

Work at Height

Guidance for Schools

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1. Statement of purpose/objectives

This guidance supports local authority-maintained school's in meeting the requirements of the Work at Height Regulations 2005. Shropshire Council, as the employer, retains overall responsibility for health and safety, while the governing body and headteacher must ensure that risks associated with work at height are effectively managed within the school so far as responsibilities and resources have been delegated to them.

2. Scope

This guidance applies to all work at height undertaken at or on behalf of a local authority-maintained school. It covers school employees, including teaching and support staff, temporary and agency workers, volunteers, governors where acting on behalf of the school, contractors

and any other persons who may plan, organise, supervise or carry out work at height. It also applies to work that could affect pupils, visitors, parents, contractors or members of the public.

3. Definition of Working at Height

Work at height means work in any place where, if there were no precautions in place, a person could fall a distance liable to cause personal injury. For example, you are working at height if you:

- are working on a ladder or a flat roof
- could fall through a fragile surface
- could fall into an opening in a floor or a hole in the ground

Examples include work from ladders, stepladders, mobile access towers, scaffolds, platforms, roof areas, near unprotected edges, through openings or fragile surfaces, or where a person could fall into a hole, excavation or pit.

4. Implementation of the Working at Height Regulations

For a local authority-maintained school, Shropshire Council is the employer and retains the overarching legal duty to ensure, so far as is reasonably practicable, the health, safety and welfare of employees and others affected by school activities. The governing body provides strategic oversight and must monitor that effective arrangements are in place. The headteacher is responsible for implementing this guidance through the school's delegated management structure, including the planning, authorisation, supervision and monitoring of work at height. Staff and contractors also have duties to cooperate, follow agreed controls and avoid placing themselves or others at risk.

The **duty holder** for a particular activity is the person who has been given responsibility to plan, organise or authorise that work. In most schools this will be the headteacher, school business manager, premises manager, site manager or another competent person formally appointed by the headteacher. The duty holder must ensure that work at height is avoided wherever reasonably practicable. Where it cannot be avoided, a suitable and sufficient risk assessment and, where necessary, a safe system of work must be completed and authorised before work begins.

5. Roles and Responsibilities

Shropshire Council, as the employer, is responsible for ensuring:

- A suitable corporate framework, competent advice and guidance are available to maintained schools for managing work at height.
- Responsibilities delegated to governing bodies, headteachers and other school managers are clearly communicated.
- Compliance and significant work at height risks are monitored through appropriate assurance, audit and reporting arrangements.

The governing body is responsible for ensuring:

- The school has effective arrangements for implementing this guidance and managing work at height risks.
- The headteacher and relevant school managers have access to suitable training, competent advice and sufficient resources.

- Implementation is monitored through reports, inspections, audits, incident information and the governing body's health and safety assurance arrangements.

The headteacher, supported by the school business manager, premises manager, site manager and other delegated managers or supervisors, is responsible for ensuring that work at height is properly planned, risk assessed, authorised, controlled and monitored. These responsibilities include:

- Identifying employees and others who may be exposed to work at height hazards.
- Ensuring that employees receive suitable information, instruction and training relevant to the work at height activities they undertake.
- Ensuring that equipment used for work at height is suitable, properly assessed, inspected as required, and that safe working practices are communicated to employees before use.
- Monitoring employees and contractors to ensure that safe working methods, appropriate control measures, personal protective equipment, exclusion zones, task rotation and suitable rest breaks are implemented where required by the risk assessment.
- Reporting unresolved health and safety concerns, defects, incidents or near misses to the Health and Safety Team where further advice or support is required.
- Ensuring that work equipment is assessed for suitability before it is purchased, hired or brought into use.

Property Services Group (PSG) and school-managed premises arrangements must ensure that work at height is appropriately controlled. Where work is commissioned through PSG, PSG is responsible for its contractor-management arrangements. Where the school commissions work directly under delegated authority, the headteacher or nominated school manager is responsible for ensuring that suitable contractor controls are in place. (See Section 17 Contractors)

The **Health and Safety Team** is responsible for providing competent advice and support on the management of work at height risks. This includes:

- Providing advice and guidance to managers on the assessment and effective control of work at height risks.
- Supporting the development, review and implementation of the arrangement and associated guidance where required.
- Advising on risk assessment, safe systems of work, competence, training, equipment selection and control measures for work at height activities.
- Monitoring compliance with the arrangement and guidance through premise inspections, site visits and team audits.
- Monitoring incident trends, near misses or recurring issues related to work at height and recommending improvements where appropriate.

6. Assessment of risk from working at height

The headteacher must ensure, on behalf of the school and within the authority delegated by Shropshire Council, that risks arising from work at height are assessed by a competent person. The assessment must be suitable and sufficient, specific to the task, school location and equipment being used, and must consider employees, pupils, visitors, contractors and any

other persons who may be affected. Low-risk, relatively straightforward tasks will require less effort when it comes to planning.

The assessment must apply the work at height hierarchy of control set out in the Work at Height Regulations 2005 (regulation 6). This means the assessment should demonstrate that the following options have been considered in order of priority:

1. Avoid work at height wherever reasonably practicable – Do as much work as possible from the ground.
2. Prevent falls where work at height cannot be avoided.
3. Minimise the distance and consequences of a fall where a risk remains.

The HSE have produced a simple [step-by-step guide](#) to help you control risks when working at height. The Working at Height STEP assessment procedures is available in Appendix 4

Identification of Hazards

The assessment should identify hazards associated with:

- Workers can get safely to and from where they work at height.
- Ensure equipment is suitable, stable and strong enough for the job, maintained and checked regularly.
- Make sure you don't overload or overreach when working at height.
- Falling objects or materials.
- Fragile surfaces, rooflights or roof coverings.
- Unsafe access and egress.
- Adverse weather conditions.
- Uneven, unstable or slippery surfaces.
- Proximity to vehicles, pedestrians, doors or public areas.
- Overhead services, including electrical conductors.
- Equipment failure or misuse.
- Manual handling of equipment and materials.
- Emergency evacuation and rescue procedures.
- Lone working arrangements where applicable.

Selection of Work Equipment

The assessment should identify the most appropriate equipment for the task, such as:

- Ladders or stepladders.
- Mobile access towers.
- Mobile Elevating Work Platforms (MEWPs).
- Scaffolding.
- Fixed platforms.

Competence and Training

The assessment should confirm that persons involved:

- Have received appropriate training.
- Are competent to undertake the activity.
- Understand the control measures.

- Have been instructed in the safe use of equipment.
- Are adequately supervised where necessary.

Inspection and Maintenance Requirements

The assessment should identify:

- Pre-use inspection requirements.
- Formal inspection frequencies.
- Equipment registers where applicable.
- Defect reporting procedures.
- Arrangements for removing defective equipment from service.

Personal Protective Equipment (PPE)

Where identified by the assessment, suitable PPE should be specified. (See Section 10 Personal Protective Equipment).

The assessment should recognise that PPE is the last line of defence and should not be relied upon in place of higher-order controls.

Emergency and Rescue Arrangements

The assessment must identify emergency arrangements, including:

- How assistance will be summoned.
- First aid arrangements.
- Rescue procedures where fall protection systems are used.
- Communication arrangements.
- Incident and near-miss reporting requirements.

Emergency planning should be proportionate to the level of risk and must not rely solely on the emergency services.

The assessment must be reviewed where there is reason to believe it is no longer valid, where significant changes have occurred, or following an accident, incident or near miss. A record of the risk assessment must be retained while it remains relevant and for three years after it has been superseded or is no longer required.

7. Safe system of work

A safe system of work must be established for all work at height activities. This should set out the safe method for carrying out the task and identify the controls required to prevent harm to employees, contractors, volunteers and any other persons who may be affected by the work.

The safe system of work should include:

- Reference to the relevant work at height risk assessment and control measures.
- Selection and safe use of suitable access equipment.
- Arrangements for inspection, maintenance and pre-use checks of equipment.
- Controls for fragile surfaces, falling objects, adverse weather and public access.
- Communication of hazards, precautions and emergency arrangements to those involved.
- Supervision arrangements based on the level of risk and complexity of the task.

- Procedures for reporting defects, incidents, near misses or unsafe conditions.
- Arrangements for stopping work if conditions change or if safe working practices are not being followed.

The safe system of work must be kept under review, including when circumstances change, including after incidents, defects, changes in personnel, methods, location or weather, or where controls are not effective or followed.

8. Information, instruction, training and supervision

The headteacher must ensure that school employees, volunteers and any other persons undertaking work at height on behalf of the school receive suitable information, instruction, training and supervision before carrying out the task. Contractors must provide evidence of competence and follow the school's site arrangements. Information must include the findings of the relevant risk assessment, identified hazards, required control measures, emergency procedures and the correct use of equipment. The person authorising or supervising the work must confirm that those involved are competent and that safe working practices are followed.

Information and Instruction

The school must ensure that all persons who may undertake, organise, authorise or supervise work at height are provided with relevant information and instructions, including:

- The findings of work at height risk assessments and any safe systems of work.
- The hazards associated with the task and the measures required to control the risks.
- The correct selection, use, inspection, storage and maintenance of work at height equipment.
- Emergency arrangements and reporting procedures for defects, incidents and near misses.

Information will be communicated through risk assessments, safe systems of work, toolbox talks, training sessions and written guidance.

Training

Under the Work at Height Regulations 2005, anyone undertaking, planning, organising or supervising work at height, or using related equipment, must be competent. Trainees must be supervised by a competent person until they demonstrate competence.

The headteacher must ensure that school employees receive suitable and sufficient training appropriate to their role, the task, equipment and level of risk. Relevant staff may be enrolled on Shropshire Council face-to-face training or eLearning through Leap into Learning, or on suitable specialist training provided by a competent external provider.

Training requirements will be identified through risk assessment and **may** include:

- Working at Height awareness training.
- Safe use of ladders, stepladders and step stools (see Section 18 Step Stools).
- Inspection and pre-use checking of access equipment.
- Risk assessment and safe system of work development.
- Specialist training for higher-risk work at height activities, such as:
- Mobile Elevating Work Platforms (MEWPs);

- Mobile access towers (PASMA);
- Fall restraint systems;
- Fall arrest systems.

Refresher training must be provided at suitable intervals (3 years max) and following significant changes in activities & equipment used, legislation or risk assessments, or after an incident, near miss or evidence of unsafe practice. The headteacher must ensure that training and competence records are maintained and monitored by the school.

Supervision

Appropriate supervision will be provided based on the level of risk, complexity of the task, experience of the employee and the equipment being used. Supervisors must ensure the safe system of work is understood, followed and remains effective.

The headteacher/duty holder is responsible for:

- Ensuring risk assessments and safe systems of work are implemented.
 - Confirm that the correct equipment is being used.
 - Confirm that pre-use checks have been completed.
 - Check that control measures are in place and remain effective.
 - Ensure exclusion zones and access controls are maintained.
- Stop work if conditions change or unsafe practices are identified.
- Ensuring work at height equipment is used correctly and only by authorised persons.
- Ensuring defects, hazards and incidents are reported and acted upon promptly.
- Providing additional supervision where employees are inexperienced, newly trained or undertaking unfamiliar tasks.

Supervision may include pre-start briefings, toolbox talks, direct observation, spot checks, site walkabouts, review of pre-use checks, monitoring of exclusion zones and confirmation that controls remain in place.

9. Competence

A competent person is someone who has the necessary skills, knowledge, training, experience and capability to plan, organise, supervise or carry out a specific work at height activity safely. Competence must be proportionate to the task, equipment, working environment and level of risk involved.

In the case of low-risk, short duration tasks (short duration means tasks that take less than 30 minutes) involving ladders, competence requirements may be no more than making sure employees receive instruction on how to use the equipment safely (eg how to tie a ladder properly) and appropriate training.

The headteacher/duty holder must ensure that competent persons are selected for work at height activities and that those carrying out the work are suitably trained, authorised and able to follow the required control measures and safe system of work. Any necessary personal protective equipment or work at height equipment must be provided, used correctly and inspected as required.

Competence may be achieved through a combination of:

- Appropriate training.
- Relevant knowledge and understanding.
- Practical experience.
- Physical capability to undertake the task safely.

Employees must only undertake work at height activities for which they have been trained and authorised.

10. Personal Protective Equipment

Shropshire Council, as employer, must ensure that personal protective equipment is provided free of charge to employees where identified as necessary. At school level, the headteacher must ensure that suitable PPE is available for relevant employees, is appropriate to the task, individual user and school environment, and is selected in accordance with the work at height risk assessment.

PPE should not be relied upon as the primary means of controlling work at height risks where higher-order controls, such as avoiding work at height, preventing falls or using collective protection, are reasonably practicable. Where PPE is required, it must be used alongside other control measures and in accordance with any manufacturer's instructions, relevant training and safe working procedures.

PPE for work at height may include safety footwear, safety helmets and fall prevention or fall protection equipment such as harnesses, lanyards, fall restraint systems or fall arrest systems. Fall restraint and fall arrest equipment must only be used by persons who have received appropriate training and are competent to inspect, fit and use the equipment safely.

Managers and supervisors must ensure that PPE is available, correctly used, inspected, maintained, stored appropriately and replaced where damaged, defective, expired or no longer suitable. Employees must report any defects or concerns with PPE immediately and must not use equipment that is damaged or unsuitable.

11. Safe use and management of ladders

When to use a ladder

Ladders and stepladders may be suitable for some work at height activities where their use can be justified by a suitable and sufficient risk assessment.

Ladders should only be used where safer alternatives are not reasonably practicable and the task is low risk and of short duration, generally no more than 30 minutes, or where existing site conditions make other equipment unsuitable. The risk assessment must record why a ladder is appropriate and identify any controls needed to ensure it is used safely.

Ladder specifications

New ladder classifications came into force in January 2019. Any new ladders purchased for workplace use must conform to the updated classification of EN 131 Professional.

Existing older ladders labelled as BS 2037 or BS 1129 Class 1 (Industrial) or Class 2 (light trade) remain acceptable where they are suitable, maintained and inspected.

Ladders classified as Class 3 or EN 131 Non-Professional are for domestic use only and are not suitable for workplace use. Managers and supervisors must ensure that such ladders are removed from use, disposed of appropriately and replaced with suitable equipment where required.

12. Records of inspection for work at height equipment

The headteacher/duty holder must ensure that the school keeps required inspection records for work at height equipment in accordance with the Work at Height Regulations 2005 and the Provision and Use of Work Equipment Regulations 1998 (PUWER). This includes relevant records for ladders and stepladders; working platforms used as a place of work or means of access or egress, including fixed scaffolds, mobile access towers and Mobile Elevating Work Platforms (MEWPs); and collective protection such as guard rails, toe-boards, barriers and similar safeguards. Where equipment is owned, supplied or managed by PSG or a contractor, responsibilities for inspection and access to records must be agreed before use.

Ladder safety checks

Ladders must be subject to suitable, regular documented management inspections. Inspection arrangements should take account of the guidance in Appendix 1. The ladder inspection checklist in Appendix 2 should be used to support these inspections.

Each ladder must be individually identified and recorded on an equipment or ladder register. The register should include:

- The make, type or description of the ladder.
- The duty, weight or class rating.

Arrangements must be in place for reporting and managing defects. Where a defect is identified, the ladder must be taken out of use until it has been repaired by a competent person or disposed of and replaced where necessary.

A pre-use check must be carried out before each use to confirm that the ladder is safe and suitable for the task.

Working platform safety checks

Any working platform used for construction work and from which a person could fall more than 2 metres must be inspected:

- After assembly in any position;
- After any event, liable to have affected its stability;
- At intervals not exceeding seven days.

Where it is a mobile platform, a new inspection and report is not required every time it is moved to a new location on the same site.

13. Fragile surfaces

The headteacher/duty holder responsible for planning, organising or supervising work at height must ensure that the risks associated with fragile surfaces are considered before work starts:

- **Avoidance first:** Work on or near fragile surfaces must be avoided wherever reasonably practicable.

- **Definition:** A fragile surface is any surface that may fail under the weight of a person or materials being carried.
- **Examples:** Rooflights, fibre-cement sheets, corroded metal sheets, glass, slates, tiles, liner panels, or any surface not confirmed as non-fragile by a competent person.
- **Risk assessment required:** No one should go onto or near a fragile surface unless it is the only reasonably practicable method and a suitable and sufficient risk assessment has been completed.
- **Assessment considerations:** The risk assessment must consider the task, location, access, equipment, weather, supervision, emergency arrangements and risks to others.
- **Controls:** Where work cannot be avoided, suitable controls must be used, such as safe access routes, crawling boards, working platforms, coverings, guard rails, edge protection, fall restraint, fall arrest systems or safety nets.
- **Reduce fall risk:** Any remaining fall risk must be reduced to the lowest level reasonably practicable, including reducing the distance and consequences of a fall.
- **Communication and supervision:** Hazards, precautions and danger areas must be clearly communicated, with warning notices displayed where practicable.
- **Stop unsafe work:** Work must be authorised, supervised and stopped immediately if conditions change or safe working arrangements are not followed.

14. Falling objects from height

The headteacher/duty holder responsible for planning, organising or supervising work at height must take all reasonably practicable steps to prevent objects or materials from falling where this could cause injury. Where the risk of falling objects cannot be completely eliminated, suitable measures must be put in place to ensure that people are protected from injury.

The school must ensure that objects, tools, equipment and materials are not:

- Thrown, dropped or tipped from height where this could injure any person.
- Stored, stacked or positioned in a way that could allow them to fall, move or otherwise cause injury.

Where there is a risk of a person being struck by a falling object or by another person, the affected area must be clearly identified and, where reasonably practicable, cordoned off to prevent unauthorised access. Suitable warning signs or barriers should be used where necessary.

15. Fall prevention

The headteacher/duty holder responsible for planning, organising or supervising work at height, must take all reasonably practicable steps to ensure that suitable work equipment is selected and provided to prevent falls from height wherever reasonably practicable. Priority must be given to collective protection measures, such as guard rails, edge protection and working platforms, before relying on measures that only reduce the distance or consequences of a fall, such as safety nets or airbags, or measures that provide individual protection only.

16. Unauthorised access

The headteacher/duty holder must ensure that unauthorised access to any work at height danger zone or restricted area on the school site is prevented. Controls must take account of

the presence and foreseeable behaviour of pupils, including during lessons, movement times, breaks, lunchtimes, clubs, lettings and community use. The level of control required must be proportionate to the nature of the work, location, likelihood of entry and potential consequences if controls fail.

Suitable access control measures may include physical barriers, Heras fencing, locked doors or gates, removal or securing of ladders and access equipment, temporary barriers, cones, signage or a permit-to-work system for higher-risk activities. Where work is carried out in areas used by employees, service users, pupils, visitors, contractors or members of the public, additional controls may be required to keep people away from the work area and any risk from falling objects.

Warning signs must be displayed at all relevant access points and should clearly identify the hazard and any restrictions in place. Access routes, exclusion zones and barriers should be checked before work starts and monitored during the activity to ensure they remain effective.

Arrangements for preventing unauthorised access should be reviewed if conditions change, if barriers are moved or damaged, if public access increases, or if the work activity changes. Work must be stopped where unauthorised access cannot be effectively controlled.

17. Contractors

Contractors undertaking work at height at or on behalf of the school must be competent and able to demonstrate that the work will comply with the Work at Height Regulations 2005.

Where a contractor is appointed through PSG, the school must cooperate with PSG and follow the agreed communication and site-control arrangements. Responsibilities must be agreed for authorising, coordinating and monitoring the work; providing relevant site information; controlling access to the work area; and stopping work where unsafe conditions or practices are identified.

Where the school appoints a contractor directly under delegated authority, the headteacher or duty holder must undertake proportionate competence checks before work begins, taking account of the level of risk and complexity of the task.

Contractors must provide suitable and sufficient risk assessments and, where required, method statements before undertaking work at height. These documents must be specific to the task, location, equipment and persons affected by the work, and must show how the hierarchy of control has been applied by avoiding work at height where reasonably practicable, preventing falls where work at height cannot be avoided, and minimising the distance and consequences of any remaining fall risk.

The school must provide contractors with relevant information about site-specific hazards and arrangements that may affect the work. This may include access and egress arrangements, fragile surfaces, rooflights, unprotected edges, falling-object risks, asbestos information where relevant, emergency procedures, vehicle or pedestrian routes, vulnerable building users, restricted areas, permit-to-work requirements (including Hot Work) and any local rules that apply to the site.

Contractor activities must be coordinated so that risks to school employees, pupils, visitors, parents, community users, members of the public and other contractors are controlled. Where

more than one contractor, school manager or Council service is involved, responsibilities for planning, supervision, communication, access control, exclusion zones, safeguarding interfaces and emergency arrangements must be clearly agreed before work begins.

Contractors must receive any site induction or briefing needed for the work and must follow the agreed risk assessment, method statement, permit conditions, site rules and this guidance. Equipment brought onto site must be suitable, maintained, inspected where required and used only by competent persons. Contractors must report defects, incidents, near misses or changes in site conditions promptly to the manager responsible for the work.

Appropriate arrangements must be in place to monitor contractor activities in a proportionate way to confirm that the agreed controls remain effective and are being followed. Monitoring may include pre-start checks, review of permits or documents, site walkabouts, spot checks, confirmation that exclusion zones are maintained and discussion with the contractor's supervisor. Work must be stopped immediately where unsafe practices, uncontrolled risks or significant changes to the planned work are identified.

Records relating to contractor work at height should be retained in accordance with local procedures. These may include contractor competence checks, risk assessments, method statements, permits, induction or briefing records, inspection records, monitoring notes, incident reports and any agreed actions or changes to the work.

18. Is work at height training required to use a mobile step stool (kick step)?

A mobile step stool, also known as a kick step, is not classed as a ladder and does not present the same level of stability risk as a freestanding ladder. Formal work at height training is therefore not normally required before use. However, users should receive simple instruction on safe operation, either during induction, through local briefing or as part of routine toolbox talks following the manufacturer's instructions.

Kick steps are designed to remain stable and not move when weight is applied and not require three points of contact when used.

As with any work equipment, users must be familiar with the equipment before using it.

Users should wear footwear that provides suitable grip and avoid clothing that could catch when stepping on or off the stool.

The step stool should be moved into the correct position rather than overreaching. Users should also avoid carrying items in both hands when stepping onto or off the stool.

Kick steps usually have a rubber base that provides stable contact with the floor and helps prevent slipping. If the rubber is damaged and stability may be affected, the equipment should be taken out of use and repaired or replaced.

A kick step must not be used if damaged rubber or any other defect could allow it to move during use.

19. Access to information, advice and support

For health and safety advice or support, please contact Shropshire Council's Health and Safety Team on (01743) 252819.

[The Ladder Association](#)

HSE:

[Working at Height – A brief guide](#)

[Working at Height, Step-by-step guide](#)

Appendix 1: Frequency of ladder inspections

Inspection frequency should be based on how often the ladder or stepladder is used, the working environment, manufacturer's instructions and the findings of the relevant risk assessment. As a guide:

- Ladders and stepladders must be visually checked by the user before use each working day. A written record is not required for these pre-use checks.
- Ladders and stepladders in daily use should be subject to a formal visual inspection every three months. Records of the inspection must be kept, and the ladder should be marked or labelled to show its inspection status.
- Ladders and stepladders used approximately once a week should be subject to a formal visual inspection every six months. Records of the inspection must be kept, and the ladder should be marked or labelled to show its inspection status.
- Ladders and stepladders used approximately once a month should be subject to a formal visual inspection every twelve months. Records of the inspection must be kept, and the ladder should be marked or labelled to show its inspection status.
- Ladders and stepladders must also be inspected after any exceptional circumstances that could affect their safety.

Note: Ladders that form part of a scaffold system, or are used on a construction site, must be inspected at intervals not exceeding seven days.

Detailed visual inspections checks should include:

- **Feet** – check that they are present, secure and in good condition. Missing, worn or damaged feet could cause the ladder to slip. When moving from soft, loose or dirty ground to a smooth, solid surface, check that the feet themselves, not soil, stones or other debris, are in contact with the ground.
- **Stiles** (Side rails) – check that they are not bent, twisted, damaged or loose, as this could cause the ladder to buckle or collapse.
- **Rungs** (Steps or treads) – check that they are not bent, worn, missing or loose and that they are free from contamination that could make them slippery, as this could cause the ladder to fail or user to fall.
- **Locking bars/mechanism** – check that it operates correctly and that components or fixings are not bent, worn or damaged. Ensure any locking bars or mechanisms are fully engaged before use.
- **Fixings** – check that all fixings are secure including cracked or damaged welded joints, loose rivets or damaged stays as this could cause the ladder or stepladder to fail.
- **Stepladder platform** – check that it is not split, buckled or damaged and that it locks into position correctly as this could make the stepladder unstable or otherwise cause the user to become distracted, leading to a fall.

If any defect is identified, the ladder or stepladder must not be used. It must be reported to the manager and taken out of service until repaired by a competent person or replaced.

Appendix 2

Leaning Ladder & Step Ladder Safety Checklist

Checklist item	Yes / No / NA	Action required / comments
Has the ladder a unique identification number/tag?	☐ Yes ☐ No	ID No. :
Does the ladder have a sign/label indicating the duty rating and class?	☐ Yes ☐ No	
Ladder purchased before 2019: Is the duty rating class 1 Industrial or Class 2 Light Trade (suitable for light & occasional use) (Class 3 Domestic is prohibited for use in the workplace)	☐ Yes ☐ No ☐ N/A	Rating:
Ladder purchased 2019 onwards: The duty rating EN 131 Professional (EN 131 Non-Professional is prohibited for use in the workplace)	☐ Yes ☐ No ☐ N/A	
Stiles (side rails) are in good condition: Not bent, twisted, split, cracked, corroded or otherwise damaged.	☐ Yes ☐ No	
Rungs are secure, not excessively worn and undamaged.	☐ Yes ☐ No	
Rungs are clean, free from oil, mud, grease or other contamination.	☐ Yes ☐ No	
Feet are present, secure, undamaged, clean and suitable for the surface.	☐ Yes ☐ No ☐	
Fixings are all secure, no cracks or damaged welded joints, loose rivets or other damage.	☐ Yes ☐ No	
Height locking mechanisms operate correctly and are free from damage. (Leaning ladder only)	☐ Yes ☐ No ☐ N/A	
Locking bars, hinges, stays, platforms and spreaders are secure and operate correctly. (Step ladder only)	☐ Yes ☐ No ☐ N/A	
The ladder is cleaned, stored securely, protected from damage, and removed from use if defective.	☐ Yes ☐ No ☐	
Date Complete:	Completed by:	Signature:

Appendix 3 Common causes of Falls from Ladders and Fragile Surfaces

Common causes of falls from ladders include those where:	You can help prevent this type of fall if you:
The user over-reaches	Keep your body centred within the ladder & always keep three points of contact with the ladder.
The user slips from the ladder	Keep the rungs clean and in good condition. Wear non-slip footwear, if necessary clean the soles before using the ladder. Are fit & able to work at height. Are trained to use a ladder.
The ladder wobbles, slips and falls	Check the feet of the ladder daily. Position the ladder correctly on a firm, level surface. Consider the use of a ladder stabiliser. Fasten the ladder at top and bottom. Rest the ladder on a firm surface at the top.
The ladder breaks	Position the ladder properly, use the 1 in 4 rule for leaning ladders. Do not exceed the maximum weight limit on the ladder. Only carry light materials or tools (up to 10kg)
Inclement weather conditions	Do not use ladders in icy weather or high or gusty wind conditions/storms etc...

Roof work is high risk and falls from roofs, through fragile roofs and **fragile roof lights** are one of the most common causes of workplace death and serious injury.

The following are likely to be fragile:

- Roof lights
- Liner panels on built-up sheeted roofs
- Non-reinforced fibre cement sheets
- Corroded metal sheets
- Glass (including wired glass)
- Rotted chipboard
- Slates and tiles

Appendix 4

STEP Assessment

The assessment should consider:

Site

- Ground conditions.
- Weather conditions.
- Lighting.
- Public access and vehicle movements.
- Nearby hazards.

Task

- Duration and frequency of the work.
- Need to reach, stretch or use force.
- Distance and consequence from any fall.
- Requirement for tools, materials or two-handed work.
- Access and egress arrangements including ease of rescue and evacuation.

Equipment

- Suitability of the equipment.
- The installation and removal of all equipment.
- Working height required.
- Load rating.
- Inspection status.
- Stability and condition.

People

- Competence, training and experience.
- Physical capability.
- Supervision requirements.
- Medical conditions that may affect safe working.
- Impact on others in the area.