

RISK ASSESSMENT		WORKING AT HEIGHT	
Establishment: Killeen National School, Louisburgh, Co. Mayo.		Assessment by: Staff	Date: January 2019
Review By Date: January 2021		Approved by: BOM	Date:

Hazard / Risk	Who is at Risk?	Normal Control Measures	Additional Control Measures	Risk Rating H/M/L
Use of incorrect equipment (desk, chairs etc) Falls, falling objects	Staff Visitors Pupils	<ul style="list-style-type: none"> Staff instructed not to use makeshift steps (chairs/ tables etc) Restrict displays to head height where practical Ensure display boards are accessible 		Low
Defective equipment / Falls, falling objects	Staff Visitors Pupils	<ul style="list-style-type: none"> All access equipment suitable for purpose, checked before use and maintained in good condition. 		Low
Inappropriate use of access equipment Overreaching, stretching etc. Uneven floor causing instability Falls, falling objects	Staff Visitors Pupils	<ul style="list-style-type: none"> Displays prepared as far as possible before putting them up. 		Low

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RISK ASSESSMENT		WORKING AT HEIGHT	
Establishment: Killeen National School, Louisburgh, Co. Mayo.		Assessment by: Tony Clarke	Date: May 20th 2010
Review By Date: May 19th 2011		Approved by:	Date:

Hibernian
Health & Safety
Consultants

Mobile 087 2707405
Email:hhasc@dublin.ie

WORK ACTIVITY

Accessing office filing and storage on fixed shelving (approximately 1 M above average persons height) using a step ladder

Hazard / Risk	Who is at Risk?	Normal Control Measures	Additional Control Measures	Risk Rating H/M/L
Use of incorrect equipment (desk, chairs etc) Falls, falling objects	Staff Visitors Pupils	<ul style="list-style-type: none"> Staff instructed not to use makeshift steps (chairs/ tables etc) Restrict high level storage Ensure storage remains accessible User to ensure access equipment is of adequate height. Step ladder provided for users to access areas safely (more height is required than can be achieved with a kick stool) 		Low
Defective equipment Falls, falling objects	Staff Visitors Pupils	<ul style="list-style-type: none"> All access equipment suitable for purpose, checked before use and maintained in good condition. Frequent documented checks on stepladder to ensure safe working condition (6 monthly / each term) Reporting procedure in place for identified defective items with prompt removal /remedial action. 		Low

Inappropriate use of access equipment Overreaching, stretching etc. Uneven floor causing instability Falls, falling objects	Staff Visitors Pupils	<ul style="list-style-type: none"> • Use of access equipment restricted to those trained and competent in use. • Maximum working height not exceeded- users waist should not rise above top step. • Staff to re-position steps rather than overstretch. • Floor surfaces suitable to use (firm and even surface) • Persons using access equipment to wear appropriate footwear (low heeled, non slip soles) • Securely stored when not in use to avoid unauthorised use. 		Low
Manual Handling Unstable / unwieldy loads Falls, falling objects	Staff Visitors Pupils	<ul style="list-style-type: none"> • Ensure shelving is not overloaded • Organise storage with heavy / bulky objects at lower levels. • Frequently used items stored at easily accessible locations. • Use team handling where necessary. • Staff to be trained in moving and handling techniques. 		Low

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WORK ACTIVITY Opening and closing windows / adjusting blinds

Hazard / Risk	Who is at Risk?	Normal Control Measures	Additional Control Measures	Risk Rating H/M/L
Use of incorrect equipment (ledge, desk, chairs etc) Falls, falling objects	Staff Visitors Pupils	<ul style="list-style-type: none"> Staff instructed not to use makeshift steps (chairs/ tables/ledges etc) Provide remote means of opening high windows i.e. long handled poles or mechanical openers. 		Low
Defective equipment / Falls, falling objects	Staff Visitors Pupils	<ul style="list-style-type: none"> All access equipment suitable for purpose, checked before use and maintained in good condition. Reporting procedure in place for identified defective items with prompt removal /remedial action. 		Low
Falls from unprotected window	Staff Visitors Pupils	<ul style="list-style-type: none"> Fit window opening limiters to all windows above ground level 		Low
Poorly maintained window falls from frame	Staff Visitors Pupils	<ul style="list-style-type: none"> Ensure windows are maintained in a safe condition 		Low

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WORK ACTIVITY

Use of stepladder to replace defective fluorescent tube in a classroom. Task involves brief 2 hands working to remove the diffuser and tube. Light work of short duration.

Hazard / Risk	Who is at Risk?	Normal Control Measures	Additional Control Measures	Risk Rating H/M/L
Use of incorrect equipment (desk, chairs etc) Falls, falling objects	Staff Visitors Pupils	<ul style="list-style-type: none"> Staff instructed not to use makeshift steps (chairs/ tables etc) User to ensure access equipment is of adequate height. Step ladder provided for users to access areas safely 		Low
Defective equipment, collapse of ladder falls, falling objects	Staff Visitors Pupils	<ul style="list-style-type: none"> All access equipment suitable for purpose, checked before use and maintained in good condition. Frequent documented checks on stepladder to ensure safe working condition (6 monthly / termly) Reporting procedure in place for identified defective items with prompt removal /remedial action. 		Low

Inappropriate use of access equipment Overreaching, stretching etc. Uneven floor causing instability Falls, falling objects	Staff Visitors Pupils	<ul style="list-style-type: none"> • User trained in use of ladders for minor inspection / maintenance tasks. • Access equipment restricted to those trained and competent in use. • 2 person job, second person available at ground level to hand diffuser / tubes to. • Move furniture if needed to gain access. • Maximum working height not exceeded – users waist should not rise above top step or top of handrail. • Staff to re-position steps rather than overstretch. • Floor surfaces suitable to use (firm and even surface) • Persons using access equipment to wear appropriate footwear (low heeled, non slip soles) • Stepladder securely stored when not in use to avoid unauthorised use. 		Low
Persons colliding with ladder falls / falling objects	Staff Visitors Pupils	<ul style="list-style-type: none"> • Segregate work area • Provide warning signs, cones etc. if needed. 		Low
Manual Handling Unstable / unwieldy loads Falls, falling objects	Staff Visitors Pupils	<ul style="list-style-type: none"> • Use team handling where necessary. • Staff to be trained in moving and handling techniques. • Obtain help transporting ladder if needed 		Low
Contact with electricity electrocution, burns	Staff Visitors Pupils	<ul style="list-style-type: none"> • Switch off electrical supply or tape off and label light switch if this is not possible. 		Low

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WORK ACTIVITY
Use of ladder for light work of short duration (maximum 30 mins).

Hazard / Risk	Who is at Risk?	Normal Control Measures	Additional Control Measures	Risk Rating H/M/L
Use of incorrect equipment (desk, chairs etc) Falls, falling objects	Staff Visitors Pupils Contractors	<ul style="list-style-type: none"> User to ensure access equipment is of adequate height. Consideration given to hiring suitable equipment for specific jobs or where work is liable to take more than 30mins. 		Low
Defective equipment, collapse of ladder falls, falling objects	Staff Visitors Pupils Contractors	<ul style="list-style-type: none"> All access equipment suitable for purpose, checked before use and maintained in good condition. Frequent documented checks on ladder to ensure safe working condition (6 monthly / each term). Reporting procedure in place for identified defective items with prompt removal /remedial action. 	Never paint a ladder or use a ladder which has been painted as this may cause cracks or other damage to go undetected.	Low

Inappropriate use of access equipment Overreaching, stretching etc. Uneven floor causing instability Falls, falling objects	Staff Visitors Pupils Contractors	<ul style="list-style-type: none"> • User trained in use of ladders for minor inspection / maintenance tasks. • Access equipment restricted to those trained and competent in use. • Maximum working height not exceeded. • Ensure correct angle of ladder (1M out for 4M up) • Secure ladder • No lone working when using ladders. • Staff to re-position ladder rather than overstretch. • Floor surfaces suitable to use (firm and even surface) • Persons using access equipment to wear appropriate footwear (low heeled, non slip soles) • Securely stored when not in use to avoid unauthorised use. 		Low
Persons colliding with ladder	Staff Visitors Pupils Contractors	<ul style="list-style-type: none"> • Segregate work area effectively. • Provide warning signs, cones or fencing if needed. • Schedule work to take place when persons are not in immediate area. 		Low
Manual Handling Unstable / unwieldy loads Falls, falling objects	Staff Visitors Pupils Contractors	<ul style="list-style-type: none"> • Accompanying tools and equipment carried in tool belt. Both hands to be kept free when climbing ladder. • Use team handling where necessary. • Staff to be trained in moving and handling techniques. • Obtain help transporting ladder if needed 		Low

Environmental conditions (weather, wet ground, uneven surfaces etc.)	Staff Visitors Pupils Contractors	<ul style="list-style-type: none"> • Consideration given to environmental conditions prior to starting work. • No work to be undertaken in adverse weather conditions • (wind, rain, snow etc.) • Ensure rungs are clear of slippery substances, ice, mud etc. 		Low
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