

# Wheatfield Primary School

*'Growing and Learning Together'*

## Working at Heights Policy

(Non-Statutory)

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Approved by Governors:  
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## CHANGE RECORDS SHEET

Issue No.	Date	Summary of Change	Amended by
1	October 2006	Original document	Heather Vanderhoest (Gov)
2	November 2008	Document reviewed; no changes identified.	John Morris (Gov)
3	July 2015	Document rewritten according to H&S guidelines from the Local Authority.	Denise Hickson
4	January 2018	Main document rewritten to reflect new guidelines from Integra H&S. Appendix remains unchanged.	Denise Hickson

## SUMMARY

This document has been produced in order to identify the work at height that is either taking place or is likely to take place at the school and provide a summary of the decisions taken on how best to manage this work.

This guideline should be read in conjunction with all other school policies and guidelines, particularly the Health and Safety Policy [Reference 1]. If you require further details of this policy then please refer to the Headteacher or Deputy Headteacher.

This guideline will be reviewed during the Health and Safety audit process and updated as and when changes occur within that process or as part of a legislative change. This is to be reported in the annual H&S report to governors.

## REFERENCE DOCUMENTS

- [1] Health and Safety Policy.
- [2] Briefing Note for Headteachers on the Working at Height Regulations 2005.
- [3] Use of Ladders and Stepladders - Management Arrangements.

## MAIN DOCUMENT

### 1 WORK AT HEIGHT REGULATIONS

The work at height regulations place specific requirements on employers in respect of risk assessing work at height.

### 2 DEFINITIONS

#### 2.1 Work at Height

Work at height is indicated to mean any place where work is being undertaken where a person could fall a distance liable to cause personal injury. It does not indicate a height from which it is considered a fall might cause injury. This is therefore a wide definition and encompasses all work where persons use access steps/equipment as well as work by unprotected edges e.g. a drop at the side of a pathway/playground.

It does not include outdoor pursuit's activities, e.g. caving, abseiling etc.

#### 2.2 Falling Objects

Falling objects are not defined but the regulations require that the employer take suitable and sufficient steps to prevent the fall of any material or object where necessary to prevent injury to any person. Falling objects could therefore be stored items, displays or even people.

### 3 METHODOLOGYKEY REQUIREMENTS

**1.1 Regulation 4 – Identify Work at Height and Falling Objects** Regulation 4 requires that the employer ensure that work at height is properly planned, appropriately supervised and carried out in a manner which is, so far as is reasonably practicable, safe.

#### 1.2 Step 2 – Confirm all Work at Height and Falling Objects Identified

**Regulation 5** requires that the employer ensure that persons involved in work at height, whether in organising, planning or supervising, is competent to do so.

**Regulation 6 (2)** requires that work at height is avoided where it is reasonably practicable to carry out the work other than at height.

**Regulation 6 (3)** requires that where work at height is not avoided that suitable and sufficient measures are taken, so far as is reasonably practicable to prevent a person falling a distance liable to cause personal injury.

**Regulation 6 (5)** requires that where measures taken do not eliminate the risk of a fall that sufficient work equipment is provided, so far as is reasonably practical, to minimise the distance and consequences of a fall.

**Regulation 7** requires that when selecting work equipment for use in work at height that collective protection measures are given priority over personal protection measures and take into account the working conditions, distance to be negotiated for access or egress, the distance and consequences of a fall, the duration and frequency of use and the need for easy and timely evacuation and rescue in an emergency.

**Regulation 8** identifies requirements for particular work equipment.

**Regulation 9** requires that the employer ensure that no person at work passes across or works near fragile surfaces or that the employer ensure, so far as is reasonably practicable, that suitable and sufficient platforms, coverings, railings are provided and used.

**Regulation 10** requires that the employer, where necessary to prevent injury, takes steps, so far as is reasonably practicable, to prevent the fall of any material or object. Where it is not possible to prevent the fall of materials or objects sufficient steps are required to prevent any person being struck.

**Regulation 11** requires that where a workplace contains an area in which, owing to the nature of the work, there is a risk of a person falling a distance or being struck by an object which could cause injury that unauthorised persons are prevented from entering the area.

**Regulation 12** requires that where the safety of equipment depends on how it is installed or assembled it is not used unless inspected in that position and that work equipment exposed to conditions causing deterioration is inspected at suitable intervals and where exceptional circumstances occur.

**Regulation 13** requires that the employer ensure, so far as is reasonably practicable, that the surface and every permanent rail or other such fall protection measure is checked before the place is used.

**Regulation 14** requires that every person working under the control of another report to that person any activity or defect which is likely to endanger the safety of himself or another person and shall use any work equipment or safety device in line with the training or instruction received.

## 4 COMMENT

These regulations are significant for schools as the HSE identified falls and falling objects as being one of the greatest causes of injury within schools, the figures showing that in a five year period prior to its introduction three people had died and over two thousand people have suffered major injuries or had extended periods of time off as a consequence of falls from heights in schools.

The regulations reinforce the general risk assessment elements but specify a hierarchy of approach which is summarised below:

- Avoid work at heights.
- Use work equipment or other measures to prevent falls or falling objects where they cannot avoid working at height
- Where the risk of a fall or falling object cannot be prevented to use work equipment and other measures to minimise the distance and consequences of a fall.

## 5 ACTION TO BE TAKEN IN SCHOOL

- The Head Teacher or H&S Coordinator need to ensure work at height taking place is identified. This will be done by considering activities which use access equipment whether this be scaffolding, ladders or kick stools, what activities take place where people are unable to reach stood on the floor and any work where persons might fall a distance.
- Having identified the work then consideration must be given to whether the work can be avoided, e.g. cleaning windows using long handled brushes. Most work identified however will not be avoidable, e.g. putting up displays, changing light bulbs.
- If a decision is reached that the work cannot be avoided then consideration must be given to what equipment or measure can be implemented to prevent falls or falling objects. The normal control measures in place usually involving the use and maintenance of suitable access equipment, e.g. scaffolding or ladders.

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- Where the risk of a fall cannot be eliminated consideration then needs to be given to what measures can be implemented to reduce the consequences of a fall. Such measures will usually be some form of 'fall arrest system', e.g. hoops on vertical ladders or personal safety harnesses.
- The outcomes of the above risk assessment process must then be recorded and staff must then be made aware of the information relevant to them. It is recommended that the safe system of work established, the method statement, be written up on the reverse of the risk assessment form and that this be kept with the relevant access equipment as a reminder of the practice to be followed. It is also an effective check of the method employed as any problems with it should be immediately noted.
- Finally all access equipment or fall arrest systems need to be listed and be subject to regular check. Although staff using the equipment etc. are expected to check it before use there should additionally be a regular system of checks established. **Following completion of the inspections a list of work at height was produced and categorised. This split the work at height into areas to indicate whether associated with a specific area of work or general. This list was then circulated to staff with a request that they advise of any work at height, or falling objects, that were missing. Appendix A contains the list of work identified after staff provided feedback.**

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## APPENDIX A LIST OF WORK AT HEIGHT UNDERTAKEN OR POTENTIALLY TO BE UNDERTAKEN

The following is the list of work identified as involving or potentially involving work at height. The left hand column contains a description of the work and the right hand column provides further details on what this involves/may involve and the frequency. The frequency is indicated to be one of the following:

- **Frequent** - where undertaken daily or weekly,
- **Regular** - where undertaken monthly or bi monthly,
- **Infrequent** - where undertaken Quarterly or 6 monthly or
- **Occasional** - Where undertaken annually or less often.

As a rule of thumb a height over 3 metres from floor level is viewed as high level. This figure is used as staff can access up to this height using the large step ladder without standing on the top two steps. This though is a general indicator and the actual safe working height will vary, mainly dependent on the height of the individual undertaking the task.

### A 1 General

This is work which all staff may be involved in.

Description of Work	What This Does or Will It Involves
<p><b>Accessing Storage In:</b></p> <p><b>Classrooms (includes specialist teaching areas)</b> - Getting items down from shelving or putting items up on shelving.</p> <p><b>Offices</b> - Getting items down from shelving or putting items up on shelving.</p> <p><b>Store Rooms</b> - Getting items down from shelving or putting items up on shelving.</p>	<p>Most of the shelving is within reach from the floor but some items are accessed using access equipment. Such storage comprising the less used items, but access is still viewed as frequent. Items stored above head height are also lighter items as required by the manual handling assessment.</p> <p>Most of the shelving is within reach from the floor but some items are accessed using access equipment. Such storage comprising the less used items, but access is still viewed as frequent. Items stored above head height are also lighter items as required by the manual handling assessment.</p> <p>Most of the shelving is within reach from the floor but some items are accessed using access equipment. Such storage comprising the less used items, but access is still viewed as frequent. Items stored above head height are also lighter items as required by the manual handling assessment.</p>
<p><b>Opening and Closing of:</b></p> <p><b>Windows</b> - Most windows are at low level.</p>	<p>Most windows are at low level and easy to reach without the use of a step ladder.</p>

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<p><b>Putting Up:</b></p> <p><b>Christmas Trees</b> - Putting up, decorating and taking down tree.</p>	<p>The decision has been taken to have smaller trees, artificial trees to eliminate need for work at height.</p>
<p><b>Displays in Classrooms (includes specialist teaching areas)</b> - Putting up and taking down of displays</p>	<p>Most of the display boards are able to be reached from ground level but if hanging items from ceilings or boards and behind fixed cupboards may need to use access equipment. Children are not involved in putting up displays. Display work is put up infrequently, i.e. displays are often in place for period of months, but is a frequent activity around school, viewed as weekly or more often.</p>
<p><b>Displays at 3 metres or below</b> - Putting up and taking down of displays.</p>	<p>Most of the display boards are able to be reached from ground level but access equipment is required on occasions. Hanging displays from ceilings may require use of access equipment. Children are not involved in putting up displays. Display work is put up infrequently, i.e. displays are often in place for period of months, but is a frequent activity around school, viewed as weekly or more often.</p>
<p><b>Displays above 3 metres</b> - Putting up and taking down of displays.</p>	<p>Any displays which require fixing at high level will involve use of access equipment. Such work is infrequent.</p>

**Access Equipment:** There are a number of kick stools and step ladders around the school. The large step ladder held by the caretaker is not anticipated to be used by staff generally.

## A 2 Information Technology (IT)

This is work that only the IT team or contractors will be involved with.

<b>Description of Work</b>	<b>What This Does or Will It Involves</b>
<p><b>Installation of:</b></p> <p><b>Cabling</b> - There may be a need to run cables to IT equipment if newly fixed in Position.</p> <p><b>Fixed Equipment</b> – There may be a need to install new projectors, wireless emitters etc.</p>	<p>This will involve access to ceiling voids and to server cabinets. No work is regularly planned so work is viewed as an occasional activity.</p> <p>This will involve use of access equipment in order to fit to ceilings or above ceiling tiles. No work planned so work is viewed as an occasional activity.</p>

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<p><b>Repair of/to:</b></p> <p><b>Fixed equipment</b> – Fixed equipment includes server units in cabinets, wireless emitters, projectors and air con units.</p>	<p>Most of the equipment is able to be reached from the floor, but some work on servers will be undertaken using access equipment, work on wireless emitters is always undertaken using access equipment and some work on projectors will require use of access equipment. Work is viewed as response maintenance and is considered to be an infrequent activity.</p>
<p><b>Replacement of:</b></p> <p><b>Fixed equipment</b> – Fixed equipment includes server cabinets, wireless emitters, projectors and air con units.</p>	<p>In most cases replacement of items will require use of access equipment. Work is viewed as response or planned maintenance and is considered to be an infrequent activity.</p>

**Access Equipment** – IT staff will need to use access equipment for certain tasks, specifically stepladders, which are borrowed from the school. There is no requirement for scaffolds to be used to access IT equipment.

## A 3 Drama

This is work that only the janitor or contractors will be involved with.

Description of Work	What This Does or Will It Involves
<p><b>Cleaning of:</b></p> <p><b>Curtains</b> – The curtains comprise a mix of window curtains and lower level curtains in the classroom.</p>	<p>Class curtains are fixed at low level and access equipment is therefore not required to take them down. Curtains in the hall are stored at a higher level where step ladders will be required for cleaning or treatment. Work is viewed as planned maintenance and is considered to be an occasional activity.</p>
<p><b>Installation of:</b></p> <p><b>Stage Lighting</b> – There may be a need to install fixed items to walls</p> <p><b>Cabling above ceiling height</b> – There is a ceiling void over main hall.</p>	<p>This will require use of access equipment in order to position and to fix wiring. No work is currently planned so work is viewed as an occasional activity.</p> <p>Has involved working from platform through the ceiling tiles. Viewed as occasional activity</p>

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<p><b>Maintenance of:</b></p> <p><b>Stage Lighting</b> – This will include portable appliance testing.</p>	<p>This will require use of access equipment in order to access the equipment. Contractors will be used to maintain all stage lighting and high level projectors in the hall. Viewed as occasional because carried out every 24 months.</p>
<p><b>Repair of/to:</b></p> <p><b>Stage Lighting</b> – Stage lighting comprises high level lights fixed to high level racks in the hall at ceiling height.</p>	<p>This will require use of access equipment in order to access high level units fixed to the lighting rack. Work is viewed as response maintenance and is considered to be an infrequent activity.</p>
<p><b>Replacement of:</b></p> <p><b>Curtains</b> - The curtains comprise a mix of window curtains and lower level curtains in the classroom.</p>	<p>Class curtains are fixed at low level and access equipment is therefore not required to take them down. Curtains in the hall are stored at a higher level where step ladders will be required for replacing curtains. Work is viewed as planned maintenance and is considered to be an occasional activity.</p>
<p><b>Stage Lighting</b> – Stage lighting comprises high level lights fixed to high level racks in the hall at ceiling height.</p>	<p>This will require use of access equipment in order to access high level units fixed to the lighting rack. Work is viewed as response maintenance and is considered to be an infrequent activity.</p>
<p><b>Repositioning of:</b></p> <p><b>Stage Lighting</b> – Stage lighting comprises high level lights fixed to high level racks in the hall at ceiling height.</p>	<p>This will require use of access equipment in order to access high level units fixed to the lighting rack. Work is viewed as an infrequent activity.</p>

**Access Equipment:** This area will need to use access equipment for certain tasks, specifically step ladders, which are borrowed from the school. Use of tower scaffolds will be by a contractor only.

## A 4 SITE MAINTENANCE

### A 4.1 Internal Works

This is work that only site staff or contractors will be involved with.

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Description of Work	What This Does or Will It Involves
<p><b>Cleaning of:</b></p> <p><b>Furnishings</b> – Furnishings include blinds and curtains. (Large curtains in halls are covered under Appendix A3).</p> <p><b>High level surfaces</b> – High level surfaces include, tops of pipes and ducts etc, stage lighting. Most high level equipment is situated in the hall</p> <p><b>Windows</b> – Cleaning of high level windows.</p>	<p>Blinds will be dusted or wiped in place, where dusted will use dusters with extension handles. Curtains will be taken down and machine washed. To take curtains down; step ladders would need to be used. Work is viewed as planned maintenance and is considered to be an infrequent activity.</p> <p>Surfaces will be dusted or cleaned using cloths from the ground, using extension devices, or from suitable access equipment. Work requiring tower scaffolds will be conducted by a contractor. Work is viewed as planned maintenance and is considered to be an infrequent activity.</p> <p>There are no high level windows in school. Work is viewed as planned maintenance and is considered to be an occasional activity.</p>
<p><b>Maintenance of:</b></p> <p><b>Plant, planned maintenance</b>– Fixed access points are provided for purposes of regular maintenance.</p> <p><b>Fire detection and sprinkler heads</b></p>	<p>The school has laid down frequency for contractors to inspect items, e.g. water tanks. These are planned maintenance tasks and considered to be infrequent activities.</p> <p>Check operation of this will involve checking function in line with manufacturers' recommendations. Work is viewed as planned maintenance and is an infrequent activity.</p>
<p><b>Painting or otherwise sealing of:</b></p> <p><b>Ceilings at 3 metres or lower</b> - Painting of solid ceilings.</p> <p><b>Ceilings over 3 metres</b> - Painting of solid ceilings.</p>	<p>This will involve sealing/painting over existing surfaces using brushes/rollers with extension handles. This is viewed as a planned maintenance task and is currently considered to be an occasional activity.</p> <p>This will involve sealing/painting over existing surfaces using brushes/rollers and is anticipated to involve use of access equipment. This work will be undertaken by a contractor. This is viewed as a planned maintenance task and is considered to be an occasional activity.</p>

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Description of Work	What This Does or Will It Involves
<p><b>Doors</b> – Painting of doors</p>	<p>This will involve sealing/painting over existing surfaces using brushes/rollers and it may involve use of access equipment. This is viewed as a planned maintenance task and is considered to be an occasional activity.</p>
<p><b>Walls up to 3 metres in height</b> – Painting of walls.</p> <p><b>Walls over 3 metres</b> – Painting of walls.</p>	<p>This will involve sealing/painting over existing surfaces using brushes/rollers with extension handles. This is viewed as a planned maintenance task and is currently considered to be an occasional activity.</p> <p>This will involve sealing/painting over existing surfaces using brushes/rollers and is anticipated to involve use of access equipment. This is viewed as a planned maintenance task and is considered to be an occasional activity.</p>
<p><b>Repairs of/to:</b></p> <p><b>Door hinges, locks and closers</b> – Door hinges and closers can be damaged and need to be repaired to maintain compartmentation and security.</p> <p><b>Plant</b> – There may be a need to repair plant, e.g. damaged valves and seals.</p>	<p>This will involve repair of or easing the operation of malfunctioning parts. Work is viewed as a response maintenance task and is considered to be a regular activity.</p> <p>This will involve repairs to leaking units. Work is viewed as an emergency or planned maintenance task and is considered to be an occasional activity.</p>
<p><b>Replacement of:</b></p> <p><b>Ceiling Tiles, small areas, 3 metres or lower</b> – This involves the replacement of individual ceiling tiles or groups of tiles where damaged.</p> <p><b>Ceiling Tiles, small areas, above 3 metres</b> – This involves the replacement of individual ceiling tiles or groups of tiles where damaged.</p>	<p>This will involve taking down damaged tiles and replacing with new. Work is viewed as a response maintenance task and is considered to be an infrequent activity.</p> <p>This will involve taking down damaged tiles and replacing with new. Work is viewed as a response maintenance task and is considered to be an occasional activity. (High level ceilings less prone to damage during normal use.)</p>
<p><b>Light bulbs/tubes/diffusers 3 metres or less</b> – Renewing individual or small numbers of light bulbs, tubes and diffusers, mainly in classrooms, corridors, offices and store rooms. The units are a mix of recessed and surface mounted luminaires.</p>	<p>This will involve replacing individual lights/bulbs/diffusers and will be undertaken using access equipment. Work is viewed as a response maintenance task and is considered to be a frequent activity.</p>

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Description of Work	What This Does or Will It Involves
<p><b>Light bulbs/tubes/diffusers above 3 metres</b> – Renewing light bulbs, tubes and diffusers, mainly in lobby, dining hall, Sports Hall, area outside offices. Mix of suspended pendant type luminaires and surface mounted luminaires.</p> <p><b>Lighting units</b> – Where faulty may need to be replaced.</p>	<p>This will involve replacing individual lights/bulbs/diffusers and will be undertaken using access equipment. Work is viewed as a planned maintenance task and is considered to be an infrequent activity.</p> <p>This will involve replacement of the unit if faulty and this will involve use of access equipment. Work is viewed as a planned maintenance task and is considered to be an occasional activity.</p>
<p><b>Signs</b> – There are a number of signs around school which need to be maintained.</p> <p><b>Windows</b> – There may be a need to replace windows.</p> <p><b>Access Equipment</b> – There may be a need to undertake maintenance which requires the use of ladders.</p>	<p>This will involve taking down damaged signs and replacing with new. Some are at a height where access equipment will be required. Work is viewed as a response maintenance task and is considered to be an infrequent activity.</p> <p>This will involve taking out damaged glazing and providing new glass, though temporary repairs may be needed. Most of this work is felt to require use of access equipment. Work is viewed as an emergency or planned maintenance task and is considered to be an occasional activity.</p> <p>The schools ladders are monitored to ensure they are always safe to use. Work is viewed as both planned and response maintenance and is considered to be a regular activity.</p>

## A 4.2 External Works

This is work that only site staff or contractors will be involved with.

Description of Work	What This Does or Will It Involves
<p><b>Access to:</b></p> <p><b>Roof</b> – The roof is accessed externally using a ladder. Access to the roof is for maintenance.</p>	<p>Work on the roof includes repairs and servicing of plant and will also involve the clearing of gulleys and drain pipes. This work is viewed as either emergency or planned maintenance and may involve use of access equipment. There is no edge protection around the roof so only contractors will be used to undertake such works.</p>

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<p><b>Cleaning of:</b></p> <p><b>Door Canopies</b> – Washing of glazed canopies.</p>	<p>Will be cleaned using extendable handled washer. This is viewed as a planned maintenance task and is considered to be an occasional activity.</p>
<p><b>High level surfaces</b> – Washing of fascias.</p> <p><b>Windows</b> – Washing of windows.</p>	<p>Will be cleaned using extendable handled washer. This is viewed as a planned maintenance task and is considered to be an occasional activity.</p> <p>Will be cleaned using extendable handled washer. This is viewed as a planned maintenance task and is considered to be an occasional activity.</p>
<p><b>Installation of:</b></p> <p><b>Fencing</b> – Temporary fencing and permanent fencing installation.</p>	<p>Temporary fencing may need to be installed to prevent access and permanent fencing may need to be installed. Fixings on top of fencing may involve use of access equipment. This is viewed as a planned maintenance task and is considered to be an occasional activity.</p>
<p><b>PE/Sport Posts</b> – Posts for rugby/football/netball etc are erected and taken down depending on seasonal activity.</p>	<p>Posts are erected and taken down during the year on pitches so that suitable for seasonal sport or PE. This is viewed as a planned maintenance task and is considered to be an infrequent activity.</p>
<p><b>Painting of:</b></p> <p><b>Doors</b> - This will involve sealing/painting over existing surfaces using brushes/rollers and it may involve use of access equipment.</p> <p><b>Gates</b> - This will involve sealing/painting over existing surfaces using brushes/rollers and it may involve use of access equipment.</p> <p><b>Lamp Posts</b> - This will involve sealing/painting over existing surfaces using brushes/rollers and it may involve use of access equipment.</p>	<p>This is viewed as a planned maintenance task and is considered to be an occasional activity.</p> <p>This is viewed as a planned maintenance task and is considered to be an occasional activity.</p> <p>This is viewed as a planned maintenance task and is considered to be an occasional activity.</p>
<p><b>Replacement of:</b></p> <p><b>Door Canopy panels</b> – Replacing panels provided as part of canopy.</p>	<p>Where panels are been damaged access equipment will need to be used to replace. This is viewed as a planned maintenance task and is considered to be an occasional activity.</p>

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<p><b>Light bulbs/tubes/diffusers 3 metres or below</b> – Renewing light bulbs, tubes and diffusers. External lighting below the height comprises bollard lights and units fixed to walls.</p>	<p>This will involve replacing individual lights/bulbs/diffusers and some work will be undertaken using access equipment. Work is viewed as a response maintenance task and is considered to be a frequent activity.</p>
<p><b>Light bulbs/tubes/diffusers above 3 metres</b> – Renewing light bulbs, tubes and diffusers. External lighting consists of lights fixed to side of building.</p>	<p>This will involve replacing individual lights/bulbs/diffusers and will be undertaken using access equipment. Work is viewed as a planned maintenance task and is considered to be an infrequent activity.</p>
<p><b>Lighting units</b> – Where faulty may need to be replaced.</p>	<p>This will involve replacement of the unit if faulty and this will involve use of access equipment. Work is viewed as a planned maintenance task and is considered to be an occasional activity.</p>

**Access Equipment** – The school has no access equipment specifically designed for external use.

## A 5 teaching practice

### A 5.1 Lessons During Which Staff/Children May Undertake Work at Height

Description of Work	What This Does or Will It Involves
<p><b>Drama:</b></p> <p><b>Improvisation</b> – Children will be given a number of props to improvise with and have used stage blocks and chairs.</p> <p><b>Lighting design</b> – This will involve physically positioning lights whilst at height.</p> <p><b>Stage Performances</b> – Staging is used together with other items to vary height performers are at.</p>	<p>May involve use of stage blocks, chairs.</p> <p>May involve use of tower scaffold by children in order to access and then position spots. These works will be undertaken by a contractor.</p> <p>May involve use of stage blocks, standing on scenery.</p>
<p><b>PE/Sport:</b></p> <p><b>Physical Activities</b> – Children may undertake work where are supporting other pupils as part of Gymnastics.</p>	<p>Although this work will involve children undertaking activities at height the safe practice is covered by Safe Practice in PE, produced by the Association for Physical Education (AfPE), so is not taken forward within this assessment.</p>
<p><b>Science:</b></p> <p><b>Experiments</b> – Occasionally experiments involve children dropping items from height.</p>	<p>This may be done in the classroom or outside, use of step ladder/s being advised as aids graduation of experiment.</p>

## APPENDIX B INITIAL ASSESSMENT

The following is the list of work identified as involving or potentially involving work at height included in a table. Further columns being added to provide detail on the answers to the following questions:

- **Can the work at height be avoided** – This is specifically whether the work can be avoided, i.e. is it necessary.
- **Can the work be done without working at height** – In practical terms this considers whether the work could be done from the ground or remotely.

The final column indicates whether the school leadership consider the work to be appropriate to be undertaken in-house, where this is the case then a risk assessment have been produced and these are in further appendices, or if work will be done by contractors.

# Working at Heights Policy

## B 1 General

Description of Work	Can the Work be Avoided	Can the Work be Done Without Working at Height	Work In-House or by Contractor
<p><b>Accessing Storage in:</b>  <b>Classrooms (includes specialist teaching areas)</b> - Getting items down from shelving or putting items up on shelving.</p>	<p>No. There is not sufficient space to have all storage at low level.</p>	<p>The height of the storage shelving etc. means that most storage is reached from the ground but access equipment is sometimes required and some staff will need to use it more often because of their height.</p>	<p>In-house</p>
<p><b>Office</b> - Getting items down from shelving or putting items up on shelving.</p>	<p>No. There is not sufficient space to have all storage at low level.</p>	<p>The height of the storage shelving etc. means that most storage is reached from the ground but access equipment is sometimes required and some staff will need to use it more often because of their height.</p>	<p>In-house</p>
<p><b>Store Rooms</b> - Getting items down from shelving or putting items up on shelving.</p>	<p>No. There is not sufficient space to have all storage at low level.</p>	<p>The height of the storage shelving means that most storage is reached from the ground but access equipment is required for higher shelves.</p>	<p>In-house</p>
<p><b>Putting up:</b>  <b>Christmas trees</b> - Putting up, decorating and taking down tree.</p>	<p>Yes. School has decided to have small potted trees circa 6 foot and do top decorations before putting upright.</p>	<p>Not applicable.</p>	<p>Not applicable.</p>

# Working at Heights Policy

Description of Work	Can the Work be Avoided	Can the Work be Done Without Working at Height	Work In-House or by Contractor
<b>Displays in Classrooms (includes specialist teaching areas)</b> - Putting up and taking down of displays.	Yes. If displays were only to be allowed where able to be put up whilst stood on the floor. This though is not felt to be appropriate as there is a benefit in having displays of student work.	Most displays can be put up without the use of access equipment but access equipment will be needed for some work and more often by some staff.	In-house.
<b>Displays in Corridors at 3 metres or below</b> - Putting up and taking down of displays.	Yes. If displays were only to be allowed where able to be put up whilst stood on the floor. This though is not felt to be appropriate as there is a benefit in having displays of student.	Most displays can be put up without the use of access equipment but access equipment will be needed for some work and more often by some staff.	In-house.
<b>Displays above 3 metres</b> – Putting up and taking down of displays above 3.5 metres.	Yes. We have no display boards mounted over 3.5 metres high.	No	None planned.

## B 2 Information Technology (IT)

Description of Work	Can the Work be Avoided	Can the Work be Done Without Working at Height	Work In-House or by Contractor
<b>Installation of:</b> <b>Cabling</b> - There may be a need to run cables to IT equipment if newly fixed in position.	No. Although hope is improvement with wireless technology will reduce work at height.	No. If additional cabling is required will take through the ceiling void following route of existing.	Contractor.
<b>Fixed Equipment</b> - There may be a need to install new projectors, wireless emitters etc.	No.	No. The equipment is required to be installed above the ceiling or hanging from the ceiling to be effective.	Contractor.

# Working at Heights Policy

<p><b>Repair of/to:</b></p> <p><b>Fixed equipment</b> - Fixed equipment includes server units in cabinets, wireless emitters, projectors and air con units.</p> <p><b>Display Screens</b> - These are the screens in reception.</p>	No.	No. For minor repairs the equipment is repaired in place, as of short duration, e.g. replacing bulbs, but more major repairs will involve taking equipment down or simply replacing.	In-house and contractor.
<p><b>Replacement of:</b></p> <p><b>Fixed equipment</b> - Fixed equipment includes Server cabinets, wireless emitters, projectors, Display Screens and air con units.</p>	No	No. If faulty will need to be replaced.	In-house and contractor.

## B 3 Drama

Description of Work	Can the Work be Avoided	Can the Work be Done Without Working at Height	Work In-House or by Contractor
<p><b>Cleaning of:</b></p> <p><b>Curtains</b> - The curtains comprise a mix of window curtains and stage curtains. In the hall they are fixed below 3.5 metres.</p>	No, but will be undertaken occasionally.	No. To clean the curtains will need to be taken down.	In-house.
<p><b>Installation of:</b></p> <p><b>Stage Lighting</b> - There may be a need to install fixed items to lighting rails.</p>	Will try to avoid and aim to use floor standing or additional lighting attached to existing fixings.	No, if it cannot be avoided	Contractor.

# Working at Heights Policy

Description of Work	Can the Work be Avoided	Can the Work be Done Without Working at Height	Work In-House or by Contractor
<p><b>Cabling at ceiling height</b> - There is some cabling sited at ceiling height in the hall.</p>	<p>Will try to avoid. But existing cabling here and may be best location if additional installation required.</p>	<p>No, if it cannot be avoided</p>	<p>Contractor.</p>
<p><b>Repair of/to:</b> <b>Stage Lighting</b> - Stage lighting comprises units fixed to the lighting rails at ceiling height.</p>	<p>No.</p>	<p>No. The lighting units are fixed. Consideration will be given if major refurbishment involved to have the light bar altered so that it can be lowered.</p>	<p>In-house/contractor.</p>
<p><b>Replacement of:</b> <b>Curtains</b> - The curtains in the hall are fixed below 3.5 metres. <b>Stage Lighting</b> - Stage lighting comprises units fixed to the lighting rails at ceiling height.</p>	<p>No.  Possibility of replacing lighting rail if major refurbishment with units that can be lowered by mechanical means. For smaller replacement work not possible to avoid.</p>	<p>No.  No. The lighting units are fixed. Consideration will be given if major refurbishment involved to have the light bar altered so that it can be lowered.</p>	<p>Contractor.  In-house/contractor.</p>
<p><b>Repositioning of:</b> <b>Stage Lighting</b> - Stage lighting comprises units fixed to the lighting rails at ceiling height.</p>	<p>Yes.</p>	<p>No.</p>	<p>Contractor.</p>

# Working at Heights Policy

## B 4 Site Maintenance

### B 4.1 Internal

Description of Work	Can the Work be Avoided	Can the Work be Done Without Working at Height	Work In-House or by Contractor
<p><b>Cleaning of:</b></p> <p><b>Furnishings</b> - Furnishings include blinds and curtains. (Large curtains in the hall are covered under Drama).</p> <p><b>High level surfaces</b> - High level surfaces include window ledges, tops of pipes and ducts etc. In particular hall and lobby area.</p> <p><b>Windows</b> - Cleaning of high level windows.</p>	<p>No. Necessary to maintain cleanliness.</p> <p>No. Necessary to maintain cleanliness.</p> <p>No. Necessary to maintain cleanliness and light levels but will look to reduce frequency.</p>	<p>Yes. Most cleaning is expected to be undertaken using extendable handled brushes.</p> <p>No. Investigation into use of extendable handled equipment has concluded that is not entirely effective. Above a height of 3 to 4 metres the equipment becomes unwieldy and therefore will need to use access equipment to clean effectively. Will try and link with other work.</p> <p>No. Investigation into use of extendable handled equipment has concluded that is not entirely effective (see above). Will though concentrate on cleaning panels beneath 3 metres.</p>	<p>Contractor (Cleaning).</p> <p>In-house/Contractor (Cleaning).</p> <p>Contractor (Cleaning).</p>
<p><b>Maintenance of:</b></p> <p><b>Plant, planned maintenance</b> - Fixed access points are provided for purposes of regular maintenance.</p> <p><b>Fire detection and sprinkler heads</b> - Check operation of.</p>	<p>No. Necessary to ensure safe operation.</p> <p>No. Maintenance is essential.</p>	<p>No. Location of items means that will need to do some work at height.</p> <p>No. Not all work can be done from floor level but most testing of detectors will be.</p>	<p>Contractor</p> <p>In-house.</p>

# Working at Heights Policy

Description of Work	Can the Work be Avoided	Can the Work be Done Without Working at Height	Work In-House or by Contractor
<p><b>Painting/sealing of:</b></p> <p><b>Ceilings 3 metres high or lower</b> - Painting of solid ceilings.</p> <p><b>Ceilings over 3 metres high</b> - Painting of solid ceilings.</p> <p><b>Doors</b> - Painting of doors.</p> <p><b>Walls up to 3 metres in height</b> - Painting of walls.</p> <p><b>Walls over 3 metres in height</b> - Painting of walls.</p>	<p>No. Need to maintain surfaces in a cleanable condition and necessary to maintain light levels.</p> <p>No. Need to maintain surfaces in a cleanable condition and necessary to maintain light levels.</p> <p>No. Need to keep doors sealed to maintain.</p> <p>No. Need to maintain surfaces in a cleanable condition and necessary to maintain light levels.</p> <p>No. Need to maintain surfaces in a cleanable condition and necessary to maintain light levels.</p>	<p>Yes. It is possible to reach height using extension brushes/poles.</p> <p>No. Investigation into use of extendable handled equipment for cleaning, see above, concluded that it is not entirely effective. Above height of 3.5 metres will therefore use access equipment for painting.</p> <p>Yes. Doors should be painted from floor.</p> <p>Yes. It is possible to reach height using extension brushes/poles.</p> <p>No. Investigation into use of extendable handled equipment for cleaning, see above, concluded that it is not entirely effective. Above height of 3.5 metres will therefore use access equipment to paint effectively.</p>	<p>In-house.</p> <p>Contractor.</p> <p>In-house.</p> <p>In-house.</p> <p>In-house.</p>
<p><b>Repairs of/to:</b></p> <p><b>Door hinges, locks and closers</b> - Door hinges and closers can be damaged and need to be repaired to maintain compartmentation and security.</p>	<p>No. Need to be repaired to maintain compartmentation and security.</p>	<p>Some repairs to locks and hinges will be undertaken when stood on floor but top locks and door closers will require use of access equipment.</p>	<p>In-house/Contractor. (Response maintenance undertaken by site team, i.e. temporary repair pending work by contractor.)</p>

# Working at Heights Policy

Description of Work	Can the Work be Avoided	Can the Work be Done Without Working at Height	Work In-House or by Contractor
<b>Plant</b> - There may be a need to repair plant, e.g. damaged valves and seals.	No. Essential to maintain effective operation of systems.	Some work will require use of access equipment.	Expected to be by contractor as work will be specialist.
<p><b>Replacement of:</b></p> <p><b>Ceiling Tiles, small areas, 3 metres high or lower</b> - This involves the replacement of individual ceiling tiles or groups of tiles where damaged.</p> <p><b>Ceiling Tiles, small areas, above 3 metres in height</b> - This involves the replacement of individual ceiling tiles or groups of tiles where damaged.</p> <p><b>Light bulbs/tubes/diffusers 3 metres high or lower</b> – Renewing individual or small numbers of light bulbs, tubes and diffusers, mainly in classrooms, corridors, offices and store rooms. The units are a mix of recessed and surface mounted luminaires.</p> <p><b>Light bulbs/tubes/diffusers 3 metres high or below</b> – Renewing large number or all light bulbs, tubes and diffusers, mainly in classrooms, corridors, offices and store rooms. The units are a mix of recessed and surface mounted luminaires.</p>	<p>No. Need to repair to maintain compartmentation and maintain lighting levels.</p> <p>No. Need to repair to maintain compartmentation and maintain lighting levels.</p> <p>No. Need to maintain lighting levels.</p> <p>No. Need to maintain lighting levels.</p>	<p>No. The height of the ceiling is such that some form of access equipment will be needed.</p> <p>No. The height of the ceiling is such that some form of access equipment will be needed.</p> <p>No. The height of the units is such that some form of access equipment will be needed.</p> <p>No. The height of the units is such that some form of access equipment will be needed.</p>	<p>In-house.</p> <p>Contractor.</p> <p>In-house.</p> <p>Contractor.</p>

# Working at Heights Policy

Description of Work	Can the Work be Avoided	Can the Work be Done Without Working at Height	Work In-House or by Contractor
<p><b>Light bulbs/tubes/diffusers above 3 metres in height</b> - Renewing light bulbs, tubes and diffusers, mainly in lobby, hall, area outside offices. Mix of suspended pendant type luminaries and surface mounted luminaires.</p>	No. Need to maintain lighting levels.	No. The height of the units is such that some form of access equipment will be needed.	Contractor.
<p><b>Lighting units</b> - Where faulty may need to be replaced.</p>	No. Need to maintain lighting levels.	No. The height of the units is such that some form of access equipment will be needed.	Contractor.
<p><b>Signs</b> - There are a number of signs around school, e.g. fire signage.</p>	No. Needed to meet statutory requirements and risk assessment.	No. The height of some signage is such that access equipment will be needed.	In-house.
<p><b>Windows</b> - There may be a need to replace windows.</p>	No. If defective need to be replaced to ensure safety.	No. The height of most windows means that access equipment will be needed.	Contractor.

## B 4.2 External

Description of Work	Can the Work be Avoided	Can the Work be Done Without Working at Height	Work In-House or by Contractor
<p><b>Access to:</b></p> <p><b>Roof</b> - The roof is accessed internally using a staircase. Access to the roof is for maintenance but roof is fitted with edge protection.</p>	Although it is work at height the building is a single storey building.	No. But design of roof and the height of the roof reduces the likelihood of falling and falling objects.	Contractor.

# Working at Heights Policy

<p><b>Cleaning of:</b></p> <p><b>Door Canopies</b> - Washing of canopies</p> <p><b>High level surfaces</b> - Washing of fascias.</p> <p><b>Windows</b> - Washing of windows.</p>	<p>No. The panels need to be cleaned but only occasionally.</p> <p>Possibly. The fascias do not affect lighting levels and need for cleaning will depend on discolouration being noticeable.</p> <p>No. The windows need to be cleaned to maintain light levels.</p>	<p>Yes. Long handle brushes and/or powered water washers can be used.</p> <p>Possible. Jet washing from ground may be appropriate</p> <p>Yes. Long handle brushes and/or powered water washers can be used.</p>	<p>Contractor.</p> <p>Contractor.</p> <p>Contractor.</p>
<p><b>Installation of:</b></p> <p><b>Fencing</b> - Temporary fencing and permanent fencing installation.</p> <p><b>PE/Sport Posts</b> - Posts for rugby/football/netball are erected and taken down depending on seasonal activity</p>	<p>No. When it is installed it will be necessary for a combination of safeguarding and safety considerations.</p> <p>No. The work is required to ensure the curriculum can be delivered.</p>	<p>No. Although most of the work will be able to be undertaken at ground level, there will be some excavations which persons may fall into, the fencing may fall a height when being manoeuvred into position and may use access equipment to check securing ties at high level.</p> <p>No. Although most work will be done at ground level and nets will involve an element of work at height.</p>	<p>In-house/Contractor. (Temporary type fencing may be positioned by site staff but most work will be undertaken by contractors.)</p> <p>In-house/Contractor.</p>

# Working at Heights Policy

<p><b>Painting of:</b></p> <p>Doors</p> <p>Gates</p> <p>Lamp Posts</p>	<p>No. Need to keep doors sealed to maintain.</p> <p>No. Need to keep gates sealed to maintain.</p> <p>No. Need to lamp posts sealed to maintain.</p>	<p>Yes. Doors should be painted from ground.</p> <p>No. Most gates will be painted from the ground but tops will require use of access equipment.</p> <p>No. To access higher parts of post will require use of access equipment.</p>	<p>In-house.</p> <p>Contractor.</p> <p>Contractor.</p>
<p><b>Replacement of:</b></p> <p><b>Door canopy panels</b> – Replacing glass panels provided as part of canopy.</p> <p><b>Light bulbs/tubes/diffusers 3 metres or below</b> - Renewing light bulbs, tubes and diffusers. External lighting below the height comprises bollard lights and units fixed to walls.</p> <p><b>Light bulbs/tubes/diffusers above 3 metres</b> - Renewing light bulbs, tubes and diffusers. External lighting above the height comprises lamp posts in car park and flood lights for pitches. Also will include some of the lights fixed to side of building.</p> <p><b>Lighting units</b> - Where faulty may need to be replaced.</p>	<p>No. The premise needs to be maintained.</p> <p>No. Need to maintain lighting levels.</p> <p>No. Need to maintain lighting levels.</p> <p>No. Need to maintain lighting levels.</p>	<p>No. Fixing the panels will require work at height.</p> <p>No. The height of some units is such that some form of access equipment will be needed.</p> <p>No. The height of the units is such that some form of access equipment will be needed.</p> <p>No. The height of the units is such that some form of access equipment will be needed.</p>	<p>Contractor.</p> <p>In-house/Contractor.</p> <p>Contractor.</p> <p>In-house/Contractor.</p>

# Working at Heights Policy

## B 4.3 Teaching Practice

Description of Work	Can the Work be Avoided	Can the Work be Done Without Working at Height	Work In-House or by Contractor
<p><b>Drama:</b></p> <p>Improvisation - Children will be given a number of props to improvise performances with.</p> <p>Lighting design - This will involve physically positioning lights whilst at height.</p> <p>Stage Performances – Staging is used together with other items to vary height performers are at.</p>	<p>No. Activity is viewed as an essential part of the curriculum.</p> <p>Yes.</p> <p>No. Activity viewed as an essential part of the curriculum.</p>	<p>Possibly. Pupils could be advised not to use any access equipment or to stand on fixtures but view is that this would curtail the activity and it is felt the benefit to learning exceed the risk where managed.</p> <p>No.</p> <p>No. Stages are a standard provision and children should use them as part of their learning.</p>	<p>Staff/Pupils.</p> <p>Contractor.</p> <p>Staff/Pupils.</p>
<p><b>Science</b></p> <p>Experiments – Occasionally experiments involve children dropping items from height.</p>	<p>No. Viewed as an essential part of the curriculum.</p>	<p>No. These are standard experiments.</p>	<p>Staff/Pupils.</p>

# Working at Heights Policy

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## APPENDIX C RISK ASSESSMENT

The following section contains the details identified for the work to be undertaken in-house. The risk assessments are under the following headings

- **General** - This is where it is felt most staff will at undertake work at some stage.
- **IT** – A specific work area where it was identified that staff would undertake work at height.
- **Drama**– A specific work area where it was identified that staff would undertake work at height.
- **Site Management** – A specific work area where it was identified that staff would undertake work at height.
- **Teaching Activities** – Activities where children would be involved at work at height as part of their learning.

In each case the risk assessments produced under these headings identify who might be affected, the work being undertaken, the control measures in place, key reminders for staff and the overall evaluation of the risk.

On the reverse of each risk assessment is a summary of the key reminders for staff which are to be kept with equipment or displayed in work areas.

As a rule of thumb a height over 3 metres from floor level is viewed as high level. This figure is used as staff can access up to this height using the large step ladder without standing on the top two steps. This though is a general indicator and the actual safe working height will vary, mainly dependent on the height of the individual undertaking the task.

# Working at Heights Policy

## C 1 General Risk Assessment

The following is the list of operations undertaken by teaching and support staff regularly. It contains the significant findings of the risk assessment and in each case the persons affected are those undertaking the activity.

Work at Height	What this Involves and Frequency	How Task is Performed and Precautions in Place	Comments/Reminders Outcome	Actions
<p><b>1 - Accessing storage on high level shelving in classrooms, offices and stores.</b></p> <p>Storage within school utilises shelving. Whether shelving units or cupboards, and on occasions the shelving is above head height or is over fixed benches.</p>	<p>There is mainly open shelving in classrooms offices and store rooms which cannot all be reached whilst stood on the floor.</p> <p>To access the shelving therefore staff need to use access equipment, either step ladders or kick-stool.</p> <p>Accessing storage occurs frequently, several times a day.</p>	<p>a) Staff will only use the access equipment provided, i.e. there will be no standing on chairs or tables.</p> <p>b) If using a step ladder it will be positioned face on to the shelving so that staff reach forward, not sideways.</p> <p>c) Staff will whenever possible have three points in touch with the step ladder, two feet and a hand. This is not always possible as two hands may need to be used to lift items.</p> <p>d) Access to items at high level in classrooms will only occur outside of lesson times. This will reduce the possibility of persons knocking into the steps or stored items falling on people whilst being moved.</p>	<p>It is not always possible for staff handling storage to have three points in contact with the step ladder and may need to lean into the ladder for extra stability.</p> <p>It is also not always possible to have a step ladder square on to the access point, e.g. when accessing storage in store rooms which are narrow, where the step ladder can only be positioned side on to the storage shelving, and in rooms where there is fixed benching in front of the shelving, when persons must stand on the bench. This practice is accepted.</p> <p>All step ladders are formally checked and condition logged annually.</p> <p>Staff are reminded that when using:</p>	<p><b>Medium risk</b></p> <p>For most work at height the risk is low because it is of short duration but the work has been assessed as a medium risk because it is not always possible to position access equipment in the best position.</p> <p><b>Action</b></p> <p>Review the assessment regularly and in light of any incidents.</p> <p>Display notice shown in Appendix D1 around school.</p>

# Working at Heights Policy

Work at Height	What this Involves and Frequency	How Task is Performed and Precautions in Place	Comments/Reminders Outcome	Actions
		<p>e) Items stored at high level are to be those which are used infrequently.</p> <p>f) Where there are fixed benches in front of stored items, and it is not possible to put the steps square on, staff will use the fixed benches in tandem with the step ladder, i.e. the step ladder will be placed side on to the bench and staff will use it reach the height of the bench. It is then acceptable to stand on the bench, provided the bench is able to take the weight, in order to safely access items.</p>	<p>a) step ladders to</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Check the ladder before use to ensure there are no defects.</li> <li><input type="checkbox"/> Position it face on to shelves where possible.</li> <li><input type="checkbox"/> Ensure ladder is level and properly set out.</li> <li><input type="checkbox"/> Not to over reach or lift anything to heavy/awkward for them.</li> </ul> <p>b) Kick stools to</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure stand squarely on the kick stool.</li> </ul> <p>If in doubt ask for assistance.</p>	
<p><b>2 - Putting up display work</b></p> <p>A mix of display work is put up around the school usually fixed to walls or on to display boards</p>	<p>Most display work in school is two dimensional and is either pinned, stapled or stuck to walls, display boards and, occasionally, on ceilings. There is also some three dimensional artwork displayed and this will usually be hung from string or wire.</p> <p>Although the aim has been to position display boards so that they are within easy reach for persons stood on the ground, for a variety of</p>	<p>a) Staff will only use the access equipment provided, i.e. there will be no standing on chairs or tables.</p> <p>b) Staff must decide on the best time to undertake the work, but it is advised that they not undertake work during peak movement times in corridors, lobbies or stairwells.</p> <p>c) If using a step ladder it will be positioned face on to the</p>	<p>It is not always possible for staff manipulating display work to have three points in contact with the step ladder and may need to lean into the ladder for extra stability.</p> <p>It is also not always possible to have the step ladder square on to the access point. The latter being the case when accessing display areas in rooms where there is fixed benching in front of the display area. In this case</p>	<p><b>Medium risk</b></p> <p>For most work at height the risk is low because it is of short duration but the work has been assessed as a medium risk because it takes place all over the school and because it is not possible to position access equipment in the best position.</p> <p><b>Action</b></p>

# Working at Heights Policy

Work at Height	What this Involves and Frequency	How Task is Performed and Precautions in Place	Comments/Reminders Outcome	Actions
	<p>reasons this is not possible everywhere. In order to fix the display work in place in these areas staff therefore need to use access equipment.</p> <p>The frequency with which displays are put up varies but it is a regular activity and will occur most days.</p>	<p>shelving so that staff reach forward, not sideways.</p> <p>d) Staff will whenever possible have three points in touch with the step ladder, two feet and a hand. This is not always possible as two hands may need to be used to lift items.</p> <p>e) Access to items at high level in classrooms will only occur outside of lesson times. This will reduce the possibility of persons knocking into the steps or stored items falling on people whilst being moved.</p> <p>f) Items stored at high level are to be those which are used infrequently.</p> <p>g) Where there are fixed benches in front of stored items, and it is not possible to put the steps square on, staff will use the fixed benches in tandem with the step ladder, i.e. the step ladder will be placed side on to the bench and staff will use it to reach</p>	<p>having the step ladder side on to the bench and then standing on the bench is accepted. All step ladders are formally checked and condition logged annually.</p> <p>Staff are reminded that when using</p> <p>a) step ladders to</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Check the ladder before use to ensure there are no defects.</li> <li><input type="checkbox"/> Position it face on to shelves where possible.</li> <li><input type="checkbox"/> Ensure ladder is level and properly set out.</li> <li><input type="checkbox"/> Not to over reach or lift anything too heavy/awkward for them.</li> </ul> <p>b) Kick stools to</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure stand squarely on the kick stool.</li> </ul> <p>If in doubt ask for assistance</p>	<p>Review the assessment regularly and in light of any incidents.</p> <p>Display notice shown in Appendix D2 around school.</p>

# Working at Heights Policy

Work at Height	What this Involves and Frequency	How Task is Performed and Precautions in Place	Comments/Reminders Outcome	Actions
		the height of the bench. It is then acceptable to stand on the bench, provided the bench is able to take the weight, in order to safely access items.		

## C 2 Information Technology

The following is a list of operations undertaken by IT staff regularly containing the significant findings of the risk assessment process. In each case the persons affected are those undertaking the activity and persons in the vicinity and the hazard is personal injury related to carrying out the operation.

Work at Height	What this Involves and Frequency	How Task is Performed and Precautions in Place	Comments/Reminders Outcome	Actions
<p><b>1 – Repair of/to fixed equipment</b></p> <p>Fixed equipment includes server units in cabinets, wireless emitters above ceiling panels, projectors and air con units. The equipment can be in classrooms, offices, stores and plant areas.</p>	<p>Most work is done remotely and minor repairs are done with items in situ, which for the equipment mainly means working from floor level.</p> <p>For emitters above ceilings or where equipment needs to be taken down, staff will need to use access equipment, normally a step ladder.</p> <p>Repair of equipment is viewed as infrequent, monthly or less.</p>	<p>a) IT Staff will use one of the step ladders in order to reach the equipment.</p> <p>b) When working on equipment either the area will be cordoned off or the room cleared of other people.</p> <p>c) Where possible the steps will be positioned so that it allows the individual to reach forward to access the equipment.</p>	<p>It is not always possible for staff repairing equipment to have three points in contact with the steps, and in such cases staff should lean into the step ladder for extra stability.</p> <p>Where fixed benches prevent the step ladder being positioned close to the equipment it is acceptable to stand on the bench but staff must use the step ladder to get up on or down from the bench. Step ladders are</p>	<p><b>Medium risk</b></p> <p>For most work at height the risk is low because it is of short duration but the work has been assessed a medium risk because it is not always possible to position access equipment in the best position.</p> <p><b>Action</b></p> <p>Review the assessment regularly and in light of any incidents.</p>

# Working at Heights Policy

Work at Height	What this Involves and Frequency	How Task is Performed and Precautions in Place	Comments/Reminders Outcome	Actions
		<p>d) Staff will whenever possible have three points in touch with the steps.</p> <p>e) Where there are fixed benches and it is not possible to put the step ladder square on, staff will use the fixed benches in tandem with the step ladder, i.e. the step ladder will be placed side on to the bench and staff will use it to reach the height of the bench. It is then acceptable to stand on the bench, provided able to take the weight, in order to safely access items.</p>	<p>available from the site team and all steps are formally checked and condition logged annually.</p> <p>Staff however are reminded to:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Check the step ladder before use to ensure there are no defects.</li> <li><input type="checkbox"/> Position it so that they reach forward to access the equipment.</li> <li><input type="checkbox"/> Ensure ladder is level and properly set out.</li> <li><input type="checkbox"/> Not to use the top two steps.</li> <li><input type="checkbox"/> Not to over reach or lift anything too heavy/awkward for them.</li> </ul> <p>If in doubt ask for assistance.</p>	<p>Display notice shown in Appendix D3 around school.</p>
<p><b>2 – Replacement of fixed equipment.</b></p> <p>Fixed equipment includes server units in cabinets, wireless emitters above ceiling panels, projectors and air con units.</p>	<p>When replacing equipment some will be able to be reached from floor level but most will require the use of access equipment.</p> <p>This work though is viewed as occasional.</p>	<p>a) IT Staff will use one of the sets of step ladders available in order to reach the equipment.</p> <p>b) When replacing equipment the work area will be cordoned off or the room cleared of other people.</p>	<p>It is not always possible for staff replacing equipment to have three points in contact with the steps, and in such cases staff should lean into the step ladder for extra stability. Where fixed benches prevent the step ladder being positioned</p>	<p><b>Medium risk</b></p> <p>For most work at height the risk is low because it is of short duration but the work has been assessed a medium risk because it is not always possible to position access equipment in the</p>

# Working at Heights Policy

Work at Height	What this Involves and Frequency	How Task is Performed and Precautions in Place	Comments/Reminders Outcome	Actions
<p>The equipment can be in classrooms, offices, stores and plant areas.</p>		<p>c) Where possible the step ladder will be positioned so that it allows for individual to reach forward to access the equipment.</p> <p>d) Staff will whenever possible have three points in touch with the step ladder.</p> <p>e) Where there are fixed benches and it is not possible to put the step ladder square on, staff will use the fixed benches in tandem with the step ladder, i.e. the step ladder will be placed side on to the bench and staff will use it to reach the height of the bench. It is then acceptable to stand on the bench, provided able to take the weight, in order to safely access items</p>	<p>close to the equipment it is acceptable to stand on the bench but staff must use the step ladder to get up on or down from the bench. Step ladders are available from the site team and all steps are formally checked and condition logged annually.</p> <p>Staff however are reminded to:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Check the step ladder before use to ensure there are no defects.</li> <li><input type="checkbox"/> Position it so that they reach forward to access the equipment.</li> <li><input type="checkbox"/> Ensure ladder is level and properly set out.</li> <li><input type="checkbox"/> Not to use the top two steps.</li> <li><input type="checkbox"/> Not to over reach or lift anything too heavy/awkward for them.</li> </ul> <p>If in doubt ask for assistance.</p>	<p>best position. (Also see manual handling risk assessment on storage.)</p> <p><b>Action</b></p> <p>Review the assessment regularly and in light of any incidents.</p> <p>Display notice shown in Appendix D4 around school.</p>

# Working at Heights Policy

## C 3 Drama

The following is a list of operations undertaken by performing arts staff indicating the significant findings of the risk assessment process. In each case the persons affected are those undertaking the activity and persons in the vicinity and the hazard is personal injury related to carrying out the operation.

Work at Height	What this Involves and Frequency	How Task is Performed and Precautions in Place	Comments/Reminders Outcome	Actions
<p><b>1 - Installation, maintenance, repair, replacement or repositioning of stage lighting.</b></p> <p>Stage lighting is in the hall and fixed to the lighting rails but most is attached to a fixed lighting bar at high level, circa 6 metres.</p>	<p>For most work with the stage lighting that is fixed at high level some form of access equipment will be required.</p> <p>Repositioning of spot lights will seldom occur, for the purposes of the assessment viewed as annually. Maintenance, which will involve cleaning lenses, electrical checks etc. also occurs annually but installation of new items and replacement of faulty ones is viewed as occasional work.</p>	<p>All tasks associated with the stage lighting will be conducted by contractors.</p>	<p>Only accredited contractors are to undertake any works to the school's stage lighting.</p>	<p><b>Medium risk</b></p> <p>For work at height involving the use of a tower scaffold the risk is a medium because of the height involved.</p> <p><b>Action</b></p> <p>Review the assessment regularly and in light of any incidents.</p>

## C 4 Site Maintenance

The following is a list of operations undertaken by site staff and cleaners containing the significant findings of the risk assessment process. In each case the persons affected are those undertaking the activity and persons in the vicinity and the hazard is personal injury related to carrying out the operation.

# Working at Heights Policy

Work at Height	What this Involves and Frequency	How Task is Performed and Precautions in Place	Comments/Reminders Outcome	Actions
<p><b>1 - Cleaning of High Level Surfaces.</b></p> <p>This is a planned maintenance job.</p>	<p>Staff will either use extendable handled equipment or will need to use the step ladders.</p> <p>This work will need to be planned and will be done only when possible to clean all surfaces in a space.</p> <p>This is only done where dust build up is noticeable so will be done occasionally.</p>	<p>a) If staff can reach and clean effectively using extendable handled devices this is the option to be employed. (Above 3 to 4 metres this option has not however proven effective.)</p> <p>b) If using extendable handled devices the room is to be cordoned off whilst work is in progress.</p> <p>c) If not able to clean effectively with extendable handled items then staff will use the step ladder with the extendable handled item.</p> <p>) Where possible the step ladder will be positioned so that it allows for individual to reach forward to access the equipment.</p> <p>d) Staff will whenever possible have three points in touch with the step ladder.</p> <p>e) Where there are fixed benches and it is not possible to put the step ladder square on, staff will use the fixed</p>	<p>Spaces must be put out of use when work is being undertaken.</p> <p>When using extendable handled devices ensure attachments are securely fixed and that only the operator is in space below where cleaning is taking place.</p> <p>Operators are to wear hard hats when doing the cleaning.</p>	<p><b>Medium risk</b></p> <p>For work at height involving the use of step ladders the risk is a medium because of the height involved.</p> <p><b>Action</b></p> <p>Review the assessment regularly and in light of any incidents.</p> <p>Display notice shown in Appendix D5 around school.</p>

# Working at Heights Policy

Work at Height	What this Involves and Frequency	How Task is Performed and Precautions in Place	Comments/Reminders Outcome	Actions
		benches in tandem with the step ladder, i.e. the step ladder will be placed side on to the bench and staff will use it to reach the height of the bench. It is then acceptable to stand on the bench, provided able to take the weight, in order to safely access items.		
<p><b>2 - Painting of walls at a height of over 3 metres.</b></p> <p>This is a planned maintenance job.</p>	<p>Contractors will be used to undertake painting of any walls over 3 metres.</p> <p>Contractors will need to use access equipment in order to reach.</p> <p>This work will need to be planned and area closed of whilst being carried out.</p> <p>This will be done as and when required and is viewed as an occasional activity.</p>	<p>a) Contractors will use a tower scaffold in order to access the walls.</p> <p>b) Work will only be carried out when the room is not in use and closed to other users or when the space can be cordoned off.</p> <p>c) The tower scaffold will be erected using the 3T method, and only PASMA trained and accredited contractors are to participate.</p> <p>d) Outriggers must be deployed and brakes engaged before persons access the scaffold. If close to the wall outriggers will need to be adjusted and</p>	<p>Spaces must be put out of use when work is being undertaken</p> <p>Only trained contractors are to erect/dismantle the tower scaffold.</p> <p>Outriggers must be in place and brakes applied before anyone climbs the scaffold.</p> <p>No one is to be on the scaffold when it is being moved.</p>	<p><b>Medium risk</b></p> <p>For work at height involving the use of the tower scaffold the risk is a medium because of the height involved.</p> <p><b>Action</b></p> <p>Review the assessment regularly and in light of any incidents.</p>

# Working at Heights Policy

Work at Height	What this Involves and Frequency	How Task is Performed and Precautions in Place	Comments/Reminders Outcome	Actions
		<p>scaffold positioned close to the wall</p> <p>NB Scaffold will be erected close to walls so when this is the case outriggers on the side nearest the wall are to be deployed parallel to walls. If working in corners corner outrigger to be removed and those by walls deployed parallel.</p> <p>e) Once the scaffold is erected only site staff or PASMA trained contractors will access the scaffold.</p> <p>f) Any equipment will be taken up or brought down within the confines of the tower or will be lowered/raised with rope outside the tower.</p>		
<p><b>3 - Repairs to door furniture, e.g. door closers, hinges and locks.</b></p> <p>This is a routine maintenance job.</p>	<p>Staff will use a step ladder where necessary to reach the top of the door.</p> <p>This type of work occurs regularly, views as monthly for the purposes of the</p>	<p>a) The work area is to be cordoned off when work is to be undertaken.</p> <p>b) Staff will only use one of the step ladders provided in order to reach the top of the door.</p>	<p>All steps are formally checked and condition logged termly</p> <p>Staff however are reminded:</p>	<p><b>Medium risk</b></p> <p>For most of this type of work at height the risk is low because it is of short duration but the work has been assessed a medium risk</p>

# Working at Heights Policy

Work at Height	What this Involves and Frequency	How Task is Performed and Precautions in Place	Comments/Reminders Outcome	Actions
	<p>assessment, but can be more frequent.</p> <p>Staff will need to identify what tools will be needed, obtain replacement parts as appropriate from store, then move to location. Will also need to carry or wheel steps to the relevant space.</p> <p>Work is carried out as a priority to maintain security and physical fire compartmentation.</p>	<p>c) The door will be wedged in a suitable position for the work to be undertaken or closed as appropriate.</p> <p>d) Where possible the steps will be positioned face on to the job and if needing to use power tools this is essential</p> <p>e) Staff will whenever possible have three points in touch with the step ladder. It is not always possible for staff doing remedial work to have three points in contact with the step. Where this is the case staff need to lean into the step ladder for greater stability.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> To check the ladder before use to ensure there are no defects</li> <li><input type="checkbox"/> To position it face on to work</li> <li><input type="checkbox"/> To Ensure ladder is level and properly set out</li> <li><input type="checkbox"/> Not to use the top two steps</li> <li><input type="checkbox"/> Not to over reach or lift anything to heavy/awkward for them</li> </ul> <p>If in doubt ask for assistance.</p>	<p>because it takes place all over the school.</p> <p><b>Action</b></p> <p>Review the assessment regularly and in light of any incidents.</p> <p>Display notice shown in Appendix D6 around school.</p>
<p><b>4 – Replacing small numbers of ceiling tiles where at 3 metres or lower</b></p> <p>This is a routine maintenance job.</p>	<p>The work will involve obtaining a replacement from store, removing the faulty item and then installing the replacement.</p> <p>The frequency with which work is carried out varies but it is currently viewed as an infrequent activity.</p>	<p>a) Staff will use one of the step ladders provided.</p> <p>b) Staff must decide on the best time to undertake the work but will not undertake work in corridors during peak movement times or in classrooms when being used for lessons.</p>	<p>It is highly likely that the person undertaking the work will not always have three points in contact with the access steps and in such circumstances work should be done by leaning in to the step ladder.</p>	<p><b>Medium risk</b></p> <p>For most work at height the risk is low because it is of short duration but the work has been assessed a medium risk because it takes place all over the school and because it is not possible to always position</p>

# Working at Heights Policy

Work at Height	What this Involves and Frequency	How Task is Performed and Precautions in Place	Comments/Reminders Outcome	Actions
		<p>c) Warning signs will be displayed if working in corridors and if necessary the area cordoned off. In other rooms work will only be done when not in use or in large rooms where the area of work is clear.</p> <p>d) The step ladder will wherever possible be positioned beneath the work area but allow staff to lean against it to remove/replace the tile.</p> <p>NB The top two steps of the step ladder are not to be used.</p> <p>e) Staff will whenever possible have three points in touch with the step ladder but as this work requires use of two hands staff will need to lean in to the step ladder for extra stability.</p> <p>f) Where there are fixtures beneath work areas it is permissible to stand on them, e.g. benches, in order to gain access. This must be</p>	<p>All step ladders are formally checked and condition logged termly</p> <p>Staff however are reminded</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> To check the ladder before use to ensure there are no defects</li> <li><input type="checkbox"/> To position it face on to work</li> <li><input type="checkbox"/> To Ensure ladder is level and properly set out</li> <li><input type="checkbox"/> Not to use the top two steps</li> <li><input type="checkbox"/> Not to over reach or lift anything to heavy/awkward for them</li> </ul> <p>If in doubt ask for assistance</p>	<p>access equipment in the best position.</p> <p><b>Action</b></p> <p>Review the Assessment regularly and in light of any incidents.</p> <p>Display notice shown in Appendix D7 around school.</p>

# Working at Heights Policy

Work at Height	What this Involves and Frequency	How Task is Performed and Precautions in Place	Comments/Reminders Outcome	Actions
		done in tandem with the step ladder, i.e. the step ladder is placed side on to the bench and staff use it to reach the height of the bench and then place a foot onto the bench.		
<p><b>5 – Replacing small numbers of light bulbs and tubes where lights are at 3.5 metres or lower</b></p> <p>This is a routine maintenance job.</p>	<p>The work will involve obtaining a replacement from store, removing the faulty item and then installing the replacement.</p> <p>There are a mix of light bulbs and tubes in use around school and this means carriage of both replacements and access equipment to the point of use. Access equipment being step ladders.</p> <p>The frequency with which work is carried out varies but it is viewed as a regular activity and for the purposes of the assessment is considered to occur most weeks.</p>	<p>a) Staff will use one of the step ladders provided.</p> <p>b) Staff must decide on the best time to undertake the work but will not undertake work in corridors during peak movement times or in classrooms when being used for lessons.</p> <p>c) Warning signs will be displayed if working in corridors and if necessary the area cordoned off. In other rooms work will only be done when not in use or in large rooms where the area of work is clear.</p> <p>d) The step ladder will wherever possible be positioned beneath the light fitment but allow staff to lean</p>	<p>It is highly likely that the person undertaking the work will not always have three points in contact with the access steps and in such circumstances work should be done by leaning in to the step ladder.</p> <p>All step ladders are formally checked and condition logged termly</p> <p>Staff however are reminded:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> To check the ladder before use to ensure there are no defects</li> <li><input type="checkbox"/> To position it face on to work</li> <li><input type="checkbox"/> To ensure ladder is level and properly set out</li> <li><input type="checkbox"/> Not to use the top two steps</li> </ul>	<p><b>Medium risk</b></p> <p>For most work at height the risk is low because it is of short duration but the work has been assessed a medium risk because it takes place all over the school and because it is not possible to always position access equipment in the best position.</p> <p><b>Action</b></p> <p>Review the assessment regularly and in light of any incidents.</p> <p>Display notice shown in Appendix D8 around school.</p>

# Working at Heights Policy

Work at Height	What this Involves and Frequency	How Task is Performed and Precautions in Place	Comments/Reminders Outcome	Actions
		<p>against it to remove/replace the bulbs/tubes.</p> <p>NB The top two steps of the step ladder are not to be used.</p> <p>e) Staff will whenever possible have three points in touch with the steps and as this work requires as two hands staff will need to lean in to the step ladder for extra stability.</p> <p>f) Where there are fixtures beneath work areas it is permissible to stand on them, e.g. benches, in order to gain access. This must be done in tandem with the steps, i.e. the step ladder is placed side on to the -bench and staff use it to reach the height of the bench and then place a foot onto the bench, in order to safely access lamps or tubes.</p>	<p><input type="checkbox"/> Not to over reach or lift anything too heavy/awkward for them</p> <p>If in doubt ask for assistance</p>	
<p><b>6 – Replacing light bulbs and tubes externally where lights are at 3 metres or lower</b></p>	<p>The work will involve obtaining a replacement from store, removing the</p>	<p>a) Staff will use a ladder/step ladder.</p>	<p>It is highly likely that the person undertaking the work will not always have three points in contact with the</p>	<p><b>Medium risk</b></p> <p>For most work at height the risk is low because it is of</p>

# Working at Heights Policy

Work at Height	What this Involves and Frequency	How Task is Performed and Precautions in Place	Comments/Reminders Outcome	Actions
<p>This is a routine maintenance job currently undertaken by external contractors which may in future be undertaken by site team. This is therefore a generic assessment pending this being implemented when new access equipment may be required.</p>	<p>faulty item and then installing the replacement.</p> <p>There are a mix of light bulbs and tubes in use and this means carriage of both replacements and access equipment to the point of use. Access equipment being step ladders.</p> <p>The frequency with which work is carried out varies but it is viewed as a regular activity and for the purposes of the assessment is considered to occur most weeks.</p>	<p>b) Staff must decide on the best time to undertake the work but will not undertake work in adverse weather conditions, i.e. when raining.</p> <p>c) Warning signs will be displayed and/ where possible the area cordoned off.</p> <p>If using a step ladder</p> <p>d) The step ladder will wherever possible be positioned beneath the light fitment but allow staff to lean against it to remove/replace the bulbs/tubes.</p> <p>NB The top two steps of the step ladder are not to be used.</p> <p>e) Staff will whenever possible have three points in touch with the step ladder and as this work requires as two hands staff will need to lean in to the step ladder for extra stability.</p> <p>If using a straight ladder</p>	<p>ladder/step ladder and in such circumstances work should be done by leaning in to the ladder/step ladder.</p> <p>All ladders/step ladders are formally checked and condition logged termly</p> <p>Staff however are reminded:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> To check the ladder/step ladder before use to ensure there are no defects</li> <li><input type="checkbox"/> To position it face on to work</li> <li><input type="checkbox"/> To ensure ladder/step ladder is level and properly set out</li> <li><input type="checkbox"/> Not to over reach</li> <li><input type="checkbox"/> Not to use the top two steps</li> <li><input type="checkbox"/> Not to lift anything to heavy/awkward for them</li> </ul> <p>If in doubt ask for assistance</p>	<p>short duration but the work has been assessed a medium risk because it takes place outside.</p> <p><b>Action</b></p> <p>Review the assessment regularly and in light of any incidents.</p> <p>Display notice shown in Appendix D9 around school.</p>

# Working at Heights Policy

Work at Height	What this Involves and Frequency	How Task is Performed and Precautions in Place	Comments/Reminders Outcome	Actions
		<p>d) The ladder will be positioned beneath the light fitment.</p> <p>e) Safety feet will be used and/or someone will foot the ladder</p> <p>e) Staff will whenever possible have three points in touch with the ladder and as this work requires as two hands staff will need to lean in to the ladder for extra stability.</p>		

## C 5 Teaching Related

The following is a list of operations undertaken during lessons which children will be involved with, containing the significant findings of the risk assessment process. In each case the persons affected are those undertaking the activity and persons in the vicinity and the hazard is personal injury related to carrying out the operation.

Work at Height	What this Involves and Frequency	How Task is Performed and Precautions in Place	Comments/Reminders Outcome	Actions
<p><b>1. Improvisation work</b></p> <p>Pupils will, during drama lessons, be asked to improvise performances and</p>	<p>The equipment available for use will include staging blocks, benches and access equipment, kick stools or ladders. It may also involve</p>	<p>a) Children will have a number of items of access equipment and they will be given generic activities and allowed to interpret how to</p>	<p>It is not possible to be explicit about what is to be done by the children. Staff need to be aware that falls from height are a particular</p>	<p><b>Low risk</b></p> <p>This is because it will be undertaken at relatively low level and will be using items</p>

# Working at Heights Policy

Work at Height	What this Involves and Frequency	How Task is Performed and Precautions in Place	Comments/Reminders Outcome	Actions
<p>will be allowed to use equipment at hand to do so.</p>	<p>children lifting one another or some children being the platform for others</p> <p>The work takes place infrequently, weekly on occasions but will be months in between.</p>	<p>dramatise. This may involve imagining items in use to be mountains, thrones etc.</p> <p>b) Only the equipment available in the room is to be used.</p> <p>c) The equipment in use is maintained and is visually checked before use.</p> <p>d) The teacher in charge will decide whether the activity is to be allowed.</p>	<p>hazard and ensure that where children do decide to use equipment or be lifted up that this is done with awareness of where someone might fall, i.e. away from fixed items or sharp corners.</p> <p>Only items specifically identified as appropriate will be used in lessons. Do not allow children to put chairs on tables, they may slip or be knocked over, but chairs can be placed on stage blocks.</p>	<p>that are intended to be stood on.</p> <p><b>Action</b></p> <p>Review the assessment regularly and in light of any incidents</p>
<p><b>2.Lighting Design</b></p> <p>As part of a course children will be involved in lighting design for stage lighting and will also assist staff in positioning stage lighting for school performances.</p>	<p>For educational purposes children will undertake practical activities associated with lighting design.</p> <p>This will involve repositioning of lighting which is attached to the lighting bar and the educational benefit is felt best achieved by using the tower scaffold.</p>	<p>a) Staff will brief children on what to expect and may have older children present whilst erecting a scaffold. All children will be made of safe operation both of erecting/dismantling a scaffold and in respect of safe handling of stage lighting, e.g. use of safety chains, manual handling issues and electrical safety</p> <p>b) Only PASMA trained and accredited staff will erect the</p>	<p>Children will receive instruction on what to expect when accessing the scaffold.</p> <p>Children are to be provided with hard hats when accessing the scaffold and advised of safe practice.</p> <p>Children are to be supervised at all times when working on the scaffold.</p> <p>Also see drama risk assessment covering Installation, maintenance,</p>	<p><b>Medium risk</b></p> <p>For work at height involving the use of the tower scaffold the risk is a medium because of the height involved.</p> <p><b>Action</b></p> <p>Review the assessment regularly and in light of any incidents</p>

# Working at Heights Policy

Work at Height	What this Involves and Frequency	How Task is Performed and Precautions in Place	Comments/Reminders Outcome	Actions
		<p>tower scaffold using the 3T method.</p> <p>c) Outriggers fitted must be deployed and brakes engaged before persons access the scaffold.</p> <p>d) Children using the scaffold will be supervised at all times, i.e. a teacher or PASMA trained member of staff will be in the space.</p> <p>e) Children using the scaffold will be provided with personal protective equipment, i.e. hard hats</p> <p>f) If relocating stage lights it is acceptable to leave stage lights on the scaffold if the scaffold is to be moved but the stage lights must be secured to the scaffold using the safety chain.</p> <p>NB No person is to be on the scaffold when it is being moved.</p> <p>g) When moving the erected scaffold a minimum of two</p>	<p>repair, replacement or repositioning of stage lighting.</p>	

# Working at Heights Policy

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<b>Work at Height</b>	<b>What this Involves and Frequency</b>	<b>How Task is Performed and Precautions in Place</b>	<b>Comments/Reminders Outcome</b>	<b>Actions</b>
		persons will be involved and the scaffold outriggers will be raised a maximum of 25mm above the floor and secured.		

# Working at Heights Policy

<p><b>3. Performing on Stage</b></p> <p>Staging can be set up for performances and children. A mix of display work is put up around the school usually fixed to walls or on to display boards.</p>	<p>Children are expected to be involved with productions whether as performers or in support roles. Where using staging there is a possibility of falling from it and of items falling from it.</p> <p>Performances occur throughout the year but it is still considered infrequent.</p>	<p>a) Staging will usually be hired in and assembled by the provider.</p> <p>b) The staging will be designed to be structurally sound and with suitable access steps.</p> <p>c) The edges of the stage will be marked to make them stand out.</p> <p>d) Children will practice at floor level before progressing to rehearsing on the stage. This is required so that the children know what space they need.</p> <p>e) Any equipment on stage, speakers, musical instruments, props etc. must be positioned to prevent the likelihood of them being knocked off or secured in place</p> <p>f) Space will be left between the audience and stage to reduce the likelihood of injury should something fall from the stage.</p>	<p>Children need to be made aware of the risk associated of working at height, specifically falls and falling objects.</p> <p>Ensure any changes in level are highlighted, specifically edges of access steps and unprotected edges of the stage.</p>	<p><b>Medium risk</b></p> <p>The work at height is viewed as a medium risk because of the numbers potentially on the stage, because of the movement that potentially takes place and because of the potential for items to fall from the stage.</p> <p><b>Action</b></p> <p>Review the assessment regularly and in light of any incidents.</p>
<p><b>4. Science Experiments</b></p>	<p>Children are expected to participate in practical experiments or design</p>	<p>a) Where children participate in an experiment staff should ensure access</p>	<p>Children need to be made aware of the risk associated with the activities and to</p>	<p><b>Low risk</b></p>

# Working at Heights Policy

<p>Science experiments where children investigate acceleration and gravity can involve work at height.</p>	<p>experiments dealing with acceleration and gravity.</p> <p>This will usually involve letting items go at height and may involve use of access equipment, fixed surfaces or stairs.</p> <p>Experiments can occur throughout the year but are still considered infrequent.</p>	<p>equipment is available either to use as part of the experiment or to gain access to a suitable fixed surface, e.g. fixed bench.</p> <p>b) Children will be asked to drop the items and any who have a problem with heights will not be required to do this part of the experiment.</p> <p>c) Use of step ladders or staircases is regarded as good as easier to measure height and for ensuring a measurable graduation.</p> <p>d) If using staircases will ensure that zone where items are to be dropped is sectioned off, i.e. children will warn persons not to enter area.</p>	<p>ensure when dropping items the drop zone is clear.</p> <p>Staff will ensure children do not stand on inappropriate items, e.g. handrails on staircases.</p>	<p>The work at height is viewed as a low risk because infrequent and limited in height.</p> <p><b>Action</b></p> <p>Review the assessment regularly and in light of any incidents.</p>
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## APPENDIX D NOTICES

### D 1 General – Staff Reminders when Accessing Storage

#### STAFF REMINDERS WHEN ACCESSING STORAGE

1. Always use access equipment rather than over reaching.
2. Never use a chair even though it may appear more convenient.
3. Check the access equipment is level on the ground, properly set up and in a position to reduce the need to stretch or lean.
4. When using a step ladder always try to have three points in contact with it. Two feet and a hand hold is ideal but where this is not possible lean into the step ladder for added support/stability.
5. When using a kick stool it is essential that you stand squarely on the kick stool and move it rather than lean.
6. If accessing items above fixed benches it is acceptable to stand on the bench but use the step ladder to gain access. Do not use kick stools or chairs to gain access.



Remember most work at height accidents in schools occur where people are actually getting up on to or down from fixed surfaces.

7. If the item you are accessing is heavy or awkward get assistance.



# Working at Heights Policy

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## D 2 General – Staff Reminders when Putting up Display Work

### STAFF REMINDERS WHEN PUTTING UP DISPLAY WORK

1. Always use access equipment rather than over reaching.
2. Never use a chair even though it may appear more convenient.
3. Ensure the area you are working in is not going to have lots of people about. If there are, leave the work until another time.
4. Check the access equipment is level on the ground, properly set up and in a position to reduce the need to stretch or lean.
5. When using a step ladder always try to have three points in contact with it. Two feet and a hand hold are ideal but where this is not possible lean into the step ladder for added support/stability.
6. When using a kick stool it is essential that you stand squarely on the kick stool and move it rather than lean.
7. If accessing items above fixed benches it is acceptable to stand on the bench but use a step ladder to gain access. Do not use kick stools or chairs to gain access.



Remember most work at height accidents in schools occur where people are actually getting up on to or down from fixed surfaces.

8. If the item you are accessing is heavy or awkward get assistance.



## D 3 IT – Staff Reminders when Repairing Fixed Equipment

### STAFF REMINDERS WHEN REPAIRING FIXED EQUIPMENT

1. Always use a step ladder to access equipment rather than over reaching.
2. Close the room or ensure work area is cordoned off.
3. Never use a chair even though it may appear more convenient.
4. Check the step ladder is level on the ground, properly set up and in a position to reduce the need to stretch or lean.
5. Never use the top two steps of the step ladder.
6. Always try to have three points in contact with the step ladder. Two feet and a hand hold are ideal but where this is not possible lean into the step ladder for added support/stability.
7. If accessing items above fixed benches it is acceptable to stand on the bench but use the step ladder to gain access. Do not use kick stools or chairs to gain access.



Remember most work at height accidents in schools occur where people are actually getting up on to or down from fixed surfaces.

8. If the item you are accessing is heavy or awkward get assistance.



# Working at Heights Policy

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## D 4 Information Technology – Staff Reminders when Replacing Fixed Equipment

### STAFF REMINDERS WHEN REPLACING FIXED EQUIPMENT

1. Always use a step ladder to access equipment rather than over reaching.
2. Close the room or ensure work area is cordoned off.
3. Never use a chair even though it may appear more convenient.
4. Check the step ladder is level on the ground, properly set up and in a position to reduce the need to stretch or lean.
5. Never use the top two steps of the step ladder.
6. Always try to have three points in contact with the step ladder. Two feet and a hand hold are ideal but where this is not possible lean into the step ladder for added support/stability.
7. If accessing items above fixed benches it is acceptable to stand on the bench but use the step ladder to gain access. Do not use kick stools or chairs to gain access.



Remember most work at height accidents in schools occur where people are actually getting up on to or down from fixed surfaces.

8. If the item you are accessing is heavy or awkward get assistance.



## D 5 Site Maintenance Internal Works – Staff Reminders when Cleaning High Level Surfaces

### STAFF REMINDERS WHEN CLEANING HIGH LEVEL SURFACES

1. Ensure that the area is put out of use to other users when cleaning is to take place.
2. Whenever possible use extendable handled devices for cleaning as this reduces work at height.
3. Where using extendable handled devices wear a hard hat.
4. Always use a step ladder to access equipment rather than over reaching.
5. Close the room or ensure work area is cordoned off.
6. Never use a chair even though it may appear more convenient.
7. Check the step ladder is level on the ground, properly set up and in a position to reduce the need to stretch or lean.
8. Never use the top two steps of the step ladder.
9. Always try to have three points in contact with the step ladder. Two feet and a hand hold are ideal but where this is not possible lean into the step ladder for added support/stability.
10. If accessing items above fixed benches it is acceptable to stand on the bench but use the step ladder to gain access. Do not use kick stools or chairs to gain access.



Remember most work at height accidents in schools occur where people are actually getting up on to or down from fixed surfaces.

11. If the item you are accessing is heavy or awkward get assistance.



## D 6 Site Maintenance Internal Works – Staff Reminders when Repairing Door Furniture

### STAFF REMINDERS WHEN REPAIRING DOOR FURNITURE

1. Always use a step ladder rather than over reaching.
2. Check the condition of the step ladder before use:  
  
Check to ensure that:
  - a) The surfaces are free of rust/paint
  - b) There are no sharp edges or dents
  - c) Rubber feet are in place and in good condition.
3. Ensure that the work area is put out of use or cordoned off.
4. Fix the door in a position so that repair is easily accessible and the door is not likely to give when being worked on.
5. Check the step ladder is level on the ground, properly set up and in a position to reduce the need to stretch or lean.
6. Never use the top two steps of the step ladder.
7. Always try to have three points in contact with the access equipment. Two feet and a hand hold are ideal but where this is not possible lean into the stepladder for added support/stability.



## D 7 Site Maintenance Internal Works – Staff Reminders when Replacing Small Numbers of Ceiling Tiles at 3 Metres or Lower

### STAFF REMINDERS WHEN REPLACING SMALL NUMBERS OF CEILING TILES AT 3 METRES OR LOWER

1. Always use a step ladder rather than over reaching.
2. Check the condition of the step ladder before use.

Check to ensure that:

- a) The surfaces are free of rust/paint
  - b) There are no sharp edges or dents
  - c) Rubber feet are in place and in good condition.
3. Close the room or ensure work area is cordoned off.
  4. Never use a chair even though it may appear more convenient.
  5. Check the step ladder is level on the ground, properly set up and in a position to reduce the need to stretch or lean.
  6. Never use the top two steps of the step ladder.
  7. Always try to have three points in contact with the ladder. Two feet and a hand hold are ideal but where this is not possible lean into the step ladder for added support/stability.
  8. If accessing items above fixed benches it is acceptable to stand on the bench but use the step ladder to gain access. Do not use kick stools or chairs to gain access.



Remember most work at height accidents in schools occur where people are actually getting up on to or down from fixed surfaces.

9. If the item you are accessing is heavy or awkward get assistance.



## D 8 Site Maintenance Internal Works – Staff Reminders when Replacing Small Numbers of Light Bulbs and Tubes at 3 Metres or Lower

### STAFF REMINDERS WHEN REPLACING SMALL NUMBERS OF LIGHT BULBS AND TUBES AT 3 METRES OR LOWER

1. Always use a step ladder rather than over reaching.
2. Check the condition of the step ladder before use.

Check to ensure that:

- a) The surfaces are free of rust/paint
  - b) There are no sharp edges or dents
  - c) Rubber feet are in place and in good condition.
3. Close the room or ensure work area is cordoned off.
  4. Never use a chair even though it may appear more convenient.
  5. Check the step ladder is level on the ground, properly set up and in a position to reduce the need to stretch or lean.
  6. Never use the top two steps of the step ladder.
  7. Always try to have three points in contact with the ladder. Two feet and a hand hold are ideal but where this is not possible lean into the step ladder for added support/stability.
  8. If accessing items above fixed benches it is acceptable to stand on the bench but use the step ladder to gain access. Do not use kick stools or chairs to gain access.



Remember most work at height accidents in schools occur where people are actually getting up on to or down from fixed surfaces.

10. If the item you are accessing is heavy or awkward get assistance.



## **D 9 Site Maintenance Internal Works – Staff Reminders when Replacing Light Bulbs, Tubes or Lighting Units at 3 Metres or Lower Externally**

### **STAFF REMINDERS WHEN REPLACING LIGHT BULBS, TUBES OR LIGHTING UNITS AT 3 METRES OR LOWER EXTERNALLY**

1. Always use a step ladder rather than over reaching.
2. Do not undertake the work in adverse weather conditions.
3. Check the condition of the step ladder before use.

Check to ensure that:

- a) The surfaces are free of rust/paint
  - b) There are no sharp edges or dents
  - c) Rubber feet are in place and in good condition.
4. Ensure warning signs in place and where possible cordon off the work area.
  5. Check the step ladder is level on the ground, properly set up and in a position to reduce the need to stretch or lean.
  6. Never use the top two steps of the step ladder.
  7. Always try to have three points in contact with the ladder. Two feet and a hand hold are ideal but where this is not possible lean into the step ladder for added support/stability.
  8. If the item you are accessing is heavy or awkward get assistance.



# Working at Heights Policy

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## APPENDIX E STEP LADDER REGISTER

Identification Number	Type (L) Ladder (S) Step Ladder	When Purchased	Where Normally Kept	How Stored
1	S (2 steps)	Unknown	Deputy Head's Office	Folded and stood up
2	S (2 steps)	Unknown	Art Cupboard	Folded and stood up
3	S (2 steps)	Unknown	Rainbow Room	Folded and stood up
4	S (4 steps)	Unknown	Plant Room	Folded and hung on wall
5	S (4 steps plus shelf)	Unknown	Caretaker's Cupboard	Folded and stood up.
6	S (9 steps)	Unknown	Cleaner's Cupboard (Upstairs)	Folded and stood up.
7	S (3 steps)	17/01/17	Art cupboard	Folded and stood up.