

Working at Heights

Hazard Identification Checklist

This checklist is provided to help managers identify hazards and risks associated with working at height. **IT IS NOT A RISK ASSESSMENT** and it is by no means an exhaustive list.

Please answer all of the following questions. If any shaded box is ticked when answering to a question, this indicates that a risk is present and you should transfer it onto a General Risk Assessment Form for further analysis.

For further advice and guidance see the Corporate Health and Safety Website

<https://www.westlothian.gov.uk/article/2197/Health-and-Safety>

Workplace / WAH Location:	
Date of Assessment:	
Name of Assessor:	
Job Title:	

	Yes	No	N/A	Comments
1. Is working at heights avoidable? (consider alternatives, e.g. provision of long handled equipment)				
2. If staff have to work at height, is appropriate access equipment is available?				
3. Have you considered if staff should be working on a scaffold or platform rather than ladders or steps?				
4. Will there be any risk of asbestos dust, disturbance or settlement? (see premises asbestos register)				
5. Do any services (e.g. gas, electricity) need to be isolated before work commences?				
6. Is there any risk from overhead cables?				

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	Yes	No	N/A	Comments
7. Will there be any reason to vacate the building or area as a result of the work activity?				
8. Is there a risk to any other premises users as a result of the task?				
9. Is there a risk from / to passing people?				
10. Do other premises users need to be informed of the work?				
11. Is there a need for an emergency/contingency /rescue plan?				
12. Is there a need to vacate adjacent rooms?				
13. Is there a risk of fall from ground level? eg into a cellar				
14. Are steps and ladders of commercial standard rather than of domestic quality?				
15. Have all staff who work at height read ' <i>Safe use of Ladders and Stepladders</i> ' document from website before commencing?				
16. Have staff who are required to work at height been appropriately trained?				
17. Have staff been informed of the requirement to visually inspect access equipment before use?				
18. Is access equipment inspected, maintained and monitored as manufacturers' guidelines?				
19. Do staff understand their own responsibilities to report defects, comply with instructions and follow agreed procedures?				
20. Have warning signs / cones /barriers around access equipment been considered?				
21. Are there risks from weather conditions?				
22. Are there risks from materials when working at heights? eg sheet heavy awkward material				
23. Is there a risk from the use of tools/electricity (trailing cables, falling tools etc)?				
24. Has the correct PPE been identified ?				
25. Is there a risk from passing vehicles?				
26. Is traffic control required?				
27. If staff work in areas that exposes them to falls from heights are appropriate precautions required? eg harnesses/restraint systems				

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	Yes	No	N/A	Comments
28. Will the work cause a potential risk from a fragile roof surface? eg working near rooflights				
29. Are warning signs displayed on buildings with fragile roof surfaces?				
30. If you have fragile roof surfaces, are any further precautions required to prevent unauthorised access by the public?				
31. Does the fire alarm test need to be considered for when working at heights?				
32. Should the work at height be undertaken out of normal hours?				
33. Are there risks from lone working?				
34. Is the amount of supervision adequate?				
35. Have you considered if the work should be undertaken by specialists?				

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