

Date:	11/06/24
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Assessors Name:	Rob Amans	Ref Number:	005	Review Date:	21/07/2025
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Description of Assessment:	Working at Height
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Location Details:	Unit 76 Catley Road, Darnall, Sheffield, S9 5JF
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SEVERITY	5	10	15	20	25
	4	8	12	16	20
	3	6	9	12	15
	2	4	6	8	10
	1	2	3	4	5
LIKELIHOOD					

LIKELIHOOD	
5	Almost Certain – Very High Risk
4	Probable – High Risk
3	50/50 – Medium Risk
2	Improbable – Low Risk
1	Almost Impossible – Low Risk

SEVERITY	
5	Fatality – Very High Risk
4	Severe incapacity – High Risk
3	Absent 3 weeks – Medium Risk
2	Absent less than 1 day – Low Risk
1	Insignificant – Low Risk

1-4 LOW	5-10 MEDIUM	11-15 HIGH	16-25 VERY HIGH
Continue with existing control, however monitor for changes. Implement any additional control measures required, within the timescales given in the Risk Assessment.	Requires attention to reduce the rating as well as regular ongoing monitoring. Implement any additional control measures required, within the timescales given in the Risk Assessment.	Requires immediate attention to bring the risk down to an acceptable level. Implement the control measures required, within the timescales given in the Risk Assessment and continue to review working practices to reduce the probability of an accident to the lowest possible level.	Stop immediately – the risk is too high. Take immediate action to reduce the risk to the lowest level possible.

Identified Hazards	Who may be affected	Risk Level before control measures S x L = R				Existing control measures	Final Risk level S x L = R			
		L	S	R	R R		L	S	R	R R
ACCESSING STOCK ON FIXED SHELVING (APPROX 1M ABOVE AVERAGE PERSONS HEIGHT) USING STEP LADDERS										
Use of incorrect equipment (desk, chairs etc) Fall or falling objects resulting in serious or minor injury	Staff	3	4	12		Staff instructed not to use makeshift steps (chairs/ tables etc) Ensure storage remains accessible Users ensure access equipment is of adequate height. Step ladder provided for users to access areas safely	2	2	4	
Defective Equipment Fall or falling objects resulting in serious or minor injury	Staff	3	4	12		All access equipment suitable for purpose and checked before use and maintained in good condition. Frequent documented checks on stepladder to ensure safe working condition Reporting procedure in place for identified defective items with prompt removal/remedial action.	2	2	4	
Inappropriate use of access equipment Overreaching, stretching, uneven floor causing instability Fall or falling objects resulting in serious or minor injury	Staff	3	4	12		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 re-position steps rather than overstretch. Floor surfaces suitable for use (firm and even surface) Persons using access equipment wear appropriate footwear Securely stored when not in use to avoid unauthorised use.	2	2	4	
Manual Handling Unstable / unwieldy loads Fall or falling objects resulting in serious or minor injury. Musculoskeletal injuries including sprains and strains	Staff	3	4	12		Shelving is not overloaded (SWL applies) Heavy / bulky objects are stored at lower levels. Frequently used items stored at easily accessible locations. Team handling is adopted where necessary. Staff tare trained in manual handling techniques.	2	2	4	

OPENING AND CLOSING WINDOWS										
Use of incorrect equipment (ledge, desk, chairs etc) Fall or falling objects resulting in serious or minor injury	Staff	3	4	12		Staff instructed not to use makeshift steps (chairs/ tables/ledges etc) Remote means of opening high windows (long handled poles or mechanical openers) provided where necessary	2	2	4	
Defective equipment Fall or falling objects resulting in serious or minor injury	Staff	3	4	12		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.	2	2	4	
Falls from unprotected window Fall or falling objects resulting in serious or minor injury	Staff	3	4	12		Fit window opening limiters to all windows above ground level	2	2	4	
Poorly maintained window falls from frame Fall or falling objects resulting in serious or minor injury	Staff	3	4	12		Ensure windows are maintained in a safe condition	2	2	4	

USE OF STEPLADDER TO REPLACE DEFECTIVE FLUORESCENT TUBE IN A LOW CEILING. TASK INVOLVES BRIEF 2 HANDS WORKING. LIGHT WORK OF SHORT DURATION										
Use of incorrect equipment (desk, chairs etc) Fall or falling objects resulting in serious or minor injury	Staff	3	4	12		Staff instructed not to use makeshift steps (chairs/ tables etc) User ensures access equipment is of adequate height. Step ladder provided for users to access areas safely	2	2	4	
Defective equipment, collapse of ladder Fall or falling objects resulting in serious or minor injury	Staff	3	4	12		All access equipment suitable for purpose checked before use and maintained in good condition. Frequent documented checks on stepladder to ensure safe working condition Reporting procedure in place for identified defective items with prompt removal /remedial action.	2	2	4	
Inappropriate use of access equipment Overreaching, stretching, uneven floor causing instability Fall or falling objects resulting in serious or minor injury	Staff	3	4	12		User trained in use of ladders for minor inspection / maintenance tasks. Access equipment restricted to those trained and competent in use. 2 person task, second person available at ground level to hand diffuser / tubes to. Obstacles are moved if needed to gain access. Maximum working height not exceeded - user's waist does not rise above top step or top of handrail. Staff instructed to re-position steps rather than overstretch. Floor surfaces suitable to use (firm and even surface) Persons using access equipment wear appropriate footwear Stepladder securely stored when not in use to avoid unauthorised use.	2	2	4	
Persons colliding with ladder Fall or falling objects resulting in serious or minor injury	Staff	3	4	12		Work area is segregated where practicable Warning signs, cones etc. provided if necessary	2	2	4	
Manual Handling Unstable / unwieldy loads Fall or falling objects resulting in serious or minor injury. Musculoskeletal injuries including sprains and strains	Staff	3	4	12		Use team handling where necessary. Staff are trained in manual handling techniques. Staff obtain help to transport ladder if needed	2	2	4	
Contact with electricity electrocution Burns resulting in death, serious or minor injuries	Staff	3	5	15		Electrical supply is isolated before work commences Isolator (where applicable) is locked off and key retained with operator Switches are taped off securely and labelled	2	3	6	

USE OF EXTENSION LADDER (OR SIMILAR) FOR LIGHT WORK OF SHORT DURATION (MAXIMUM 30 MINS.)									
Defective equipment, collapse of ladder Fall or falling objects resulting in death, serious or minor injury	Staff	3	5	15		All access equipment suitable for purpose checked before use and maintained in good condition. Frequent checks on ladder to ensure safe working condition Reporting procedure in place for identified defective items with prompt removal/remedial action.	2	3	6
Inappropriate use of access equipment Overreaching, stretching, uneven floor causing instability Fall or falling objects resulting in death, serious or minor injury	Staff	3	5	15		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. Correct angle of ladder is maintained (1 to 4 ratio e.g. 50cm out for every 2m upwards) Ladder secured at top and blocked/chocked at the base Lone working when using extension ladders is strictly prohibited Staff instructed to re-position ladder rather than overstretch. Floor surfaces are suitable to use (firm and even) Persons using access equipment wear appropriate footwear Securely stored when not in use to avoid unauthorised use.	2	3	6
Persons colliding with ladder Fall or falling objects resulting in death, serious or minor injury	Staff	3	5	15		Segregate work area effectively. Provide warning signs, cones or fencing if needed. Schedule work to take place when persons are not in immediate area.	2	3	6
Manual Handling Unstable / unwieldy loads Fall or falling objects resulting in death, serious or minor injury. Musculoskeletal injuries including sprains and strains	Staff	3	5	15		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	2	3	6
Environmental conditions (weather, wet ground, uneven surfaces etc.) Fall or falling objects resulting in death, serious or minor injury	Staff	3	5	15		Consideration given to environmental conditions prior to starting work. No work is undertaken in adverse weather conditions (wind, rain, snow etc.) Rungs are clear of slippery substances e.g. ice, mud etc.	2	3	6

USE OF MOBILE TOWER SCAFFOLD AND EQUIPMENT OTHER THAN LADDERS JUSTIFIED – NO PROTECTED PLATFORM, NOT POSSIBLE TO SECURE LADDER										
Use of incorrect equipment Fall or falling objects resulting in death, serious or minor injury	Staff	3	5	15		User ensures access equipment is of adequate height and suitable for task. All users are suitably qualified in erection and inspection of equipment Height of scaffold no more than 3 times base dimension (or in accordance with manufacturer's instructions)	2	3	6	
Defective equipment, collapse of equipment. Fall or falling objects resulting in death, serious or minor injury	Staff	3	5	15		All access equipment suitable for purpose and 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 Erected only by certified persons. Reporting procedure in place for identified defective items with prompt removal/remedial action	2	3	6	
Inappropriate use of access equipment Overreaching, stretching, uneven floor causing instability Fall or falling objects resulting in death, serious or minor injury	Staff	3	5	15		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.	2	3	6	
Persons or vehicles colliding with tower Fall or falling objects resulting in death, serious or minor injury	Staff	3	5	15		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.	2	3	6	
Contact with overhead electrical services electrocution, burns resulting in death, serious or minor injuries	Staff	3	5	15		Survey area prior to erection.	2	3	6	

Manual Handling Unstable / unwieldy loads Fall or falling objects resulting in death, serious or minor injury. Musculoskeletal injuries including sprains and strains	Staff	3	5	15		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	2	3	6	
Environmental conditions (Weather, wet ground, uneven surfaces etc.) Fall or falling objects resulting in death, serious or minor injury	Staff	3	5	15		Consideration given to environmental conditions prior to starting work. No work is undertaken in adverse weather conditions (wind, rain, snow etc.) Ensure rungs are clear of slippery substances, ice, mud etc.	2	3	6	

ARE EMPLOYEES REQUIRED TO ACCESS THE ROOF AS PART OF THEIR DUTIES?

Fall trying to access the roof Fall from edge of roof Fall through fragile roof materials Fall through skylight Fall or falling objects resulting in death, serious or minor injury	Staff	4	5	20		Why do employees need to access the roof? - Retrieve items - Maintenance - Access to plant or equipment How employees get on the roof? - Ladder - Scaffold - Mobile Elevating work platform What do they do on the roof? - Work around the edge from a ladder or platform - Walk on the roof - Use tools and equipment Can physical control be used to ensure safe access onto the roof? 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 Can management controls be implemented to ensure safe access to the roof? Identify all reasons for employees / contractors 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	3	5	15	
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Additional comments:

1. The Risk Assessment is to be reviewed on an annual basis, or sooner if changes are made to the plant or working practices, or after an accident/near miss
2. This Risk Assessment must be approved by the nominated person for Health and Safety before being issued as a live document

Assessor Name:	Rob Amans	Signature:		Date:	21/07/2025
Further Information: Reference Documents The Health and Safety at Work 1974 Appendices 1. HK Interiors SSOW suite					