to avoid unauthorised use. Remove access ladder. 		
<p>Persons or vehicles colliding with tower</p>	<p>Staff Visitors Pupils Contractors</p>	<ul style="list-style-type: none"> • Segregate work area, create exclusion zone beneath work area • Provide warning signs, cones or temporary fencing if needed. • Schedule work to take place when persons are not in immediate area. 		
<p>Contact with overhead electrical services Electrocution, burns</p>	<p>Staff Visitors Pupils Contractors</p>	<ul style="list-style-type: none"> • Survey area prior to erection 		
<p>Manual Handling Unstable / unwieldy loads Falls, falling objects</p>	<p>Staff Visitors Pupils Contractors</p>	<ul style="list-style-type: none"> • Accompanying tools and equipment carried in tool belt. Both hands to be kept free when climbing ladder. • Use team handling where necessary. • Staff to be trained in moving and handling techniques. • Obtain help transporting equipment if needed 		

Environmental conditions (weather, wet ground, uneven surfaces etc.)	Staff Visitors Pupils Contractors	<ul style="list-style-type: none">• Consideration given to environmental conditions prior to starting work.• No work to be undertaken in adverse weather conditions (wind, rain, snow etc.)• Ensure rungs are clear of slippery substances, ice, mud etc.		
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WORK ACTIVITY (brief description)
Work at height within drama

Hazard / Risk	Who is at Risk?	Normal Control Measures <i>(Brief description and/or reference to source of information).</i>	Additional Control Measures <i>(to take account of local/individual circumstances).</i>	Risk Rating H/M/L
Defective equipment / Falls, falling objects	Staff Pupils Visitors	<ul style="list-style-type: none"> • All access equipment suitable for purpose, checked before use and maintained in good condition. • Inspected weekly if it remains in position. • To be erected only by certified persons. • Reporting procedure in place for identified defective items with prompt removal /remedial action. 		
Hit by falling equipment	Staff Pupils Visitors	<ul style="list-style-type: none"> • Segregate area under tower effectively, accompanying tools / equipment to be carried in tool belt. 		

<p>Falls from mobile tower scaffold Inappropriate use, Overreaching, stretching etc.</p>	<p>Staff Pupils Visitors</p>	<ul style="list-style-type: none"> • Pupils should not change stage lights • Consider installing lighting rigs which can be lowered to ground level • All relevant teaching staff trained in safe use of access equipment. Cascade to pupils, no pupils to use tower scaffold unless supervised by a competent person. • No lone working when erecting or using tower. • Persons using access equipment to wear appropriate footwear. • Code of conduct for pupil behaviour in drama studio. • Access equipment restricted to those competent in its safe use. Ensure access ladder removed / tower securely stored when not in use to prevent unauthorised use. • Drama dept has policy detailing safe working procedures for adjusting lights, working on gantry etc. 		
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LOW ROOF RISK ASSESSMENT

Risk Assessment carried out by:				Date:	
Is there any history of students climbing on the roof during school hours?				Yes	No
Is there the potential for students to gain access to the roof during school hours?				Yes	No
HAZARDS	RISKS	RISK LEVEL	CONTROLS		RISK LEVEL
How or why do/could students get onto the roof? Consider the examples below and any others identified on your site.	What are the risks? For example: <ol style="list-style-type: none"> 1. Fall trying to access the roof 2. Fall from edge of roof 3. Fall through fragile roof materials 4. Fall through skylight 5. Fall from higher level (eg. second storey or chimney) which is accessible from the low roof 	What is the level of risk before controls? High Medium Low	Can physical control be used to prevent climbing? For example: <ol style="list-style-type: none"> 1. Anti-climb fans around drainpipes 2. Apply anti-climb paint to area (above 2m with warning signs) 3. Remove fence, wall or railing 4. Remove trees and shrubs 5. Remove/secure moveable climbing aids in the area (wheelie bins etc) 6. Increase height of guard rails to external stairs 7. Ensure all fragile materials are identified and signed 	Can management controls be implemented to prevent climbing? For example: <ol style="list-style-type: none"> 1. School rules about not climbing/vandalising premises 2. Supervision at break times in area known climbing locations 3. No climbing signage in known areas 4. Ball games not allowed in areas close to low roofs 5. Procedures for safe retrieval of items from roof 	What is the level of risk with controls? High Medium Low
Low roof compared to ground level					
Drainpipe can be climbed					
Window ledge provides foothold					
Nearby fence, wall or railing					

Tree or shrub close to building can be climbed					
Low level porch or other structure					
Moveable climbing aids available (eg. bins or outdoor furniture)					
External fire escape stairs near to flat roof					
"Allurement" on roof (eg. flagpole or chimney)					

Are your staff required to access the roof as part of their duties?				YES	NO
HAZARDS	RISKS	RISK LEVEL	CONTROLS		RISK LEVEL
<p>Why do the staff need to access the roof?</p> <ul style="list-style-type: none"> Retrieve items Maintenance Access to plant or equipment <p>How do staff get on the roof?</p> <ul style="list-style-type: none"> Ladder Scaffold Mobile Elevating work platform <p>What do they do on the roof?</p> <ul style="list-style-type: none"> Work around the edge from a ladder or platform Walk on the roof Use tools and equipment 	<p>What are the risks?</p> <ul style="list-style-type: none"> Fall trying to access the roof Fall from edge of roof Fall through fragile roof materials Fall through skylight 	<p>What is the level of risk before controls?</p> <p>High Medium Low</p>	<p>Can physical control be used to ensure safe access onto the roof?</p> <ul style="list-style-type: none"> Use long handled tools to help retrieve items from roof rather than actually climbing onto it Ensure all fragile materials are identified and signed Where there is a need for access across the roof to plant or equipment, a safe route should be identified and marked 	<p>Can management controls be implemented to ensure safe access to the roof?</p> <ul style="list-style-type: none"> Identify all reasons for staff needing to access the roof and carry out a risk assessment to ensure the most appropriate means of access is selected taking into account the frequency, duration and nature of the job Reduce the need to retrieve items from the roof by not allowing ball games not allowed in areas close to low roofs Develop safe procedures for activities on the roof (eg. retrieving items such as balls) 	<p>What is the level of risk with controls in place?</p> <p>High Medium Low</p>