|  |  |  |
| --- | --- | --- |
| **Site location;** | **Date of audit:** | **Person undertaking audit:** |
| **Site manager:** | **Audit rating:** |  |
| **Start date:** |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Scoring system** | | | | | | | |
| **0** | No compliance / no evidence | **1** | Limited compliance / serious defects | **2** | Broad compliance | **3** | Full compliance |

|  |  |  |  |
| --- | --- | --- | --- |
| **Sn** | **Work at height Audit** | **Score** | **Observations / Actions** |
| 1 | Are all work at height activities identified?  (Include routine and non-routine activities) |  |  |
| 2 | Are measures always taken to prevent falling objects injuring others as a result of working at heights? |  |  |
| 3 | Is working at height avoided where possible? |  |  |
| 4 | Is unauthorised access to roofs or roof spaces prevented / controlled? |  |  |
| 5 | Have all personnel at risk of work at height been identified? |  |  |
| 6 | Is work at height properly planned and organised? |  |  |
| 7 | Has the work area been surveyed for hazards, e.g. overhead power lines, unsuitable groundconditions, unguarded edges? |  |  |
| 8 | Are employees, contractors trained in work at height where required? |  |  |
| 9 | Are warning signs fixed on the approach to fragile roofs? |  |  |
| 10 | Are fragile roofs identified, labelled especially where fragility is disguised? |  |  |
| 11 | During work at height is there a competent person present who can stop work if conditions change, e.g. weather, traffic, and scope of work? |  |  |
| 12 | Are ladders only used for light work of short duration? |  |  |
| 13 | Are ladders inspected by a competent person, date of inspection displayed? |  |  |
| 14 | Are step ladders only used where alternatives not available? |  |  |
| 15 | Are work platforms capable of supporting workers, equipment, materials, the safe working loads (SWL) indicated and inspected every six months? |  |  |
| 16 | Are work platforms with edge protection, such as tower scaffolds, cherry pickers, scaffolding always used? |  |  |
| 17 | Are open vertical drops identified and properly guarded when open? |  |  |
| 18 | Are open edges e.g. on mezzanine levels provided with appropriate guard rails? (The use of chains, ropes, etc is not suitable). |  |  |
| 19 | Are measures taken to warn employees or contractors where microwave or transmitters are installed? |  |  |
| 20 | Do contractors provide safe written working procedures for work at heights, are they screened / instructed and is their work monitored by a competent person? |  |  |
| 21 | Are anchorage points for safety harnesses and ladders provided, used and regularly inspected? |  |  |
| 22 | Is storage properly planned which discourages climbing racking or storage units to access goods? |  |  |
| 23 | Are remote access methods used for window cleaning? |  |  |
| 24 | Have employees / contractors been trained not to over-reach on ladders or work platforms? |  |  |
| 25 | Are operator keys for MEWP’s or FLT’s controlled against unauthorised use? |  |  |
| 26 | Are Fall arrest harness inspected prior to each use / is this documented? |  |  |
| 27 | Are quarantine procedures in place for defective fall arrest equipment? |  |  |
| 28 | Are manholes / excavations guarded against falls from height when in use? |  |  |
|  |  |  |  |

|  |  |
| --- | --- |
| **Percentage** | **Rating – description (**Sections marked as not applicable (N/A) are scored as full compliance (3)**)** |
| 90% + | Outstanding |
| 80 - 89% | Good standards re audit annually |
| 50 – 79% | Requires improvement – one or more major issues – Warning to Managers. Re-audit within 2 months |
| Below 50% | Inadequate standards – warning to Senior managers, Copied to Heads of Service. Re-audit within 1 month |