**Working at Height Checklist**

To help complete this checklist, see guidance at the end.

|  |  |
| --- | --- |
| **Performed by** |  |
| **Location of the proposed work at height** |  |
| **Date** |  |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1. What is the type of work to be carried out at height?** | Construction | | | |  | Maintenance | | | |  |
| Painting | | | |  | Cleaning | | | |  |
| Other, please state | | | |  | | | | | |
| **2. What are the ground conditions around the work area?** | Firm and level | | | |  | Soft but level | | | |  |
| Firm but sloping or uneven | | | |  | Soft and uneven or sloping | | | |  |
| **3. What height is the proposed work to be carried out at? Please state height** |  | | | | | | | | | |
| **4. Does the work involve using:** | Hand tools | | | |  | Power tools | | | |  |
| Lifting materials | | | |  | Storing materials | | | |  |
| Other, please state | | | |  | | | | | |
| **5. Can work at height be avoided by changing the procedures? (assembly at ground level, etc)** | Yes | | | |  | No | | | |  |
| **6. How many people will need to gain access to the elevated position?**  **Please state those who require access** |  | | | | | | | | | |
| **7. How long is access at height required? (please insert time against period below)** | Hours | |  | | | Days | |  | | |
| Weeks | |  | | | Months | |  | | |
| **8. What is the most practicable type of access equipment for this work?** | Stepladders/ Ladders | | | |  | Mobile Elevating Work Platforms (MEWP) | | | |  |
| Towers | | | |  | Scaffold | | | |  |
| Other, please state  (i.e. rope access, bosuns chair, etc) | | | |  | | | | | |
| **9. Are there other factors that could affect the safety of the workers or of others from falls or falling objects?** | Working over or near water | | | |  | Working over or near public areas | | | |  |
| Working over or near traffic | | | |  | Working over or near excavations | | | |  |
| Other, please state | | | |  | | | | | |
| **10. Is the work likely to be affected by the weather conditions? (for work outdoors)** | Rain |  | | Wind |  | Snow |  | | Ice |  |
| Frost |  | | Fog |  | Sea Mist |  | | Sun |  |
| **11. If the work is to be carried out in hours of darkness, does lighting need to be installed?** | Local lighting | | | |  | Flood lighting | | | |  |
| Portable lighting | | | |  | None required | | | |  |
| **12. What degree of supervision is required?** | Constant | | | |  | Random spot checks | | | |  |
| Daily | | | |  | Weekly | | | |  |
| **13. Has the physical health of workers been checked to ensure that they have the required physical stamina and agility to gain safe access to their work positions?** | Yes | | | |  | No | | | |  |
| **14. What methods of evacuation needs to be in place to ensure a safe rescue in the event of an emergency? Please state** |  | | | | | | | | | |
| **15. What additional fall protection equipment is required?**  **(collective fall protection should always be used in preference to individual protection)** | Guardrails and toe-boards | | | |  | Netting | | | |  |
| Air bags | | | |  | Fall arrest equipment (harnesses & lanyards) | | | |  |
| Restraint/work positioning equipment | | | | | | | | |  |
| Rescue equipment, please state | | | |  | | | | | |

**Guidance:**

1. This checklist has been supplied in a Word table to allow the user to either tailor the form to suit their specific needs, or simply print it and fill it out on-site.
2. This list is intended obtain information to aid the planning of work in compliance with Reg 4 of the Work at Height Regulations 2005.
3. Most questions can be completed by ticking or ringing the answers, where further information is required space has been provided to insert comments.
4. Question 5 is a key question as once the task has been analysed it may be possible to plan the work so that an alternative method can be employed to avoid work at height.
5. If work at height cannot be avoided, it is important that the plan should specify the most practicable methods and the most suitable equipment that can be employed. Collective fall protection (barriers, nets, etc) should always be specified in preference to individual (restraint/arrest equipment). It is also important that the plans are not overly strict or restrictive.
6. The information obtained by completing this checklist can then be used as the basis of a full risk assessment, as the ‘significant hazards’ have been identified. It is strongly recommended that the Work at Height Regulations 2005 is referred to for further information.