RISK ASSESSMENT COMPLETION FORM

YOUNGMAN

HEIGHT ON SITE THE KNOWLEDGE

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REF NO:	DATE:	TIME:
Site & Location:		
Assessment carried out by:		
Signed:		
MAIN ACTIVITY:		

NOTES:

(A) PERSON AT RISK	(A) Code	(B) INJURY SEVERITY	(B) Value	(C) INJURY PROBABILITY	(C) Value
Employee	E	Negligible	1	Impossible	1
Contractor	S	Minor	2	Improbable	2
Public	P	Serious	3	Remote	3
		Major	4	Occasional	4
				Probable	5
				Frequent	6

To help complete this part of the form see notes below:

Activity, Materials, Tools Etc.	Estimated Working Height (M)	Estimated Working Time (Hrs)	Hazards Identified	(A)	(B)	(C)	Risk Rating (BxC)	Control Measures	New Value (B)	New Value (C)	New Risk Rating (BxC)	Action By

1 Activity undertaken. List tools/materials needed that may make working hazardous. Estimate working height and time of job.

2 Hazards – consider proximity of electricity, chemicals, sharp edges, ground conditions [level/slope/state of ground], wind etc.

3 A Person(s) at risk.
B & C Rate the severity and probability of the risk.

4 Control measures – take action through your choice of access equipment and other measures to control and lessen the risk.

5 B & C With your control measures in place re-rate the severity and probability of the risk.

6 ⚠ If the rating is between 15 and 24 the risk is too high and work must not begin. Further control measures are required to reduce the risk to an acceptable level.

7 It is important that these findings are then shared and communicated to all persons at risk [see note 3A] before starting any activity.

HSE OVERVIEW ON FALLS FROM HEIGHT

In 2003/2004 67 people died and nearly 4000 suffered a serious injury as a result of a fall from height in the workplace. Falls from height are the most common cause of fatal injury and the second most common cause of major injury to employees, accounting for around 15% of all such injuries. All industry sectors are exposed to the risks presented by this hazard although the level of incidence varies considerably.

As a result, Falls from Height are a key priority in the Health and Safety Commission Injury Reduction Programme. The objective is to reduce injury rates by 10% by 2010 against a 1999/00 baseline.

Experience shows that falls from height usually occur as a result of poor management control rather than because of equipment failure.

Common factors include:

- Failure to recognise a problem.
- Failure to provide safe systems of work.
- Failure to use equipment correctly.
- Failure to ensure that safe systems of work are followed.
- Inadequate information, instruction, training or supervision provided.
- Failure to use appropriate equipment;
- Failure to provide safe plant/equipment.

The Key Messages are:

- Follow the hierarchy for managing risks from work at height - take steps to avoid, prevent or reduce risks.
- Follow the risk assessments you have carried out for work at height activities and make sure all work at height is planned, organised and carried out by competent persons;
- Choose the safest work equipment and select collective measures to prevent falls (such as guardrails and working platforms) before other measures which may only mitigate the distance and consequences of a fall (such as nets or airbags) or which may only provide personal protection from a fall (such as harnesses).

HSE INSPECTORS – HOW THEY WORK

The HSE has a large number of inspectors who deal with health and safety in the workplace on a day to day basis. They carry out this task in a variety of ways:

- Onsite inspections, both announced and unannounced;
- Investigation of accidents;
- Investigation of complaints received;
- Enforcement of the relevant legislation where necessary; and,
- By providing guidance and support during visits to work premises, by phone or in writing.

The HSE have introduced a targeted inspection programme concentrating on all of the HSE's priority hazards in the workplace, including falls from height. The inspectors are carrying out over 60,000 proactive site visits per year to assess performance in addressing these priority hazards.

This performance is being assessed on a scale of 1-4, whereby 1 = 'Full compliance in areas that matter' and 4 = 'Limited or no compliance in areas that matter'. The assessment is carried out with reference to three key performance indicators, each of which is qualified by an anchor statement. Inspectors can issue prohibition notices or improvement notices dependent on level of non compliance.

The following table shows how the HSE are assessing performance when addressing falls from height.

KEY PERFORMANCE INDICATOR	ANCHOR STATEMENT
a) Identification of activities and precautions involving falls from height	Work above 2m, including maintenance, cleaning and repair, has been identified and workers are instructed in precautions; access points to fragile roofs are marked.
b) Selection, use and maintenance of equipment	Appropriate access equipment is provided, is well maintained and regularly inspected.
c) Systems for the procurement and control of contractors	Managers know how to screen potential contractors and actively monitor their work.

SAFE USE OF MOBILE TOWER SYSTEMS

- Tower only to be erected by competent persons – see FAQ for an explanation of competence.
- Make sure the tower, decks, stabilisers and braces are in good condition and that all locks work correctly.
- Always use all braces, guardrails and toe-boards according to the manufacturers quantity schedule.
- Always use all 4 stabilisers ensuring they are secure.
- Always lock all 4 wheels before ascending tower.
- Do not use tower if the environmental conditions, such as wind, rain or ice, could make it unstable or unsafe.
- Never work at a level, either during assembly, working or dismantling, where there are no guardrails fitted.
- Never climb up the outside of the tower.
- Use the in-built ladders and deck trapdoors.
- Never move the tower if either tools/materials or persons are still on it.
- Do not exceed the Maximum Safe Working Load of the tower – see the appropriate User Guide.
- Never use a tower that has been damaged or shows signs of excessive wear.
- Use fibreglass (GRP) towers whenever working with or near electrical systems.
- Never use a DIY product in any Trade application.

SAFE USE OF LADDERS AND STEPS

- Only use a ladder where the use of more suitable equipment is not appropriate, such as towers, scaffolds, podium steps or temporary stairs.
- Your Risk Assessment must show that the Risk is low and the duration of use is short (up to 30 minutes in one position).
- The right ladder is selected for the task – allow sufficient extension of the ladder above the work height. (min 1mtr).
- Never stand on the top 3 rungs/treads of a ladder.
- The ladder is in good condition, at the correct angle (4:1), is on firm, level ground and is tied, or otherwise secured, to a permanent structure.
- At least 3 points of contact are maintained when ascending or descending a ladder.
- Limit your working height to less than 5 meters.
- Use fibreglass (GRP) ladders and steps whenever working with or near electrical systems.
- Avoid carrying heavy loads or operating percussion tools when working from a ladder.
- Never use a ladder that has been damaged or shows signs of excessive wear.
- Never use a DIY product in any Trade application.

EQUIPMENT INSPECTION

Whatever access equipment is used, it is vital that it is in good condition and up to the task. Ladders and steps in particular are manufactured to different specifications and should be clearly marked by the manufacturer whether they are designed for DIY, trade or industrial use. Damage to equipment can occur at any time in its life and may not always be obvious. Therefore it is important to thoroughly check access equipment and record your findings (as required by WAHR) before any use, even if it appears sound or was "OK the last time I used it"!

Substandard, faulty and damaged access equipment can be fatal.

Typical things to look for include:-

- Broken or loose rungs/treads on a ladder.
- Missing bolts or loose fittings.
- Paint, grease, plaster, dirt or debris on rungs, rails and working platforms that could become slippery.
- Brakes don't operate on the wheels of mobile towers and platforms.
- Blocked, damaged or broken levelling screws on towers.
- Badly fitting toeboards or guardrails.
- Broken weld seams and bent or dented tubes on alloy towers.
- Missing or damaged feet on access equipment
- Faulty locking mechanisms on tower braces.

FREQUENTLY ASKED QUESTIONS

What is Work at Height?

Work at Height is defined as any work in any place from which a person could fall a distance liable to cause personal injury. Includes getting to and from a place at height, working at, above, or below ground. The regulations do not include permanent stairways or slips or trips on the same level.

What are the main requirements of the Work at Height Regulations?

Organisation and Planning – of work from the start of the project, including the selection of safe work equipment.
Competence – of ***ALL*** concerned at ***ALL*** stages of planning, supervising and the carrying out of work at height.
Selection – of safe work equipment. Account for conditions, where the equipment will be used, travel distance for access to or egress from a place of height, distance and consequences of a potential fall, duration and frequency of use, evacuation and rescue procedures.

Is my work covered by these Regulations?

These Regulations cover all sectors of industry including construction, agriculture, manufacturing, retail, maintenance, warehouse, shopfitting etc.

Do these regulations affect me?

Employers, employees, the self-employed and those in control of people at work such as contractors are all affected by the introduction of these regulations.

What is a Risk Assessment?

A Risk Assessment is a careful examination of what, in your work, could cause harm to people, so that you can weigh up whether you have taken enough precautions or should do more to prevent harm.

What is meant by a competent person?

A competent person is generally defined as someone who has the right level of, experience, knowledge and appropriate qualifications that enable them to identify the risks arising from a situation and the measures needed to be taken to prevent harm.

What is the Hierarchy?

#1 Avoid the Risk – Don't go there, Bring the work to ground level. Use alternative means of reaching the work height. e.g. poles for window cleaning.

#2 Prevent the Fall – Use collective fall prevention such as guardrails or barriers where protection is provided to more than one person.

#3 Mitigate the Consequences – Reduce the distance a person might fall. Use netting or soft landing systems. Use fall prevention/arrest equipment.

How do I select safe work equipment for working at height?

From your Risk Assessment determine the safest and most appropriate equipment for the task. Consider working conditions, access/egress and duration/frequency of use. Use fibreglass (GRP) towers, ladders and steps for electrical work. Exercise good working practices.
Note the above conditions and requirements.