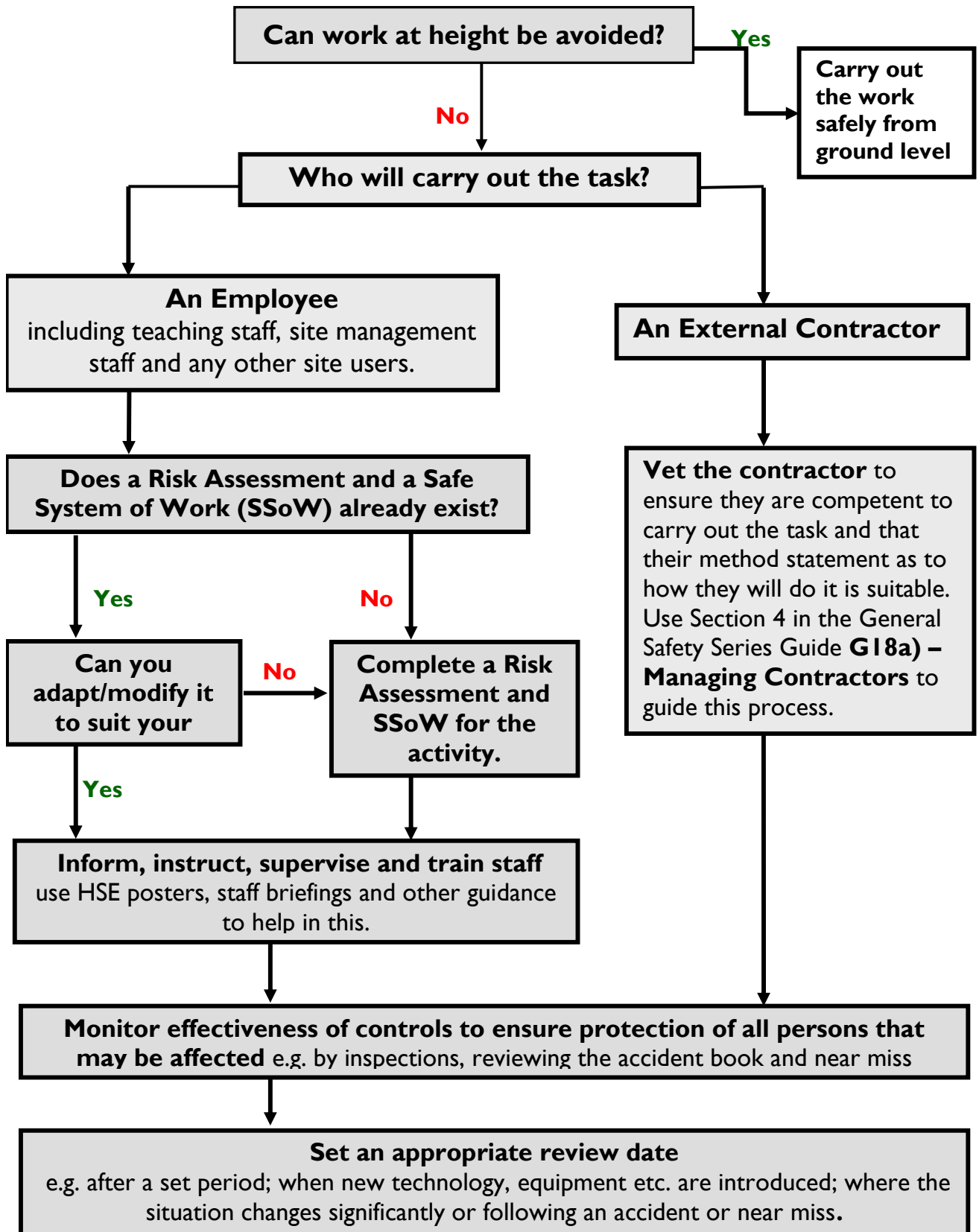


WORKING AT HEIGHT FLOWCHART FOR EDUCATIONAL ESTABLISHMENTS



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LADDER AND STEPLADDER REGISTER

| Access Equipment Type (circle as appropriate) | Reference or Asset. No. | Date of Acquisition | Usual location of equipment |
|--|--|--------------------------------|------------------------------------|
| Stepladder / Ladder / Trestle/ Extension Ladder | | | |
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INDIVIDUAL LADDER AND STEPLADDER INSPECTION RECORD

Formal visual inspections should be carried out 6 monthly if equipment is rarely used or monthly if equipment is used frequently or under harsher conditions such as externally

LADDER NO. _____ TYPE (I.E. STEPLADDER): _____

| DATES INSPECTED: | / / | / / | / / | / / | / / | / / | / / |
|---|-----|-----|-----|-----|-----|-----|-----|
| No cracked, split, worn, twisted, bent or broken stiles, braces, steps of rungs | | | | | | | |
| No rungs or steps missing or loose | | | | | | | |
| Not painted * | | | | | | | |
| No stiles † damaged or bent | | | | | | | |
| No warping or splitting (Wood) | | | | | | | |
| No corrosion (Metal) | | | | | | | |
| Footpads OK | | | | | | | |
| Caps/Rubber Fittings OK | | | | | | | |
| Slip-resistant rubber or plastic feet OK | | | | | | | |
| No loose nails, screws, bolts or other metal parts | | | | | | | |
| No splinters on stiles, rungs or steps | | | | | | | |
| No loose, broken or missing extension ladder locks. | | | | | | | |
| No defective locks (Extension Ladders) | | | | | | | |
| Not wobbly from side strain (Stepladders) | | | | | | | |
| No loose or bent hinge spreaders (Stepladders) | | | | | | | |
| Stop on hinge spreaders OK (Stepladders) | | | | | | | |
| No loose hinges (Stepladders) | | | | | | | |
| No worn, broken or missing cords (Stepladders & Extension Ladders) | | | | | | | |
| Action taken (e.g. N/A / removed / repaired / replaced). | | | | | | | |
| Initials of Person Undertaking Inspection | | | | | | | |

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INSPECTION REGIME FOR LADDERS AND STEPS

Ladders and steps should be formally inspected on a 6 monthly basis if equipment is rarely used or monthly if equipment is used frequently or under harsher conditions such as externally. The following items should be considered during these inspections:

General

- Missing steps or rungs
- Loose step or rungs (considered loose if they can be moved at all by hand)
- Loose nails, screws, bolts or other metal parts
- Cracked, split, very worn or broken stiles, braces, steps or rungs
- Slivers on stiles[†], rungs or steps
- Twisted or distorted stiles
- Rubber feet in place and not worn

Extension Ladders

- Loose, broken or missing extension locks
- Defective locks that do not seat properly when ladder is extended
- Damaged or worn non-slip bases
- Worn, broken or badly deteriorated cords
- Rubber feet in place and not worn

Stepladders

- Wobbly (from side strain)
- Loose or bent hinge spreaders
- Stop on hinge spreader broken
- Broken, split or worn steps
- Loose hinges
- Worn, broken or missing cords
- Rubber feet in place and not worn

* Ladders should **never** be painted, as this could hide dangerous defects from view. A wooden ladder can be protected with clear varnish or transparent rot-proofer.

† Stiles are the outside uprights on a ladder

All defective ladders must be labelled as such and taken out of use for either repair by a suitably competent person or immediate disposal.

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MOBILE TOWER SCAFFOLD INSPECTION

A competent person able to identify any faults with a tower, which may make it unsafe to use, must complete the following checklist. This report should be completed using guidance from the tower supplier to ensure it is erected and used correctly. If the inspection identifies any faults with the tower it should not be used until they've been rectified.

| Name of Inspector | | PASMA No. | | Inspection Date | | Inspection Time | |
|-------------------|--|-------------------------------------|--|---|--|-----------------|--|
| Manufacturer | | Type e.g. aluminium, GRP (identify) | | Single/Double Width (identify) | | Height | |
| Height | | Mobile / Static (identify) | | Location of Tower at Time of Inspection | | | |

| | ✓ which applies |
|--|-----------------|
| A tower after it has been erected | |
| A tower after it has had substantial addition, dismantling or other alteration | |
| After any event likely to have affected its strength or stability | |
| A tower that has been erected for 7 days | |

| | Yes | No | Details of Deficiencies (if relevant) | Remedial Action Taken (if necessary) |
|---|-----|----|---------------------------------------|--------------------------------------|
| Do you have a copy of the manufacturer's instruction manual (MIM) to enable you to check the tower? | | | | |
| Does a risk assessment for the tower exist? | | | | |
| Check that the environment has no detrimental effect on the safe use of the tower. | | | | |
| Are the castors or base plates fully in contact with the ground and bearing their share of the weight of the tower and that all 4 brakes are applied? | | | | |
| Are the adjustable legs only being used to level the tower and not for gaining height? | | | | |
| Is the tower level in all planes? | | | | |
| Is the tower built on firm and stable ground? | | | | |
| Are stabilisers fitted and are they the correct size for the height of the tower? | | | | |
| Check that the feet are fully in contact with the ground, and wing nuts are tight. | | | | |
| Check that the foot of the stabilisers are positioned to form a square. | | | | |
| Is the bracing pattern used, in accordance with the manufacturer's instructions? | | | | |
| Check that all the hooks on the braces are fully engaged. | | | | |
| Check that all the handrails and mid guardrails are fitted in the correct positions. | | | | |
| Check that the interlocking device, locking frames together are engaged. | | | | |
| Check that all platforms are in the correct position on the tower. | | | | |
| Check that the trap door opens to the outboard side of the tower. | | | | |
| Check that, if the tower is single width that all platforms have trap doors. | | | | |
| If wind locks are fitted to platform, check they are engaged. | | | | |
| Are toe boards fitted to the working platform, or any platform with gear stowed? | | | | |
| If the tower has been tied in check that the method is adequate and at the correct intervals in accordance with the MIM. | | | | |
| Contact with plant and machinery is prevented using fencing and warning signs | | | | |
| The tower is not under or near to overhead power lines | | | | |
| There are no signs of damage to: braces, span frame, castors, brakes, adjustable leg or the fixed platform. | | | | |

| Corrective actions completed: | By | | Date | |
|-------------------------------|----|--|------|--|
|-------------------------------|----|--|------|--|

This report has been completed to the best of my knowledge and I confirm the tower is fit for use.

| Signature of inspector | | Name in block capitals | | Date | |
|------------------------|--|------------------------|--|------|--|
|------------------------|--|------------------------|--|------|--|

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BASIC CHECKLIST FOR MANAGERS, SUPERVISORS AND USERS

General

Employers, employees and all users of work at height equipment should be able to answer 'YES' to each of the following questions, or to the alternatives given before a job is started:

1. Is a ladder, stepladder, trestle etc. the right equipment for the work?
2. If so, is the equipment in good condition and free from slippery substances?
3. Is the task live electrical work and has non-conductive work at height equipment been made available?
4. Is a leaning ladder clear of overhead power lines or other obstructions?
5. Can a leaning ladder be secured at the top?
 - If not,
 - (a) Can it be secured at the bottom?
 - If not,
 - (b) Will a second person stationed at the base provide sufficient safety?
6. Does a leaning ladder used for access extend 1m above any working platform to be landed on?
7. Is the ladder angle 75° or 1 unit of length out for every 4 units up?
8. Is the support for the ladder adequate at both the upper point of rest and the foot? If not are accessories to make it more adequate available and in good condition e.g. stand-off device, level device etc.?
9. Is the ladder properly positioned e.g. close enough to the work or platform?
10. If it is necessary to carry tools and equipment, has provision been made for carrying them so that the user's hands are free for climbing and holding on?
11. Are a stepladder's stays, chains or cords in good condition?
12. Can a stepladder be placed front on to the work, sufficiently near it and on a firm level surface?

Advice for Managers

1. Know how and where all work at height equipment is used on the premises. This should include where and how contractors are using it.
2. Consider whether a safer system of work can be provided instead.
3. Install permanently fixed ladders wherever possible and appropriate bearing in mind security issues.
4. Only allow the use of work at height equipment which conforms to the relevant British or European Standard, bears the relevant quality mark and are suitable for the environment, load bearing and tasks they will be used for.
5. Provide sufficient work at height accessories for ladders etc. suitable for the site and the planned tasks. This includes the means to secured portable ladders at the top – if this is impracticable, provide means for securing them at the base.
6. Ensure provision is made for carrying tools and materials so that users can keep both hands free when ascending and descending any kind of ladder.
7. Provide adequate arrangements for storing work at height equipment.
8. Institute a system of periodic inspections and keep records.
9. Ensure work at height equipment is maintained in good condition.
10. Ensure that all users have been briefed and are competent in work at height safety.

Advice to Users

1. Consider using alternatives such as staging, mobile access towers, MEWPs etc.
2. Only use work equipment provided by your employer and that is suited to the task.
3. Check that equipment including accessories is in good and clean condition before every use.
4. Ensure any portable ladder used is firmly secured at the top.

5. If securing a ladder at the top is impracticable, ensure it is firmly secured at the base.
6. Set any ladder at the correct 75° angle – 1 unit of length out to every 4 units up.
7. Stand any ladder on a firm level base and not on loose material.
8. Ensure any ladder used for access to a roof or other platform extends at least 1m above the stepping off or landing point.
9. Check any support hooks are properly engaged.
10. Use the correct work at height accessories to brace windows and similar openings.
11. Before work at height begins secure all doors and windows that could endanger users if opened during the task.
12. Always use two hands when climbing a ladder.
13. Always maintain 3 points of contact with any ladder being worked from e.g. two feet and one hand.
14. Have someone in the vicinity while working on a ladder.
15. Ensure footwear is appropriate, clean enough and in good condition.
16. Carry light tools in a tool belt or shoulder tool bag or use a hoist line.
17. Ensure areas where work at height is being carried out are kept clear of unauthorised access.
18. Carefully inspect for damage any work at height equipment that falls, is dropped or is mistreated in any other way immediately the incident happens.
19. Report all defects immediately.
20. Return all work at height equipment to store with care as soon as they are finished with.

DO NOT:

1. use a makeshift or home-made ladder;
2. use a ladder that is too short;
3. splice or lash ladders together to achieve added length;
4. stand any work at height equipment on an unsteady or slippery base e.g. box, drum, bits of wood, loose dust sheets, mats etc.;
5. support a ladder or stepladder by its bottom rung or hang it by an upper rung;
6. allow more than one person on a ladder or stepladder at a time;
7. use tools or do jobs requiring two hands while standing on a ladder;
8. overreach from a ladder or stepladder (generally always keep your navel or belt buckle within the stiles): move it to a more advantageous position instead;
9. straddle from any work at height equipment to a nearby foothold;
10. use metal, metal reinforced or wet ladders near live electric cables;
11. raise extension ladders beyond their capability, but instead ensure there is sufficient section overlap according to the manufacturer's instructions;
12. use any work at height equipment with cracked/broken rungs or other any other defects;
13. slide down a ladder.

PROCEDURE FOR GAINING ACCESS TO FLAT ROOFS

This procedure should be followed only when access to flat roofs is required by staff e.g. for the retrieval of balls etc.

Under no circumstances may children or young people undertake this task.

Specific work activities, such as maintenance or repairs, must be carried out by a suitable contractor or other competent person.

The following applies when access to flat roofs is required:

- Access requires **two** people; one person to access the roof and one to foot the ladder;
- Weather conditions must be suitable, i.e. not in high winds, heavy rain, poor light or darkness;
- Non-essential items (e.g. footballs, personal belongings etc.) should be retrieved on a planned basis (e.g. termly) as determined by managers;
- Suitable ladders for roof access should be used (see above);
- Ladders should be firmly secured at appropriate roof access points beneath roofs where objects are most likely to land;
- Wherever possible items should be dislodged without climbing onto the roof using an extendable pole or mechanical hand taking into account the ease of accomplishing the task in this way. For items over 2m away from the roof edge this may be a more risky activity than climbing onto the roof to effect retrieval;
- Before accessing the roof, the structure should be assessed as suitable and stable enough to take the weight of the individual wishing to gain access;
- Ladders identified for roof access should be secured against unauthorised use and, where appropriate, a 'booking out' system put in place.

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WORKING AT HEIGHT - PRACTICAL GUIDANCE FOR EDUCATIONAL ESTABLISHMENTS

The following guidance is provided as examples of best practice, & should be adapted to suit the specific work being undertaken following a suitable and sufficient risk assessment of the task.

| Activity | What could go wrong | Best practice |
|---|--|--|
| Putting up displays. | <ul style="list-style-type: none"> • Using the wrong equipment (table/desk/chair/books) which tips or gives way when stood upon. • Users overreaching and falling from or causing the stepladder or ladder to topple over. • Others walking into ladder or stepladder causing it to topple. • Users dropping items carried on persons in the vicinity. | <ul style="list-style-type: none"> • Install a washing line style assembly, using pulleys which can be raised and lowered from ground level. • Restrict displays to head height. • Consider room layout to ensure that all display boards are easily accessible. • Prepare displays as far as possible before putting them up. • Instruct staff and other persons as necessary not to climb on chairs/tables, other furniture or room fixtures to access display boards. • Discuss safety arrangements and agree them with staff, record it as part of a staff meeting or briefing and revisit the topic at times of the year when most work at height occurs e.g. start and end of terms, Christmas etc. • Provide equipment which is suitable for users to enable safe access to display areas (step stools, low stepladders with hand rails etc.). • Clearly define areas where ladders or other access equipment are being used by signage and barriers as necessary. • Ensure all access equipment is fit for purpose, readily available and that users understand the need to carry out a pre-use check before every use. • Ensure the regular formal recorded equipment inspections are carried out by a competent person and problems acted on. • Put procedures in place for equipment that fails any checks to be removed from use. • Ensure all users are trained and competent in the use of any equipment. • Where users have a pre-existing medical condition or other factor which may affect their ability to use work at height equipment, put in place a separate risk assessment or they do not work at height. • Encourage users to wear appropriate clothing and footwear (flat/low heels with non/slip soles, clothing with minimal trip, snag or entanglement hazards). |
| Placing or retrieving items stored above head height. | <ul style="list-style-type: none"> • Users struck by falling objects when placing on or retrieving things from high shelves. • Shelf collapses causing items to fall on persons in the vicinity. • Use of the wrong equipment as for putting up displays. | <ul style="list-style-type: none"> • Implement a 'heavy box low shelf' policy. • Review storage ensuring frequently needed items are easily accessible. • Ensure loose particularly cylindrical/spherical objects are not stored in high places. • Display HSE leaflets and posters on working at height in staff rooms. • Provide the proper equipment for the task (stepladders with handrails etc. and ensure users are suitably trained). |

| Activity | What could go wrong | Best practice |
|--------------------------------------|--|--|
| Opening and closing windows | <ul style="list-style-type: none"> User falls whilst opening the window. Young person falls from an unprotected window. Poorly maintained window falls on persons in the vicinity. | <ul style="list-style-type: none"> Consider installing remote means of opening high windows (long handled poles, mechanical openers etc.) Fit window opening limiters to all windows above the ground floor. Ensure windows and doors are maintained in a safe condition |
| Falls from height during stage work. | <ul style="list-style-type: none"> User falls from mobile access tower (MAT) scaffold (or similar) when changing stage lights. Item falls from gantry area onto audience. Stage light falls during adjustment striking persons in the vicinity. MAT overturns when ascended from the outside. MAT collapses during use. User falls through open trap door. Fall from stage during production/rehearsal. | <ul style="list-style-type: none"> Do not allow young people to change stage lighting as a matter of course. Young people permitted to as part of their prescribed course of learning must be properly instructed, trained and closely supervised. Consider installing lighting rigs which can be lowered to ground level for adjustment. Train users in the safe use of work at height equipment. Where this is a MAT or similar this should be through a relevant course endorsed by PASMA or similar nationally recognised trade body. Cascade elements of this training for all users on hazard recognition and risk. Put in place and enforce a Code of Conduct for stage/drama/theatre etc. work. Ensure any drama department has written procedures detailing safe arrangements for adjusting lights, working on gantry and other related activities. Provide equipment suitable to the task which provides safe access and a safe working platform as necessary (MAT, ladders mobile elevated working platform (MEWP) etc.). Ensure all equipment is fit for purpose, readily available and checked before use. Ensure the regular formal recorded equipment inspections are carried out by a competent person and problems acted on. Put procedures in place for equipment that fails any checks to be removed from use. Ensure all users are trained and competent in the use of any equipment. Where users have a pre-existing medical condition or other factor which may affect their ability to use work at height equipment, put in place a separate risk assessment or they do not work at height. Restrict access to backstage/gantry and other areas at all times and especially when the stage is set for production. Provide the appropriate edge protection and handrails gantry areas, scaffolds etc. Create exclusion zones as necessary beneath areas where work is taking place. |
| Physical Education lessons | <ul style="list-style-type: none"> Injury when retrieving items from high girders/nets and other structures. User falls from trampoline harness owing to worn equipment or fixing bolts. User falls from fixed wall rope. User falls from a vaulting horse used as platform | <ul style="list-style-type: none"> Ensure staff or volunteers are competent to supervise activities and act in accordance with AfPE or any other relevant national governing body guidance and PE Department risk assessments. Ensure standard practice is to remove items trapped at height with a lightweight telescopic pole or mechanical hand device. Non-essential items should be removed periodically e.g. termly during planned maintenance. |

| Activity | What could go wrong | Best practice |
|------------------------|---|--|
| | <p>to remove balls caught in high nets.</p> <ul style="list-style-type: none"> ● User falls from climbing wall when fall arrest system fails. ● Unauthorised user gains access to high level gym equipment outside lesson time. | <ul style="list-style-type: none"> ● Provide equipment suitable to the task (MAT, MEWP etc.). ● Ensure all access/PE equipment is fit for purpose, readily available and checked before use. ● Ensure the regular formal recorded equipment inspections are carried out by a competent person and problems acted on. ● Put procedures in place for equipment that fails any checks to be removed from use. ● Ensure all users are trained and competent in the use of any equipment. ● Where users have a pre-existing medical condition or other factor which may affect their ability to use work at height equipment, put in place a separate risk assessment or they do not work at height. ● Put in place and enforce a Code of conduct for gym/PE department use. ● Ensure PE department has written procedures detailing safe arrangements for PE related activities. ● Ensure all fixed and movable equipment is subject to regular recorded maintenance and testing. |
| Site management duties | <ul style="list-style-type: none"> ● Staff fall from wheelie bin accessing guttering. ● Cleaner falls from furniture cleaning air vents. ● Staff fall from ladder inappropriately sited on slippery/uneven ground. ● User falls from ladders inappropriately tied or footed. ● Staff falls from ladder carrying paint whilst climbing. ● Staff drop tools from work at height; ● User electrocuted working on live electrical equipment while on a metal ladder. ● User falls from broken ladder rung. ● User falls from ladders overreaching. ● Staff blown over flat roof edge retrieving items in windy weather. ● Staff fall through roof void miss-stepping on loft joists. ● Staff fall through fragile surface. ● Unauthorised user falls from height after gaining access. | <ul style="list-style-type: none"> ● Undertake a suitable and sufficient risk assessment for work at height tasks involving those carrying out the tasks. ● Consider weather conditions before planning any outside work at height. ● Instruct staff not to climb on furniture, fixtures, fittings or any other inappropriate fixed or mobile structures. ● Check for environmental hazards e.g. overhead cables, uneven surfaces, wet ground. ● Discuss and agree arrangements for safety before work begins. ● Provide equipment suitable to users and to the task. ● Ensure all equipment is fit for purpose, readily available and checked before use. ● Consider hiring suitable equipment for specific jobs (MEWP, MAT etc.) with staff trained in safe use by equipment supplier. ● Document the frequent checks to ensure the safe working condition of access equipment. ● Put procedures in place to remove damaged equipment and prohibited further use. ● Access equipment is restricted to those competent in its safe use. ● Use the appropriate fall restraint/arrest options for specific tasks needing it. ● Where users have a pre-existing medical condition or other factor which may affect their ability to use work at height equipment, put in place a separate risk assessment or they do not work at height. ● Ensure adequate signs and barriers are put in place to warn of work and prevent |

| Activity | What could go wrong | Best practice |
|---------------------------|---|--|
| | | unauthorised access to equipment or zones at risk of falling objects. <ul style="list-style-type: none"> • Work scheduled to take place when persons/others are not in the immediate area. • Ensure all staff are aware of site specific risks including fragile surfaces. • Label all fragile surfaces clearly. • Remove and secure access equipment not in use to prevent unauthorised use. • Ensure footwear and clothing worn is suitable to the task. • Ensure tools/equipment carried at height are in tool belts or secured appropriately. • Lift items to height appropriately e.g. winch, pulley etc. and never up the side of an unsecured MAT. • Provide only battery powered tools for work at height. • Maintain a safe distance from roof edges or other parapets working at height. |
| Building work and repairs | <ul style="list-style-type: none"> • Contractor falls working on unsecured ladder. • Unauthorised person gains access to scaffold. • Tools/materials fall onto persons below. • Incorrectly assembled scaffold collapses. • Contractor falls from roof edge. • Contractor electrocuted after damaging overhead cables working from a ladder. • Hot bitumen spills from roof onto persons below • Contractor falls through fragile surface. • Contractor falls from ceiling joist through un-boarded roof void. | <ul style="list-style-type: none"> • Carefully select contractors based on their qualifications, training, experience, competence, health and safety procedures and customer testimonials. • Plan work for outside the normal hours young people are on site or in holidays. • Check contractor method statements to ensure appropriate arrangements are in place for safety including personal protective equipment, fall arrest systems etc. and how the job will be undertaken. • Issue site specific guidance to contractors e.g. location of fragile surfaces, overhead cables/other site hazards and require signature for receipt of information. • Put in place arrangements with contractors for communication, site access, safe segregation, signage, security, child protection and other related issues. • Senior management to observe safe working practices of contractor. • Communicate changes in safety arrangements to all site occupants e.g. changes in access routes, parking etc. • Stop any work felt to be unsafe or inappropriate • Seek technical advice where contractor safety concerns are not resolved from the 'competent advisor' in health and safety. |