



Industrial, Commercial and Institutional Services

## Working at Heights Hazard Identification Checklist & Assessment

This checklist is provided to help you identify any hazards and risks within this risk area.

**IT IS** by no means an exhaustive list of all the potential hazards and risks.

Please answer all of the following questions, and complete the equipment checklist (3 pages total).

If any **shaded box** is ticked for an answer to a question, this indicates that a risk is present, and an adequate response to address the risk is mandatory.

<b>Workplace Location:</b>	
<b>Date Of Assessment:</b>	
<b>Name Of Assessor:</b>	
<b>Signature Of Assessor:</b>	

	Yes	No	N/A	Comments
1. Is working at heights avoidable? (consider alternatives, I.E. provision of long handled equipment).	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2. If staff must work at heights, is appropriate access equipment available?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3. Have you considered if staff should be working on a scaffold or platform rather than ladders or steps?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
4. Will there be any risk of asbestos dust, asbestos disturbance or asbestos settlement?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Do any services (I.E. gas, electricity) need to be isolated before work commences?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Is there any risk from overhead cables?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Will there be any reason to vacate the building or area as a result of the work activity?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Is there a risk to any other premises users as a result of the task?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Is there a risk from, or to, bystanders?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	Yes	No	N/A	Comments
10. Do other premises users need to be informed of the work?				
11. Is there a need for an emergency/contingency /rescue plan?				
12. Is there a need to vacate adjacent rooms?				
13. Is there a risk of fall from ground level? I.E. into a cellar.				
14. Are steps and ladders of commercial standard rather than of domestic standard?				
15. Have all staff who work at height read ' <i>Working at Heights</i> ' document from Elite before commencing?				
16. Have staff who are required to work at height been appropriately trained?				
17. Have staff been informed of the requirement to visually inspect access equipment before use?				
18. Do staff have the appropriate physical capabilities to work at height safely?				
19. Is access equipment inspected, maintained and monitored on a periodic basis?				
20. Do staff understand their own responsibilities to report defects, comply with instructions, and follow agreed procedures?				
21. Have warning signs, cones, and barriers around access equipment, been considered?				
22. Are there risks from weather conditions?				
23. Are there risks from materials when working at heights? I.E. awkward or heavy material, wind catching sheet of plywood.				
24. Is there a risk from the use of tools/electricity? I.E. trailing cables, falling tools, etc..				
25. Are there any additional risks from PPE?				
26. Is there a risk from passing vehicles?				
27. Is traffic control required?				

