# Risk Assessment

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| **Procedure** | Working at Height |

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| **Name(s) of person performing the work** | Users (BioEscaltor Staff & Tenants & Licensee's) | | |
| **Name & position of assessor** | Khwaja Islam & Laboratory Manager | **Signature** | |
| **Date of assessment** | 08/10/2019 | **RA Number** | BioE 0037 |

## Outline of procedure / activity:

More than 4000 people a year in the UK suffer major injuries from falls while working at height and it is a major cause of workplace death. While the majority of these incidents occur in construction, other sectors of employment are also affected. For instance, HSE data for the education sector shows that in the last six years there have been five deaths and over 3000 injuries due to falls from height. Most of the major injuries were associated with falls of less than two metres.

The Work at Height Regulations 2005 came into force on 6th April 2005 and supersedes all previous regulations. The regulation is to prevent death and injury caused by a fall from height. The main aim of the regulations is to encourage the avoidance of working at height if possible and where it cannot be avoided to use the best practicable means of ensuring the safety of those working at heights.

Employers and those in control of any work at height activity must make sure work is properly planned, supervised and carried out by competent people. This includes using the right type of equipment for working at height. Low-risk, relatively straightforward tasks will require less effort when it comes to planning.

Employers and those in control must first assess the risks. Employees have general legal duties to take reasonable care of themselves and others who may be affected by their actions, and to co-operate with their employer to enable their health and safety duties and requirements to be complied with.

Refer to University Policy Statement S3/11 'Work at Height'.

**What is 'work at height'**

A place is 'at height' if a person could be injured falling from it, even if it is at or below ground level. 'Work' includes moving around at a place of work (except by a staircase in a permanent workplace). For example using a kick stool to reach books, stationery, equipment, cables, etc. in an office would be working at height.

**How does this affect work in BioEscalator?**

In reality, the only work that is likely to come under this legislation in BioEscaltor is the use of kick stools, step stools, and stepladders to reach items that are stored at height. A step stool is a small stepladder of stool height typically with two steps and a seat; unlike a stepladder, it does not have a safety rail.

If non-BioEscaltor based staff (estates or contractors) have to work at height, they should provide their own written risk assessment for the work but will still be required to abide by the measures to control risk in this document because of the potential hazards to others in and around the building.

**Things to consider**

- Do you need to store items at height? Place as many items as possible, especially those that are frequently, at a height that you can reach easily without over stretching.
- If you have to store, items at height ensure you can place a kick stool directly in front of the shelving or cupboard.
- Only place items you can easily handle at height; they must not be too heavy or bulky for you to lift.
- Do not step off a kick stool whilst carrying anything other than a small load. If you do not have a suitable surface to place your load on whilst still on the kick stool, ask someone to assist you by taking the load from you.
- Do not use a chair, lab or office chair to reach items at height.
- Ensure the kick stool is of sufficient height for the job in hand.
- Wear sensible shoes, never use a kick stool when wearing loose fitting or high-heeled shoes.
- Always have both feet on the step stool never have one foot on the stool and the other on another object such as desk or bench.
- Never use a ladder in a closed position.
- Ensure the locking catches are properly engaged on a stepladder.
- Do not reach over.
- Always lift items from directly in front of you; do not twist to reach.
- Only class 1 heavy duty step ladders should be used. Class 3 domestic ladder is not recommended for work purposes.
- Return all kick stools to their storage location.

## Potential hazards

| Substance or item handled | Associated Hazard (s) | Existing Control Measures | Risk (L/M/H) | Further Action required | Risk (L/M/H) |
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| To reach items that are stored at height. | Falling from height.<br><br>Falling object onto people nearby. | Use kick stool provided.<br><br>Adequate training provided for work involving at height.<br><br>Before using a kick stool, ensure the area is safe; check for things like cables, litter, boxes etc. on the floor and whether the floor is wet.<br><br>Ensure it is placed on a firm level surface.<br><br>Ensure staff can get safely to and from where they work at height.<br><br>Ensure equipment is suitable, stable and strong enough for the job, maintained and checked regularly. | L | No further action required if the existing control measures are adhered to. | L |

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| | | Kick stool is checked for mud, grease or anything else that might make them slippery.<br><br>Suitable footwear must be worn which is fit for the task in hand. Do not wear high-heel shoes. | | | |
| Use of kick stool. | Mechanical failure – risk of injury from faulty kick stool. | All kick stools within the BioEscaltor are tested/maintained on an annual basis.<br><br>Visually inspect equipment before using it and in good condition.<br><br>Check that it has been subject to an annual inspection check and is free from all obvious defects.<br><br>Report any defects or concerns about the equipment to the BioEscaltor Safety Officer. | L | No further action required if the existing control measures are adhered to. | L |

## Persons potentially at risk:

Only the user or others near by

## Action in event of an accident or emergency:

1. **Fire**: raise the fire alarm and evacuate the area. Use correct fire extinguisher if you have been trained and it is safe to do so.

## Arrangements for monitoring effectiveness of control:

Daily inspection of kick stool by lab technician.

## **Review of the Risk Assessment**:

| | | | |
|---|---|---|---|
| Date of review | | Name of reviewer | |
| Date of next review | | Signature | |

Have the control measures been effective in controlling the risk?

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| Yes | No |

Have there been any changes in the procedure or in the information available which affect the estimated level of risk from the listed substances

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| Yes | No |

What changes to the control measures are required?

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## Declaration by Tenant/Licensee/Technician:

I confirm that I have read this Risk Assessment and that I understand the hazards and risks involved and will follow all of the safety procedures stated. Where PPE has been identified as a control measure, I will ensure that it is worn.

## Declaration by Laboratory Manager (LM):

I confirm that the tenant/licensee/BioEscaltor staff who has signed below is competent to undertake the work. My counter-signature indicates that I am happy for the work to proceed.

| Name (Please print) | Signature | LM Countersignature | Date |
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