

Intructions for Use of the Excel Spreadsheets

There are three tabs at the bottom of this worksheet

Instructions tab is the one you are reading

Title Tab

TITLE Tab is the front cover page of the Risk Assessment

Simply insert your Company Name, Date and Assessor name where indicated

Print the front cover once you have completed your Audit

Do not enter any data other than Company name, Date and Assessor - the data will copy from the risk assessment details

Audit Details Tab

Read each section and answer the questions

Enter Data ONLY in the white coloured boxes for each question

Enter a score for each question as indicated

If the question is not applicable score it as max potential score

Enter comments in the comments box

Once complete simply print off both the Title Page and the Audit Details pages

Note you may need to change your printer settings

You have now completed your Health & Safety Risk Assessment

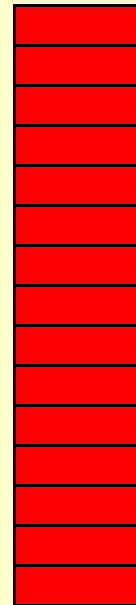
Health & Safety Working at Height Regulations 2005 Risk Assessment

Date	
Company Name	
Location of Proposed Work	
Assessor	

Performance Acceptable - no action required
 Performance marginal - ongoing action required
 Performance not acceptable - urgent action required



- Organisation and Planning**
- Avoidance of Risks from Work at Height**
- Selection Of Work Equipment for Working at Height**
- Fragile Surfaces**
- Falling Objects**
- Danger Areas**
- Inspection of Work Equipment**
- Existing Places Of Work And Means Of Access Or Egress At**
- Guards-Rails, Toe-Boards, and Barriers**
- Working Platforms**
- Scaffolding**
- Personal Fall Protection Systems**
- Collective Safeguards For Arresting Falls**
- Ladders**
- Particulars To Be Included In A Report Of Inspection**



Work at height Risk Assessment

Question Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant	Potential Score	Score	% Performance	Comments
Organisation and Planning				
Have you ensured that work at height is properly planned and that its planning includes the selection of suitable work equipment	3		0	
Does the planning of work include planning for emergencies and rescue.	3		0	
Have you ensured that work at height is appropriately supervised	3		0	
Have you ensured that work at height is carried out in a manner which is so far as is reasonably practicable safe,	3		0	
Do you ensure that that work at height is carried out only when the weather conditions do not jeopardise the health or safety of persons involved in the work.	3		0	
Do you have competent staff to undertake these planning and control measures	3		0	
	18	0	0	
Avoidance of Risks from Work at Height				
Do you ensure that work is not carried out at height where it is reasonably practicable to carry out the work safely otherwise than at height.	3		0	
Where work is carried out at height, have you taken suitable and sufficient measures to prevent, so far as is reasonably practicable, any person falling a distance liable to cause personal injury.	3		0	
Have you ensured that the work carried out from an existing place of work where possible	3		0	
Where the measures taken do not eliminate the risk of a fall occurring, have you so far as is reasonably practicable, provided sufficient work equipment to minimise the distance and consequences;	3		0	

Work at height Risk Assessment

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<p>Where the measures taken do not eliminate the risk of a fall occurring and where it is not reasonably practicable to minimise the distance, have you taken measures to minimise the consequences of a fall;</p>	3		0	
<p>Have you provided such additional training and instruction or taken other additional suitable and sufficient measures to prevent, so far as is reasonably practicable, any person falling a distance liable to cause personal injury.</p>	3		0	
	18	0	0	
<p>Selection Of Work Equipment for Working at Height</p>				
<p>In selecting work equipment for use in work at height, have you given collective protection measures priority over personal protection measures;</p>	3		0	
<p>In selecting work equipment for use in work at height, have you taken account of the working conditions and the risks to the safety of persons at the place where the work equipment is to be used;</p>	3		0	
<p>In selecting work equipment for use in work at height, have you taken account of in the case of work equipment for access and egress, the distance to be negotiated;</p>	3		0	
<p>In selecting work equipment for use in work at height, have you taken account of the distance and consequences of a potential fall;</p>	3		0	
<p>In selecting work equipment for use in work at height, have you taken account of the duration and frequency of use;</p>	3		0	
<p>In selecting work equipment for use in work at height, have you taken account of the need for easy and timely evacuation and rescue in an emergency;</p>	3		0	
<p>In selecting work equipment for use in work at height, have you taken account of any additional risk posed by the use, installation or removal of that work equipment or by evacuation and rescue from it;</p>	3		0	

Work at height Risk Assessment

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<p>Have you selected work equipment for work at height which has characteristics including dimensions which are appropriate to the nature of the work to be performed and the foreseeable loadings</p>	3		0	
<p>Have you selected work equipment for work at height which has characteristics including dimensions which are appropriate to the nature of the work to be performed and allow passage without risk</p>	3		0	
<p>Have you selected work equipment for work at height which has characteristics including dimensions which are appropriate to the nature of the work to be performed and is in other respects the most suitable work equipment,</p>	3		0	
<p></p>	30	0	0	
<p>Fragile Surfaces</p>				
<p>Have you ensured that no person at work passes across or near, or works on, from or near, a fragile surface where it is reasonably practicable to carry out work safely and under appropriate ergonomic conditions without his doing so.</p>	3		0	
<p>Where it is not reasonably practicable to carry out work safely and under appropriate ergonomic conditions without passing across or near, or working on, from or near, a fragile surface, have you ensured that , so far as is reasonably practicable, that suitable and sufficient platforms, coverings, guard rails or similar means of support or protection are provided and used so that any foreseeable loading is supported by such supports or borne by such protection;</p>	3		0	

Work at height Risk Assessment

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<p>Where it is not reasonably practicable to carry out work safely and under appropriate ergonomic conditions without passing across or near, or working on, from or near, a fragile surface, have you ensured that where a risk of a person at work falling remains despite the measures taken under the preceding provisions of this regulation, take suitable and sufficient measures to minimise the distances and consequences of his fall.</p>	3		0	
<p>Where any person at work may pass across or near, or work on, from or near, a fragile surface, have you ensured that prominent warning notices are so far as is reasonably practicable affixed at the approach to the place where the fragile surface is situated</p>	3		0	
<p>Where any person at work may pass across or near, or work on, from or near, a fragile surface, have you ensured that where that is not reasonably practicable, such persons are made aware of it by other means</p>	3		0	
	15	0	0	
<p>Falling Objects</p>				
<p>Have you ensured that, where necessary to prevent injury to any person, take suitable and sufficient steps to prevent, so far as is reasonably practicable, the fall of any material or object.</p>	3		0	
<p>Where it is not reasonably practicable to prevent the fall of material or objects, have you taken suitable and sufficient steps to prevent any person being struck by any falling material or object which is liable to cause personal injury.</p>	3		0	
<p>Do you ensure that no material or object is thrown or tipped from height in circumstances where it is liable to cause injury to any person.</p>	3		0	

Work at height Risk Assessment

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<p>Do you ensure that materials and objects are stored in such a way as to prevent risk to any person arising from the collapse, overturning or unintended movement of such materials or objects.</p>	3		0	
	12	0	0	
<p>Danger Areas</p>				
<p>where a workplace contains an area in which, owing to the nature of the work, there is a risk of any person at work falling a distance or being struck by a falling object, which is liable to cause personal injury, the workplace is so far as is reasonably practicable equipped with devices preventing unauthorised persons from entering such area</p>	3		0	
<p>Do you ensure that such areas are clearly indicated.</p>	3		0	
	6	0	0	
<p>Inspection of Work Equipment</p>				
<p>Do you ensure that, where the safety of work equipment depends on how it is installed or assembled, it is not used after installation or assembly in any position unless it has been inspected in that position.</p>	3		0	
<p>Do you ensure that work equipment exposed to conditions causing deterioration which is liable to result in dangerous situations is inspected at suitable intervals</p>	3		0	
<p>Do you ensure that work equipment exposed to conditions causing deterioration which is liable to result in dangerous situations is inspected each time that exceptional circumstances which are liable to jeopardise the safety of the work equipment have occurred</p>	3		0	
<p>Do you ensure that any working platform used for construction work; and from which a person could fall 2 metres or more, is not used in any position unless it has been inspected in that position or, in the case of a mobile working platform, inspected on the site, within the previous 7 days.</p>	3		0	

Work at height Risk Assessment

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Do you ensure that the result of an inspection is recorded and kept until the next inspection is recorded.	3		0	
Do you ensure that a person carrying out an inspection of work equipment is competent to do so	3		0	
Do you ensure that inspection reports are kept for a minimum of three months	3		0	
Do you ensure that, so far as is reasonably practicable the surface and every parapet, permanent rail or other such fall protection measure of every place of work at height are checked on each occasion before the place is used.	3		0	
	24	0	0	
<p>Existing Places Of Work And Means Of Access Or Egress At Height</p>				
Do you ensure that every existing place of work or means of access or egress at height is stable and of sufficient strength and rigidity for the purpose for which it is intended to be or is being used;	3		0	
Do you ensure that every existing place of work or means of access or egress at height is, where applicable, resting on a stable, sufficiently strong surface;	3		0	
Do you ensure that every existing place of work or means of access or egress at height is of sufficient dimensions to permit the safe passage of persons and the safe use of any plant or materials required to be used and to provide a safe working area having regard to the work to be carried out there	3		0	
Do you ensure that every existing place of work or means of access or egress at height possesses suitable and sufficient means for preventing a fall;	3		0	
	3		0	

Work at height Risk Assessment

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<p>Do you ensure that every existing place of work or means of access or egress at height possesses a surface which has no gap through which a person could fall or any material or object could fall and injure a person</p>	3		0	
<p>Do you ensure that every existing place of work or means of access or egress at height is so constructed and used, and maintained in such condition, as to prevent, so far as is reasonably practicable the risk of slipping or tripping; or any person being caught between it and any adjacent structure;</p>	3		0	
<p>Do you ensure that every existing place of work or means of access or egress at height is, where it has moving parts, be prevented by appropriate devices from moving inadvertently during work at height.</p>	3		0	
<p></p>	24	0	0	
<p>Guards-Rails, Toe-Boards, and Barriers</p>				
<p>Do you ensure that means of protection is of sufficient dimensions, of sufficient strength and rigidity for the purposes for which they are being used, and otherwise suitable;</p>	3		0	
<p>Do you ensure that means of protection is so placed, secured and used as to ensure, so far as is reasonably practicable, that they do not become accidentally displaced; and</p>	3		0	
<p>Do you ensure that means of protection is so placed as to prevent, so far as is practicable, the fall of any person, or of any material or object, from any place of work.</p>	3		0	
<p>Do you ensure that the top guard-rail or other similar means of protection shall be at least 950 millimetres or, in the case of such means of protection already fixed at the coming into force of these Regulations, at least 910 millimetres above the edge from which any person is liable to fall;</p>	3		0	

Work at height Risk Assessment

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<p>Do you ensure that toe-boards are suitable and sufficient to prevent the fall of any person, or any material or object, from any place of work</p>	3		0	
<p>Do you ensure that any intermediate guard-rail or similar means of protection is positioned so that any gap between it and other means of protection does not exceed 470 millimetres.</p>	3		0	
<p>Do you ensure that any structure or part of a structure which supports means of protection or to which means of protection are attached shall be of sufficient strength and suitable for the purpose of such support or attachment.</p>	3		0	
<p>Do you ensure that there is no lateral opening in means of protection save at a point of access to a ladder or stairway where an opening is necessary.</p>	3		0	
<p>Do you ensure that means of protection is removed only for the time and to the extent necessary to gain access or egress or for the performance of a particular task and shall be replaced as soon as practicable.</p>	3		0	
<p>Do you ensure that the task is not performed while means of protection are removed unless effective compensatory safety measures are in place.</p>	3		0	
<p></p>	30	0	0	
<p>Working Platforms</p>				
<p>Do you ensure that any surface upon which any supporting structure rests is stable, of sufficient strength and of suitable composition safely to support the supporting structure, the working platform and any loading intended to be placed on the working platform.</p>	3		0	
<p>Do you ensure that any supporting structure is suitable and of sufficient strength and rigidity for the purpose for which it is being used;</p>	3		0	

Work at height Risk Assessment

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Do you ensure that any supporting structure is, in the case of a wheeled structure, prevented by appropriate devices from moving inadvertently during work at height;	3		0	
Do you ensure that any supporting structure is, in other cases, be prevented from slipping by secure attachment to the bearing surface or to another structure, provision of an effective anti-slip device or by other means of equivalent effectiveness;	3		0	
Do you ensure that any supporting structure is stable while being erected, used and dismantled	3		0	
Do you ensure that any supporting structure is, when altered or modified, remains stable.	3		0	
Do you ensure that a working platform is of suitable and of sufficient strength and rigidity for the purpose or purposes for which it is intended to be used or is being used;	3		0	
Do you ensure that a working platform is so erected and used as to ensure that its components do not become accidentally displaced so as to endanger any person;	3		0	
Do you ensure that a working platform, when altered or modified, remains stable	3		0	
Do you ensure that a working platform is dismantled in such a way as to prevent accidental displacement.	3		0	
Do you ensure that a working platform is of sufficient dimensions to permit the safe passage of persons and the safe use of any plant or materials required to be used and to provide a safe working area having regard to the work being carried out there;	3		0	
Do you ensure that a working platform possesses a suitable surface and, in particular, be so constructed that the surface of the working platform has no gap	3		0	

Work at height Risk Assessment

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<p>Do you ensure that a working platform is so erected and used, and maintained in such condition, as to prevent, so far as is reasonably practicable, the risk of slipping or tripping</p>	3		0	
<p>Do you ensure that a working platform is so erected and used, and maintained in such condition, as to prevent, so far as is reasonably practicable, any person being caught between the working platform and any adjacent structure.</p>	3		0	
<p>Do you ensure that a working platform and any supporting structure shall not be loaded so as to give rise to a risk of collapse or to any deformation which could affect its safe use.</p>	3	0	0	
<p>45 0 0</p>				
Scaffolding				
<p>Do you ensure that strength and stability calculations for scaffolding are carried out unless a note of the calculations, covering the structural arrangements contemplated, is available</p>	3		0	
<p>Do you ensure that strength and stability calculations for scaffolding are carried out unless it is assembled in conformity with a generally recognised standard configuration.</p>	3		0	
<p>Do you ensure that the dimensions, form and layout of scaffolding decks is appropriate to the nature of the work to be performed and suitable for the loads to be carried and permit work and passage in safety.</p>	3		0	
<p>Do you ensure that while a scaffold is not available for use, including during its assembly, dismantling or alteration, it is marked with general warning signs in accordance with the Health and Safety (Safety Signs and Signals) Regulations 1996 and is suitably delineated by physical means preventing access to the danger zone.</p>	3		0	

Work at height Risk Assessment

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<p>Do you ensure that scaffolding is assembled, dismantled or significantly altered only under the supervision of a competent person and by persons who have received appropriate and specific training in the operations envisaged which addresses specific risks which the operations may entail and precautions to be taken</p>	3		0	
<p>Do you ensure that they have an understanding of the plan for the assembly, dismantling or alteration of the scaffolding concerned;</p>	3		0	
<p>Do you ensure that they have an understanding of safety during the assembly, dismantling or alteration of the scaffolding concerned;</p>	3		0	
<p>Do you ensure that they have an understanding of the measures to prevent the risk of persons, materials or objects falling;</p>	3		0	
<p>Do you ensure that they have an understanding of safety measures in the event of changing weather conditions which could adversely affect the safety of the scaffolding concerned;</p>	3		0	
<p>Do you ensure that they have an understanding of permissible loadings;</p>	3		0	
<p>Do you ensure that they have an understanding of any other risks which the assembly, dismantling or alteration of the scaffolding may entail.</p>	3		0	
	33	0	0	
<p>Personal Fall Protection Systems</p>				
<p>Do you ensure that a personal fall protection system is only used if the work can so far as is reasonably practicable be performed safely while using that system</p>	3		0	
<p>Do you ensure that a personal fall protection system is only if the use of other, safer work equipment is not reasonably practicable</p>	3		0	

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<p>Do you ensure that a personal fall protection system is only used if the user and a sufficient number of available persons have received adequate training specific to the operations envisaged, including rescue procedures.</p>	3		0	
<p>Do you ensure that a personal fall protection system is suitable and of sufficient strength for the purposes for which it is being used having regard to the work being carried out and any foreseeable loading;</p>	3		0	
<p>Do you ensure that a personal fall protection system, where necessary, fits the user;</p>	3		0	
<p>Do you ensure that a personal fall protection system is correctly fitted;</p>	3		0	
<p>be designed to minimise injury to the user and, where necessary, be adjusted to prevent the user falling or slipping from it, should a fall occur; and</p>	3		0	
<p>Do you ensure that a personal fall protection system is so designed, installed and used as to prevent unplanned or uncontrolled movement of the user.</p>	3		0	
<p>Do you ensure that a personal fall protection system is securely attached to at least one anchor, and each anchor and the means of attachment thereto is suitable and of sufficient strength and stability for the purpose of supporting any foreseeable loading.</p>	3		0	
<p>Do you ensure that suitable and sufficient steps are taken to prevent any person falling or slipping from a personal fall protection system.</p>	3		0	
<p>Do you ensure that a work positioning system is used only if the system includes a suitable backup system for preventing or arresting a fall</p>	3		0	
<p>Do you ensure that a work positioning system is used only if where the system includes a line as a backup system, the user is connected to it</p>	3		0	

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Do you ensure that a work positioning system is used only if all practicable measures are taken to ensure that the work positioning system does not fail.	3		0	
Do you ensure that a rope access or positioning technique is used only if it involves a system comprising at least two separately anchored lines, of which one ("the working line") is used as a means of access, egress and support and the other is the safety line;	3		0	
Do you ensure that a rope access or positioning technique is used only if the user is provided with a suitable harness and is connected by it to the working line and the safety line;	3		0	
Do you ensure that a rope access or positioning technique is used only if the working line is equipped with safe means of ascent and descent and has a self-locking system to prevent the user falling should he lose control of his movements	3		0	
Do you ensure that a rope access or positioning technique is used only if the safety line is equipped with a mobile fall protection system which is connected to and travels with the user of the system.	3		0	
Do you ensure that a fall arrest system incorporates a suitable means of absorbing energy and limiting the forces applied to the user's body.	3		0	
Do you ensure that a fall arrest system is not be used in a manner which involves the risk of a line being cut;	3		0	
Do you ensure that a fall arrest system is not be used in a manner where its safe use requires a clear zone (allowing for any pendulum effect), which does not afford such zone	3		0	
Do you ensure that a fall arrest system is not be used in a manner which otherwise inhibits its performance or renders its use unsafe.	3		0	
Do you ensure that a work restraint system is so designed that, if used correctly, it prevents the user from getting into a position in which a fall can occur; and	3		0	
Do you ensure that a work restraint system is used correctly.	3		0	

Work at height Risk Assessment

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	69	0	0	
<p>Collective Safeguards For Arresting Falls</p>				
<p>Do you ensure that a safeguard is only used if a risk assessment has demonstrated that the work activity can so far as is reasonably practicable be performed safely while using it and without affecting its effectiveness;</p>	3		0	
<p>Do you ensure that a safeguard is only used if the use of other, safer work equipment is not reasonably practicable; and</p>	3		0	
<p>Do you ensure that a safeguard is only used if a sufficient number of available persons have received adequate training specific to the safeguard, including rescue procedures.</p>	3		0	
<p>Do you ensure that a safeguard is suitable and of sufficient strength to arrest safely the fall of any person who is liable to fall.</p>	3		0	
<p>Do you ensure that a safeguard is, in the case of a safeguard which is designed to be attached, be securely attached to all the required anchors, and the anchors and the means of attachment thereto shall be suitable and of sufficient strength and stability for the purpose of safely supporting the foreseeable loading in arresting any fall and during any subsequent rescue;</p>	3		0	
<p>Do you ensure that a safeguard is, in the case of an airbag, landing mat or similar safeguard, be stable; and</p>	3		0	
<p>Do you ensure that a safeguard is, in the case of a safeguard which distorts in arresting a fall, afford sufficient clearance.</p>	3		0	
<p>Do you ensure that suitable and sufficient steps are taken to ensure, so far as practicable, that in the event of a fall by any person the safeguard does not itself cause injury to that person.</p>	3		0	
<p></p>	24	0	0	
<p>Ladders</p>				

Work at height Risk Assessment

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Do you ensure that a ladder is used for work at height only if it can be demonstrated that the use of more suitable work equipment is not justified because of the low risk	3		0	
Do you ensure that a ladder is used for work at height only for short duration of use	3		0	
Do you ensure that a ladder is used for work at height only if existing features on site which he cannot alter.	3		0	
Do you ensure that any surface upon which a ladder rests is stable, firm, of sufficient strength and of suitable composition safely to support the ladder so that its rungs or steps remain horizontal, and any loading intended to be placed on it.	3		0	
Do you ensure that a ladder is so positioned as to ensure its stability during use.	3		0	
Do you ensure that a suspended ladder is attached in a secure manner and so that, with the exception of a flexible ladder, it cannot be displaced and swinging is prevented.	3		0	
Do you ensure that a portable ladder is prevented from slipping during use by securing the stiles at or near their upper or lower ends;	3		0	
Do you ensure that a portable ladder is prevented from slipping during use by an effective anti-slip or other effective stability device	3		0	
Do you ensure that a portable ladder is prevented from slipping during use by any other arrangement of equivalent effectiveness.	3		0	
Do you ensure that a ladder used for access is long enough to protrude sufficiently above the place of landing to which it provides access, unless other measures have been taken to ensure a firm handhold.	3		0	
Do you ensure that no interlocking or extension ladder is used unless its sections are prevented from moving relative to each other while in use.	3		0	

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Do you ensure that a mobile ladder is prevented from moving before it is stepped on.	3		0	
Do you ensure that, where a ladder or run of ladders rises a vertical distance of 9 metres or more above its base, there is, where reasonably practicable, provided at suitable intervals sufficient safe landing areas or rest platforms.	3		0	
Do you ensure that every ladder shall be used in such a way that a secure handhold and secure support are always available to the user	3		0	
Do you ensure that every ladder shall be used in such a way that the user can maintain a safe handhold when carrying a load unless, in the case of a step ladder, the maintenance of a handhold is not practicable when a load is carried and can be demonstrated that the use of a stepladder is justified	3		0	
	45	0	0	
<p>Particulars To Be Included In A Report Of Inspection</p>				
Do you ensure that the inspection report includes the name and address of the person for whom the inspection was carried out	3		0	
Do you ensure that the inspection report includes the location of the work equipment inspected.	3		0	
Do you ensure that the inspection report includes a description of the work equipment inspected.	3		0	
Do you ensure that the inspection report includes the date and time of the inspection.	3		0	
Do you ensure that the inspection report includes details of any matter identified that could give rise to a risk to the health or safety of any person.	3		0	
Do you ensure that the inspection report includes details of any action taken as a result of any matter identified in paragraph 5.	3		0	

Work at height Risk Assessment

Question Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant	Potential Score	Score	% Performance	Comments
Do you ensure that the inspection report includes details of any further action considered necessary.	3		0	
Do you ensure that the inspection report includes the name and position of the person making the report.	3		0	
	24	0	0	