

This content is no longer current and was archived on 23 June 2016.

For latest information from SCE please visit:

<https://www.gov.uk/government/collections/service-childrens-education>.



SCE GENERIC RISK ASSESSMENT

Working at height - Practical Guidance for Schools

This Generic Risk Assessment gives examples of **best practice**, and should be adapted to suit the specific work being undertaken. This best practice should be incorporated into any task, following a **suitable and sufficient risk assessment**.

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 • Restrict displays to head height • Consider room layout, ensuring display boards are easily accessible • Displays are prepared as far as possible before putting 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. kick step type stools and 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 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. • 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.

This content is no longer current and was archived on 23 June 2016.
 For latest information from SCE please visit:
<https://www.gov.uk/government/collections/service-childrens-education>.



SCE GENERIC RISK ASSESSMENT

Working at height - Practical Guidance for Schools

This Generic Risk Assessment gives examples of **best practice**, and should be adapted to suit the specific work being undertaken. This best practice should be incorporated into any task, following a **suitable and sufficient risk assessment**.

Action	What could go wrong?	Best practice
		<ul style="list-style-type: none"> 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. Display HSE leaflets and posters on working at height in staff rooms Provide proper equipment for the task i.e. step ladders with handrails Train people in the safe use of equipment
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 	<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.

This content is no longer current and was archived on 23 June 2016.
 For latest information from SCE please visit:
<https://www.gov.uk/government/collections/service-childrens-education>.



SCE GENERIC RISK ASSESSMENT

Working at height - Practical Guidance for Schools

This Generic Risk Assessment gives examples of **best practice**, and should be adapted to suit the specific work being undertaken. This best practice should be incorporated into any task, following a **suitable and sufficient risk assessment**.

Action	What could go wrong?	Best practice
	strikes another person <ul style="list-style-type: none"> • 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"> • Cascade training for all people involved on hazard recognition and risk • Code of conduct for staff & pupil behaviour in the drama studio/theatre adopted and published to all who may be involved. • Drama department has health and safety policy detailing safe arrangements for adjusting lights, working on gantry and other related activities • Provide equipment which is suitable to the users to enable safe access to theatre/studio areas (e.g. mobile tower access scaffold, stepladders, ladders and mobile elevated working platforms). • 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. • Access to backstage/gantry and other areas are restricted at all times and especially when stage is set for production. • Gantry areas scaffolds etc have appropriate edge protection and handrails which are subject to frequent documented checks. • Create an exclusion zone where necessary beneath areas where work is taking place.

This content is no longer current and was archived on 23 June 2016.
 For latest information from SCE please visit:
<https://www.gov.uk/government/collections/service-childrens-education>.



SCE GENERIC RISK ASSESSMENT

Working at height - Practical Guidance for Schools

This Generic Risk Assessment gives examples of **best practice**, and should be adapted to suit the specific work being undertaken. This best practice should be incorporated into any task, following a **suitable and sufficient risk assessment**.

Action	What could go wrong?	Best practice
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 remove ball caught in high net. 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"> Staff are competent to supervise activities and act in accordance with BAALPE and national governing body guidance Use lightweight telescopic 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. 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 .

This content is no longer current and was archived on 23 June 2016.
 For latest information from SCE please visit:
<https://www.gov.uk/government/collections/service-childrens-education>.



SCE GENERIC RISK ASSESSMENT

Working at height - Practical Guidance for Schools

This Generic Risk Assessment gives examples of **best practice**, and should be adapted to suit the specific work being undertaken. This best practice should be incorporated into any task, following a **suitable and sufficient risk assessment**.

Action	What could go wrong?	Best practice
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 he came into contact with overhead power cable 	<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

This content is no longer current and was archived on 23 June 2016.
 For latest information from SCE please visit:
<https://www.gov.uk/government/collections/service-childrens-education>.



SCE GENERIC RISK ASSESSMENT

Working at height - Practical Guidance for Schools

This Generic Risk Assessment gives examples of **best practice**, and should be adapted to suit the specific work being undertaken. This best practice should be incorporated into any task, following a **suitable and sufficient risk assessment**.

Action	What could go wrong?	Best practice
		<ul style="list-style-type: none"> 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. • Caretakers are 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, caretakers to maintain safe distance from roof edge.
Building work and repairs	<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 	<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

This content is no longer current and was archived on 23 June 2016.
 For latest information from SCE please visit:
<https://www.gov.uk/government/collections/service-childrens-education>.



SCE GENERIC RISK ASSESSMENT

Working at height - Practical Guidance for Schools

This Generic Risk Assessment gives examples of **best practice**, and should be adapted to suit the specific work being undertaken. This best practice should be incorporated into any task, following a **suitable and sufficient risk assessment**.

Action	What could go wrong?	Best practice
	staff and persons <ul style="list-style-type: none"> • 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 	cables/other site hazards to contractor and require signature for receipt of information <ul style="list-style-type: none"> • 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.