

<h1>Working at Height</h1> <h2>SCAFFOLDING</h2> <h3>RISK ASSESSMENT</h3>	Prepared by:	Print	Date
		Signature	
	Location		
			SSOW Ref

At Risk

<input checked="" type="checkbox"/> Employees	<input type="checkbox"/> Tenants	<input type="checkbox"/> Children & vulnerable adults	<input type="checkbox"/> Company & private property
<input type="checkbox"/> Contractors & other visitors	<input type="checkbox"/> Neighbours	<input type="checkbox"/> Pets	<input type="checkbox"/> Environment

Sliding off wet or icy roofs, falling through fragile roofs, or using unsafe roof access equipment are the cause of many life-changing injuries and deaths every year. No one is authorised to climb onto a roof to survey or commence work without a written risk assessment and safe system of work that has been approved and signed off below by a director or H&S Officer. The client may also require they approve and inspect the scaffold before work can commence.

Director or H&S Officer to sign to confirm this planned *working at height* project can proceed: Yes or No

Date:

Company Please print name legibly Sign here

CISRS qualified inspector confirms this scaffold has been inspected and is approved for use: Yes or No
Any person who erects or dismantles scaffolding must be trained and currently certified to the Construction Industry Scaffolders Record Scheme (CISCR)

CISRS qualified inspector confirms scaffold configuration or design meets current regulations: Yes or No

Date:

Company Please print name legibly Sign here

Completed inspection tag added to scaffold: tick Scaffold handover certificate and checklist added to Site File: tick

Client requires the scaffold must be inspected by their team before work commences: Yes or No

Client confirms this scaffold has been inspected by their team and is passed as safe to use: Yes or No

Date:

Company Please print name legibly Sign here

This risk assessment assumes the planned works cannot be made safer by bringing the work to ground level. Refer to HSE Guide INDG40.

Hazards	Who might be harmed and how	RISK without controls	Standard controls that should be observed on all sites	RISK with controls	Std controls to be observed	Extra controls required if standard controls are insufficient to reduce residual risk to safe level	Revised risk after extra controls		
							Likelihood	Severity	Risk
<input checked="" type="checkbox"/> Using unsafe scaffold that do not conform to regulations	Any person using a scaffold that has not been assembled and maintained properly may be injured when the structure fails.	25	Unless the scaffold design conforms to a recognised and approved standard configuration, a competent and qualified scaffold designer must provide a written specification and plan to be used by the operator erecting the scaffold. A copy of the design must be submitted and approved by the person signing off this risk assessment.	<input type="checkbox"/>	<input type="checkbox"/> Y/N		<input type="checkbox"/> x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Fall from height during assembly, in use, or dismantling the scaffold	Any person who is assembling, using, or dismantling the scaffold, or in the danger zone of the scaffold should something be dropped from it, or the assembly collapses or falls over.	25	All scaffolds must be erected and dismantled by a trained and currently certified CISRS operative.	<input type="checkbox"/>	<input type="checkbox"/> Y/N		<input type="checkbox"/> x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Workers not fully briefed on known roof hazards	Workers who are not informed of known hazards, such as fragile roof sections, weak skylights, asbestos or hidden power cables are more likely to be injured.	25	Only workers who have received working at height training within the last 12 months are to work on scaffolds and access roofs.	<input type="checkbox"/>	<input type="checkbox"/> Y/N		<input type="checkbox"/> x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Working at Height without training	Workers without sufficient and relevant training for working at heights, and especially on roofs, are unable to recognise the hazards and risks they face.	25	Only workers who have received working at height training within the last 12 months are to work at heights and on roofs.	<input type="checkbox"/>	<input type="checkbox"/> Y/N		<input type="checkbox"/> x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PPE To be worn: Safety Boots Hard Hats Hi-Viz Fall restraints to be worn when on roof? Soft landing equipment to be installed? (requires professionally qualified person) No radios on scaffolds. Use mobile telephones on scaffold with care.

Likelihood of an event		Severity of outcome of event		Calculated Risk	Action Plan
1	Improbable: 0% - 5% Unlikely to happen	1	No risk to short-term or long-term health or sustaining personal injury	0 - 5	Low Risk - No extra controls needed
2	Remote: 5% - 35% May occur at sometime	2	Remote risk to health or sustaining minor injuries treatable by site first aid	6 - 15	Introduce extra controls to reduce risk
3	Possible: 35% - 65% Could occur at sometime	3	Low risk of personal injury requiring medical attention at A&E Department	16 - 20	Only under supervision of Site Manager
4	Probable: 65% - 95% Very likely to occur	4	Moderate risk of personal injury resulting in more than 7 days off work	21 - 25	Do not proceed as the risk is too high
5	Very probable: 95% - 100% Almost certain	5	High risk of life-changing injury, long-term chronic illness, cancer and death		Make reference to the SSOW when assessing risk

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Hazards	Who might be harmed and how	RISK without controls	Standard controls that should be observed on all sites	RISK with controls	Std controls to be observed	Extra controls required if standard controls are insufficient to reduce residual risk to safe level	Revised risk after extra controls			
							Likelihood	Severity	Risk	
<input checked="" type="checkbox"/>	Ground-level assess must be firm, level and clear of obstruction	25	Access to, and the surface on which the scaffold is to be assembled must be prepared and levelled. Use footing supports to spread weight in soft services. Continuously monitor state of ground under footings as it may become soft in rain.	<input type="checkbox"/>	Y/N		<input type="checkbox"/>	x	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Using incorrect equipment increases risks of injury	25	Use the HSE 'WAIT' online tool to assess what access equipment should be used. Only trained and competent people can assemble and continue to inspect access equipment other than ladders (e.g. scaffolding or MEWPs).	<input type="checkbox"/>	Y/N		<input type="checkbox"/>	x	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Disconnect and secure all electric and gas supplies to roof area	25	All electricians to work area should be isolated by an electrician before work begins. All gas supplies to work area should be isolated by gas engineer before work commences.	<input type="checkbox"/>	Y/N		<input type="checkbox"/>	x	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Danger of dropping items from height	25	Minimise what materials and tools are kept on the scaffold, with due regard to maximum weight loading specs. Kick boards must be present to prevent objects falling off. Keep people out of potential fall zone. Wear safety hats.	<input type="checkbox"/>	Y/N		<input type="checkbox"/>	x	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Environment and weather factors	25	Workers and supervisors should constantly evaluate prevailing weather and other environmental factors to ensure it is safe to start working, or if it would be safer to stop working if conditions deteriorate. Consider requesting re-inspection to confirm scaffold is safe to use.	<input type="checkbox"/>	Y/N		<input type="checkbox"/>	x	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	When the above collective controls are not enough	25	Management should consider if fall restraint lines and harnesses, safety nets or other soft-landing systems (e.g. air bags) should be deployed when the risk of sustaining injuries from a fall has not been satisfactorily eliminated by above.	<input type="checkbox"/>	Y/N		<input type="checkbox"/>	x	<input type="checkbox"/>	<input type="checkbox"/>
PPE To be worn: <input checked="" type="checkbox"/> Safety Boots <input checked="" type="checkbox"/> Hard Hats <input checked="" type="checkbox"/> Hi-Viz <input type="checkbox"/> Fall restraints to be worn when on roof? <input type="checkbox"/> Soft landing equipment to be installed? (requires professionally qualified person)							No playing of radios or using mobile telephones while working on site			
Likelihood of an event		Severity of outcome of event				Calculated Risk		Action Plan		
1	Improbable: 0% - 5% Unlikely to happen	1	No risk to short-term or long-term health or sustaining personal injury			0	- 5	Low Risk - No extra controls needed		
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Falls from scaffolds, ladders and through fragile surfaces remains a major cause of fatalities and serious injuries every year.

Remember, 'Work at height' means work in any place where, if there are no precautions in place, you could fall and cause personal injury. The regulations apply to someone at ground level who could fall into a ditch or excavation.

Before working at height, work through these simple steps:

Avoid work at height where it's reasonably practicable This means balancing the level of risk against the measures needed to control the real risk in terms of money, time or trouble. However, you do not need to take action if it would be grossly disproportionate to the level of risk to do so.
Where work at height cannot be easily avoided, prevent falls using either an existing place of work that is already safe or the right type of equipment.
Minimise the distance and consequences of a fall, by using the right type of equipment where the risk cannot be eliminated.

For each step, always consider measures that protect everyone at risk (collective protection) before measures that only protect the individual (personal protection).

Collective protection is equipment that does not require the person working at height to act for it to be effective. Examples are permanent or temporary guardrails, scissor lifts and tower scaffolds.

Personal protection is equipment that requires the individual to act for it to be effective. An example is putting on a safety harness correctly and connecting it, with an energy-absorbing lanyard, to a suitable anchor point.

When working at height ... Do ...

- As much work as possible from the ground.
- Ensure workers can get safely to and from where they work at height. Ladders may be risk assessed as acceptable methods of access. Towers or scaffolds are the alternatives.
- Ensure equipment is suitable, stable and strong enough for the job, maintained and checked regularly.
- Take precautions when working on or near fragile surfaces. This involves you inspecting the roof from below if possible to identify skylights and other potential weaknesses.
- Provide kick boards to protect those below from falling objects.
- Plan emergency rescue procedures in the event someone does fall from a scaffold, especially if they become suspended in the air wearing a fall restraint harnesses.

When working at height ... Don't ...

- Overload ladders. Consider the equipment or materials workers are carrying before working at height. Check the ladder's label for information.
- Overreach on ladders or stepladders. Ladders use to access the scaffold must have a safe landing step.
- Rest a ladder against weak upper surfaces, e.g. glazing or plastic gutters.
- Use ladders or stepladders for strenuous or heavy tasks, only use them for light work of short duration (a maximum of 30 minutes at a time).
- Let anyone who is not competent (who doesn't have the skills, knowledge and experience to do the job) work at height.