J&D GUTTERS LIMITED WORK AT HEIGHT SAFETY CHECKLIST

Nationally, work at height is one of the top three causes of fatal workplace accidents and, of these, one in four is a fall through or from a roof. If the work’s done by your own staff (caretakers, for example) you must ensure they do it safely. Even if you bring in an outside specialist contractor, you still have responsibilities.

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| **WORK AT HEIGHT SAFETY CHECKLIST** |
| Use our checklist to ensure that, no matter who’s involved, this work gets planned properly, carried out with the right equipment and completed safely. | Yes | No |
| **Plan for Safety from the Start** |
| Does your planning start with avoiding work at height where you can (for example, doing work at ground level)? |  |  |
| Have you checked whether the work comes under the Construction (Design and Management) Regulations 2015 (CDM) and notified it if required? |  |  |
| Has a risk assessment been carried out by a competent person? (That’s someone with the knowledge, skills and experience to know what to look for.) |  |  |
| Has the selection of access equipment (ladders, access platforms, scaffolding etc.) been based on the risk assessment? |  |  |
| **Choose the Best Equipment** |
| Where people work on roofs, are guardrail barriers provided? |  |  |
| Are your ladders suitable for use in the workplace? (Use Class I or Class EN131 ladders. Class III ladders are only suitable for home use.) |  |  |
| Do you use duck/crawling boards, roof ladders etc. to prevent people falling through fragile roofs/ceilings (this is one of the most common causes of fatal falls)? (‘Fragile’ roofs include those made from asbestos cement sheet or which contain roof lights, whether Perspex or glass. Plasterboard ceilingspresent the same hazard.) |  |  |
| **Ensure Safety in its Use** |
| Do you only use ladders where safer means of access (such as a platform or tower) are not reasonably practicable? |  |  |
| Are your ladders used at the correct angle (one out, four up) and secured to prevent slipping? |  |  |
| If used for access onto a roof, are they long enough to allow the user to step safely on and off at the top (they should project at least 1m beyond the stepping off point)? |  |  |
| Do your ladder users adopt the ‘3 points of contact’ principle? (Keep one hand and both feet or two hands and one foot on the ladder at all times to maximise stability.) |  |  |
| For tower scaffolding or mobile access platforms, do you set them up and use them in line with the manufacturer’s instruction? |  |  |
| **Train and Inform to Keep People Safe** |
| Have you informed staff/contractors about any areas of fragile roofing? (Fragile materials should also be marked with warning signs). |  |  |
| Have you trained ladder users on the actions required to work safely, such as how to check for defects such as broken or bent rungs and cracked stiles, and how to position and stabilise their ladder? |  |  |
| **Carry Out Equipment Checks** |
| Is there a schedule for inspection of equipment? |  |  |
| Are your ladders checked before use and at regular intervals? (We recommend a six-monthly check for ladders used daily/weekly and an annual check for those used less frequently.) |  |  |
| **Check Contractors Too** |
| Where contractors carry out work at height, do you insist on first seeing a risk assessment/ method statement which sets out the precautions they will take? |  |  |
| Does the contractor have a proven record of completing similar work safely? |  |  |
| Has the contractor assigned experienced people to plan, carry out and supervise the work? |  |  |