

**Working at Height (WAH) – Managers checklist for selecting WAH equipment**

(This should be used in conjunction with the WAH flow chart starting at point 2)

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| Name of person and job title completing the checklist | Joe BloggsFacilities Management Manager | Service/School/Establishment | Council House |
| Department/Directorate | Facilities Management (FM), Corporate Resources | Date of assessment | 03/03/2021 |
| **1.0** | **Work at Height activity/operation – describe the work activity, operation &/or task being undertaken (is storage of equipment and materials required?)** |
| 1.1 | Foster Service posters are to be installed to internal lampposts in the public area of the ground floor of the Council House to promote the work of the Derby City Council Foster Service. FM will be managing the installation of the posters on behalf of the Foster Service.A contractor from the PPTS approved data base will be undertaking the work on behalf of FM. There are 6 lampposts spread across the customer care area which will require WAH equipment to be moved from area to area. Work is planned for 17/03/21 between 5.00 – 7.00 pm, after the customer care service is closed. There may still be some members of the public and employees in or passing the area. Therefore, the work area will need to be segregated.Signs will be fixed using brackets which will require battery operated hand tools to be used. The top bracket is approximately 3 metres from the floor.The contractor has received a risk assessment for the Council House and a layout of the working area. An induction has been arranged with the contractor for 4.00pm of the afternoon of the work. |
| **2.0** | **Consequences of a fall – detail how far a person/s could fall and injuries likely/possible (minor injury to fatality)** |
| 2.1 | A person may fall between 2 – 3 metres onto a hard surface. Potential serious injury. |
| **3.0** | **Level of Risk - taking into consideration the sections above, state the current level of risk with this proposed activity (tick box).** |
| 3.1 | **Low** [ ]  **Medium [x]**   **High** [ ]  |
| **4.0** | **Selecting Work at Height Equipment:** |
| **4.1** | Follow the [Working at Height - Flow Chart](https://iderby.derby.gov.uk/media/intranet/documents/healthandsafety/policiesandguidance/Working-at-Height-Policy-2019.pdf) found within the DCC WAH policy. Consider the following set of questions at each stage to select the appropriate equipment for the WAH activity:(i) the working conditions and the risks to the safety of persons at the place where the work equipment it to be used(ii) access to and egress from the work equipment and the distance to be negotiated,(iii) the distance and consequences of a potential fall,(iv) the duration, frequency of use and the numbers involved(v) the need for easy and timely evacuation and rescue in an emergency,(vi) any additional risk posed by the use, installation or removal of the work equipment or by evacuation and rescue from it (vii) other provisions of the Work at Height Regulations – **Lone working, out of hours working, fragile surfaces, weather conditions, workers/public underneath work area, falling materials, repetitive nature, additional loading of equipment and materials, work requiring 2 hands (or team work), training, maintenance and inspection, unauthorised access/security, traffic, external ground conditions, internal floor structure, etc.** |
|  | **Assessment factor** | **Yes / No / N/A** | **Explain the rationale why the work at height equipment has/has not been selected. Add additional information / comments as required.** |
| **5.0** | **Equipment** |  |  |
| 5.1 | Can the activity/operation be undertaken in a way that avoids work at height? **(refer to WAH flow chart – box 3)**  | No | **Detail actions taken to eliminate WAH**The signs will protrude from the lamppost and need to be above head height (2.5 m) to avoid head contact of those passing by. They need to be easily visible from all areas of the customer care area.The lamp posts are fixed and cannot be lowered The lower brackets will therefore need to be fixed to lampposts above 2.5 metres**If no, move to 5.2** |
| 5.2 | Is the WAH activity/operation to be undertaken from a fixed location i.e. the roof of an existing building **(refer to WAH flow** **chart – boxes 14, 15, 17, 18)*** Roof risk assessment in place?
* Working outside of normal hours.
* Is the Limitation of Access Permit (LoAP) in operation (if no other access required?) **(see box18)**
* Is existing edge and fragile roof protection already in place, in good condition, signage displayed, and warnings given?
* Induction in place prior to work commencing and written records retained i.e. contractor’s induction including communicating identifying areas of concern e.g. fragile roof.
* If no to the above is a ‘man safe’ system in place? Go to fall arrest/restraint section.
 | No | The work location is within the ground floor of the Council House which is office based – there is no risk of a fall from height under normal work conditions, therefore no fixed WAH equipment is routinely available.Work is to start after 5.00 pm when services are closed to members of the public. There may still be DCC employees within the area or public using welfare facilities. Barriers will be used to segregate work at each lamppost – the position of barriers will be moved as required.A LoAP access permit is not required as this is considered low level work – the work platform will need to be approximately 2m from ground level and is not adjacent to staircases etc. where a person may fall further.No fragile surfaces in the area. The working area will be cordoned off with barriersThe contractor will be given an induction prior to work commencing and written records will be retained in project file. **If no, move to 5.3** |
| 5.3 | Is the work inside a confined space? **(refer to WAH flow chart – box 12)** | No | Work within the public area of the ground floor**If no, move to 5.4** |
| 5.4 | Is the work adjacent or within an excavation? **(refer to WAH flow chart – box 13)** | No | Work within the public area of the ground floor**If no, move to 5.5** |
| 5.5 | Is a fall arrest/restraint system in place/required? **(refer to WAH flow chart - box 6, 17)**  | No | **If no edge protection and/or fall arrest/restraint system in place** **STOP!****Do not carry on and review findings – refer back to WAH flow chart - box 3. Contact the Corporate Health and Safety Team.** A fall arrest system is not required – edge protection/guardrails will be required as part of the working platform.**If no, move to 5.6** |
| 5.6 | Is FIXED scaffolding required? (describe which type) **(refer to WAH flow chart – box 5)** e.g. tube and fitting, designer. | No | There are 6 lampposts having signage affixed – due to time and cost restraints the working platform needs to be easily moveable from lamppost to lamppost.A small fixed scaffold at each lamppost would be impractical as this would be too costly and time consuming to erect.The work only requires 1 person on the platform. Although the work to erect each sign will involve less than 30 minutes duration the work is dextrous in nature and the contractor will need to use both hands and would not allow the contractor to maintain 3 points of contact if using ladders or steps.**If no, move to 5.7** |
| 5.7 | Is a tower scaffold or other working platform required? (describe which type and why) **(refer to WAH flow chart – box 5)** e.g. fragile roof protections system, access platform | Yes | * A portable tower scaffold is mobile and quick to assemble/reassemble – it can be wheeled from position to position and locked once assembled with minimal adjustment.
* A portable tower scaffold offers a stable work platform with edge protection which, if erected and used correctly, limits the chance of a fall
* Toe boards can be fitted to prevent falling materials and tools
* A LoAP access permit is not required as this is considered low level work – the work platform will need to be approximately 2m from ground level and is not adjacent to staircases etc. where a person may fall further.
* Only one person will be required to work from the platform which provides adequate space to work
* Drills, screws and brackets are required for the work. Although the work to erect each sign will involve less than 30 minutes duration the work is dextrous in nature and the contractor will need to use both hands and would not allow the contractor to maintain 3 points of contact if using ladders or steps. For this reason, a step ladder is not considered appropriate.
* Outriggers can be placed on a flat, solid surface for stability and they are easily adjustable
* The contractor will provide the portable tower scaffold - contractors are trained in erection and use of tower scaffolds and training certificates have been checked.
* Parts of the tower scaffold can easily be carried to the work location and quickly erected in situ
* The second person who is assisting with the work will offer support to the person working from the portable tower – in an emergency they will manually assist the person on the platform to the ground. They will contact FM via radio and contact emergency services as required.

**If no, move to 5.8** |
| 5.8 | Is a MEWP required? **(refer to WAH flow chart – box 8, 17)** | No | See comments in 5.7 – portable tower scaffold chosenFM have a desk-glider, but the contractor is not trained to use the equipment.FM will not be undertaking the work as there is limited FM cover for the building at the time the work is planned.Bringing a MEWP into the building could create awkward access issues. The ground floor surface may not be able to support the weight of a MEWP and/or may damage the floor covering. **If no**, **move to 5.9** |
| 5.9 | Is rope access required? **(refer to WAH flow chart – box 6, 9, 17)** | No | See comments in 5.7**If no**, **move to 5.10** |
| 5.10 | Is a low-level podium required? **(refer to WAH flow chart – box 10)** | No | See comments in 5.7**If no**, **move to 5.11** |
| 5.11 | Are steps and ladders required? **(refer to WAH flow chart – box 11)**  | No | **Is the work of short duration – no more than 30 minutes duration?**See comments 5.7 |
| 5.12 | Small hop up steps, elephants’ foot (no rescue plan required)  | No | **Is the work low risk? - record findings or outcomings.** |
| **6.0** | **Planning and management of working at Height** |  |  |
| 6.1 | Lone working? – answer yes or noThe Council do not permit any Lone Working at Height unless it falls within the scope afforded ‘Low Level’ working as described in paragraph 10 (Working at Height Guidance).If Yes – complete a [Lone Working risk assessment](https://iderby.derby.gov.uk/occupational-health-and-safety/policies-and-guidance/lone-working/)  | No | The work requires 2 persons. A single person will be working from the platform – a second person will/should assist from ground level. |
| 6.2 | Will the work be done ‘Working outside of normal hours’? | Yes | To reduce risks to employees, public and contractors and to reduce disturbance in the customer care area the work will take place outside normal business hours – between 5.00 – 7.00 pmAlthough there will be few employees and visitors in the area the area will be cordoned off with barriers to prevent any equipment falling on passers-by.  |
| **7.0** | **Instruction and training** |  |  |
| 7.1 | Have you completed WAH Training in line with the [Health and safety training](https://iderby.derby.gov.uk/occupational-health-and-safety/training/)?Mandatory courses must be completed within 12 months of starting and for existing staff must be refreshed every 3 years. | Yes | **Give details:**The FM team member overseeing the work has undertaken the corporate WAH training in January 2020 in accordance with the DCC H&S training policy.Other FM team members have not received WAH training. They will be booked onto the WAH course to allow greater flexibility when overseeing WAH activities. |
| 7.2 | Have employees using the selected equipment (including any harnesses or fall arrest equipment) been trained and instructed appropriately. (See certification requirements in the WAH guidance) | Yes | **Give details:**The contractor has provided evidence of relevant PASMA certificates showing they have training for the portable scaffold equipment – certificates/PASMA cards will be checked before work commences. |
| 7.3 | If fall arrest/restraint equipment is to be used confirm rescue plans in place? **(refer to WAH flow chart – box 6, 17)** | N/A | **Give details:** |
| 7.4 | Have emergency procedures been reviewed (e.g. Fire) and updated in line with the equipment selected and shared with employees/contractors? | Yes | **Give details:**The contractor has received a risk assessment for the Council House and a layout of the working area. An induction has been arranged with the contractor for 4.00pm of the afternoon of the work.The Council House emergency procedures will be explained at the site induction from 4.00 pm. A radio will be provided for the contractor to allow contact/communication with the FM team.The contractors risk assessment and controls for the work activity will be discussed and clarified during the induction. |
| **8.0** | **Inspection and maintenance procedures** |  |  |
| 8.1 | Is the equipment selected subjected to formal inspection before and periodically during use? (refer to guidance and flow diagram boxes)  | Yes | **Give details:**A recorded visual inspection of the portable tower scaffold will be undertaken between the contractor and FM Manager before work commences |
| 8.2 | Detail who will carry out the above inspection. Ensure records are maintained (refer to various inspection checklists and the work at height audit form within the policy)  | Yes | **Provide details of who, when and how often?** Contractor/FM Manager – copy kept in project file |
| 8.3 | **Summary of WAH equipment and controls selected. Describe the controls in place for this working at height activity.*** Site induction to be completed by FM with the contractor before work commences – clarification of work, check RAMS, discussion and clarification of WAH controls, visual check of the condition of the work equipment – e.g. outriggers fixed, edge protection in place, barriers in place etc.
* Radio provided for contractor and contact instructions given.
* Work between 5.00 – 7.00 pm – few passers-by in the area
* Scaffold tower suitably erected and used by an approved contractor
* Competent contractor – PASMA cards/tower scaffold training certificates checked before work commences
* Supervisory checks during the work period
* Checks on quality of work after completion
 |
| **9.0** | **Management approval and review** |
| **9.1** | **Date approved** | **By (name and job title)** | **Review period** | **Date required** | **Reviewed by** |
|  | 05/03/2021 | Cole Porter | N/A | N/A | N/A |
| **10.0** | **Level of Risk – taking into consideration sections 4.0 to 10.0 above, state the new level of risk with this proposed activity (tick box).** |
| 10.1 | **Low [x]  Medium** [ ]  **High** [ ] **If the work activity remains HIGH, contact Corporate Health and Safety Team for further advice and guidance, minimum of 5 working days prior to work commencing**  |
| **11.0** | **Comments/remedial actions required** | **Action Required (Y/N)** | **Date Action to be Completed, by Whom** | **Date Completed** |
| Book other FM team members onto the WAH course to allow greater flexibility when overseeing WAH activities. | Yes | May 2021, by Joe Bloggs |  |
| **12.0** | **Copy sent to Corporate Health and Safety Team** **employee.healthandsafety@derby.gov.uk** | **Date sent:** |