|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Risk Assessment Prompt Sheets** | | | **cid:image003.jpg@01D2FB20.B009E750** |
| **PS:032:01** | **RE: Use of Kick Stools & Step Ladders at low levels (Work at height Equipment - WHE)** | | | |
| **Issue date:** | June 2018 | **Revised Date:** | June 2020 | |
| **Author(s):** | National Health and Safety Function | | | |
| **Note:**  **Legislation:**  **Definition:**  **Scope:** | Safety, Health and Welfare at Work (General Application) Regulations, 2007, Part 4 (otherwise known as Work at Height) applies to all work at height where there is a risk of a fall liable to cause personal injury. | | | |
| *“Work at height means working in a place (except a staircase in a permanent workplace) where a person could be injured by falling from it, even if it is at or below ground level”.*  Some examples of activities covered by the Regulations include: using a kick stool or stepladder in the course of your work activities e.g. to retrieve stock items from a shelf overhead in a storage room, to access files/folders stored on shelving at a height , to carry out cleaning, to change or hang curtains etc. | | | |
| The following is a non-exhaustive list of prompts relevant to the hazard which should be considered when assessing and controlling the risk associated with working at height.  All control measures must be documented on the appropriate risk assessment form.  For further guidance on undertaking workplace Occupational Safety Health (OSH) Risk Assessments which are compliant with Section 19, of the Safety, Health and Welfare at Work Act, 2005 and associated legislation please refer to [*Guideline RE: Completion of Occupational Safety and Health Risk Assessments*](https://healthservice.hse.ie/filelibrary/staff/guideline-on-completing-occupational-safety-and-health-risk-assessment.pdf) | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Hazard controls to be considered when carrying out your risk assessment** | **Yes** | **No** | **N/A** |
|  | **Activities** |  |  |  |
| **1** | Are working at height activities avoided where possible? |  |  |  |
| **2** | Have all working at height activities been identified? |  |  |  |
| **3** | Are all work at height activities properly planned, organised, supervised and carried out in a safe manner? |  |  |  |
|  | **Equipment (i.e. Kick Stool/Step Ladder)** |  |  |  |
| **4** | Is WHE appropriate, suitable, stable and strong enough for the work activity? |  |  |  |
| **5** | Is the WHE used and maintained as per manufacturer’s instructions? |  |  |  |
| **6** | Is there an appropriate procedure in place for the checking, inspection and maintenance of WHE, and the recording of same? |  |  |  |
| **7** | Are WHE operator’s manual/instructions available to employees? |  |  |  |
| **8** | Is WHE inspected and maintained by a competent person(s)? |  |  |  |
| **9** | Have those involved in the inspection of WHE received the appropriate training? |  |  |  |
| **10** | Are appropriate procedures in place for reporting defects promptly? |  |  |  |
| **11** | Are appropriate procedures in place for removing unsafe equipment? |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Environment** |  |  |  |
| **12** | Is the working environment appropriate for the work at height activity being undertaken e.g. space constraints, members of the public or service users within the vicinity and any other work activities being carried out etc.? |  |  |  |
| **13** | Are floor surfaces suitable for the use of the equipment e.g. firm, stable etc.? |  |  |  |
| **14** | Is lighting suitable for the task? |  |  |  |
|  | **Training** |  |  |  |
| **15** | Have employees received adequate information, instruction and/or training in working at heights and the correct and safe use of equipment used? |  |  |  |
|  | **Footwear** |  |  |  |
| **16** | Do staff wear appropriate footwear? |  |  |  |
|  | **Falling objects** |  |  |  |
| **17** | Is the potential for injury from falling items reduced by appropriate storage of items e.g. store heavier items at lower levels? |  |  |  |
|  | **Accidents/Incidents and near misses** |  |  |  |
| **18** | Are all incidents/accidents/near misses recorded and investigated and remedial measures implemented? |  |  |  |
|  | **Risk Assessments** |  |  |  |
| **19** | Are the results of the risk assessment communicated to all relevant employees and all who come in contact with HSE services and activities? |  |  |  |
| **20** | Are risk assessments reviewed at least annually or more frequently if necessary i.e. accident/incident or a change in circumstances to which they relate? |  |  |  |