

St Matthew's Church
The Parish of Edgeley and Cheadle Heath



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|---|--|
| Risk Assessment For: | Working at Height |
| | Please also see separate risk assessment for Use of Stepladders |
| Assessment signed off by (Warden): | |
| Assessment signed off by (Clergy): | |
| | |
| Assessment carried out by (H&S): | |
| Assessment Date: | |
| Review Due: | |

Falls from a height are the most common cause of fatal injury at work with around 50 people dying each year plus thousands of major injuries *Ecclesiastical*

A ladder is a means of access. NOT a safe working platform

| | Category/Hazard | Who might be harmed & how | What we are already doing | What further action is necessary | Lead | Deadline | Done |
|---|--------------------------|---|--|---|-------------|-----------------|-------------|
| 1 | Health and Safety / Fire | Individual – death and personal injury to e.g. head and spine , fractures, concussion Church – injury to volunteers and employees, upset, cost from claims, damage to dropped or knocked items | Working at Height comes within the framework of St. Matthew's Health and Safety and Fire arrangements policy All incidents, whether severe or minor, must be reported to both a member of the clergy and the Health and Safety Officer All incidents must be recorded as appropriate | | | | |

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| 2 | Avoidance | | Avoid working at height whenever possible | | | | |
| 3 | Lone working | Individual – delay in receiving medical attention | Never work alone There must be at least one other responsible adult footing the ladder – see section 19 below. | | | | |
| 4 | Type of Ladder | | Only Class 1 Industrial use ladders conforming to British Standards codes BS 1129 (Wooden) BS 2037 (Metal) BS EN 131 (Wooden & Metal) can be used in and around church grounds Do not use Class III ladders which are intended for domestic use Ladder should be tall enough for the user to reach without stepping on the top 3 rungs | | | | |

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| 5 | Plan Ahead | Individual – death and personal injury from falling from height | <p>Before doing anything, think:</p> <ul style="list-style-type: none"> - What is the distance and consequence of a fall - If unsure, seek advice | | | | |
| 6 | Specialist Equipment | | <p>If the job requires any of the following then a specialist contractor must be employed:</p> <ul style="list-style-type: none"> - platforms - scaffold - guard rails - nets | | | | |
| 7 | Lighting | | Do not work in poorly lit conditions | | | | |
| 8 | Fragile surfaces | | Do not work near fragile surfaces e.g. glass | | | | |
| 9 | Outside | | <p>Any maintenance on the exterior of the church must be carried out by specialist contractors</p> <p>Do not use in the rain, lightning or in windy / icy conditions; cease work if weather deteriorates</p> | | | | |

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| 10 | Competence / Training | Individual –death or serious injury sustained from working beyond personal limitations | <p>Only people listed in the H&S policy can work at height</p> <p>They must have read this risk assessment and signed to say they have understood</p> <p>They must be sufficiently experienced, trained or instructed to be able to use ladders safely and carry out the pre-use visual checks</p> | | | | |
| 11 | Health | Individual – death or serious injury to self or others | <p>You must be fit and healthy</p> <p>No-one must climb whilst under the influence of alcohol, drugs, or whilst unwell, tired or hung over. Or on medication liable to cause impairment</p> | | | | |
| 12 | Storage | | <p>Ladders must be easily accessible.</p> <p>Ladders padlocked to prevent unauthorised use</p> <p>The surrounding area must be cleared of any obstacles before attempting access</p> | | | | |

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| | | | Never store ladders by hanging from a rung | | | | |
| 13 | Manual Handling | Individual – long term ill health from e.g. back strain; damage to property from dropping ladder or knocking items | Ladders may be too awkward or heavy for one person to carry. If so, they must be carried by 2 people Clear the route between storage location and work site <u>before</u> moving ladder | | | | |
| 14 | Inappropriate clothing or footwear | Individual – Death or personal injury from increased risk of slipping and falling from height | You must wear appropriate clothing and footwear (no heels or open toes). Laces must be tied securely Check clothing does not restrict movement or grip Consider if protective equipment is needed e.g. specialist gloves or helmets | | | | |
| 15 | Electricity | User – death or shock by electrocution | Metal ladders may be capable of conducting electricity. Avoid electrical hazards where possible. If unavoidable, TURN OFF POWER AND USE NON- | | | | |

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| | | | CONDUCTING LADDERS | | | | |
| 16 | Position of ladders | | <p>Ground must be dry, even and stable</p> <p>Area must be uncluttered</p> <p>All ladder feet must be in contact with the ground</p> <p>Only set against structures capable of supporting the load</p> <p>Have a strong upper resting point; do not rest against fragile surfaces e.g. glass</p> | | | | |
| 17 | Incline of ladder | | Have an incline of 75 degrees i.e. 1 unit out for every 4 units up | | | | |
| 18 | Over reaching | User – death or serious injury as above | <p>Place the ladder to avoid over-reaching</p> <p>If this is not possible, an alternative means of access must be sought</p> <p>Climb down if you need to re-position the ladder</p> | | | | |

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| 19 | Securing the ladder | Individual – death or serious injury from the ladder falling or being knocked over | <p>The ladder should be securely tied by both stiles to a suitable secure point (especially if a side force is needed for the work)</p> <p>If this is not possible then the ladder must be footed by another person placing one foot on the bottom rung, and holding the stiles firmly in both hands</p> | | | | |
| 20 | Losing Balance | Individual – death or serious injury from falling off the ladder | <p>Keep 3 points of contact with the ladder at all times e.g. both feet and one hand.</p> <p>Make sure there is sufficient space behind each rung to provide a proper footing</p> <p>Walk up and down the ladder at a steady pace. Do not move too fast or run.</p> <p>When working keep both feet on the same rung.</p> <p>Keep hands free for climbing</p> | | | | |

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| | | | Take care when stepping off from the lower rungs | | | | |
| 21 | Struck by Falling Objects | Individual – death or injury from loss of balance and falling People in the immediate vicinity – death or serious injury from being hit by falling objects | Do not manoeuvre large, unwieldy or heavy items when up a ladder Do not climb a ladder whilst holding tools or other work materials; Tools must be attached to tool belts, in zipped pockets or on trays attached to ladder. Or handed up if this can be done safely without overreaching | | | | |
| 22 | Duration of Task | Death or serious injury from tiredness / lack of concentration | Do not use for more than 30 minutes at a time | | | | |
| 23 | Over-loading | User – death or serious injury | Only 1 person must use the ladder at any one time Do not carry more than 10kg | | | | |
| 24 | Extendable ladders | | Never extend the ladders when standing on the rungs Extension ladders with 18 rungs or less need at least 2 | | | | |

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| | | | rungs of overlap when extended (or 3 rungs if more than 18 rungs) | | | | |
| 25 | Poorly maintained ladder | Individual - death or serious injury as above People in the immediate vicinity | Ladders must be inspected at least annually at "Hard Labour", and repaired / replaced if faults found Visually examine the ladder immediately before starting work, and before putting away Check the integrity of ladder including feet. Check ladder is free from dirt from previous use Report any problems to the H&S officer | | | | |
| 26 | Location - Passing Traffic / pedestrians | People in the vicinity may be injured by a falling ladder or objects People may knock into the ladder and cause it to fall over | Cordon off work area with tape or cones, or have a person standing guard. Do not put the ladder behind doors, near open windows, across access routes, or behind blind corners. If unavoidable, lock doors, re-direct people and use warning signs | | | | |

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| 27 | Inadequate Insurance Cover | Everyone –claims for loss of earnings and personal injury | Public liability insurance up to date | | | | |