



## INTEGRATED MANAGEMENT SYSTEM

Document No.:  
BPDB-IMS-CL-003

Revision No.: 00

Effective date: 01-11-2021

### CHECKLIST FOR WORK AT HEIGHT

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## Working at Heights

### Hazard Identification Checklist

**Important: This checklist must be used in conjunction with BPDB-IMS-PR-014 - Permit to Work Procedure and BPDB-IMS-PR-026 – Procedure for Work at Height**

Workplace / WAH Location:	
Date of Assessment:	
Name of Assessor:	
Job Title:	

	Yes	No	N/A	Comments
1. Is working at heights avoidable? (consider alternatives, e.g. provision of long handled equipment)				
2. If staff have to work at heights, is appropriate access equipment is available?				
3. Have you considered if staff should be working on a scaffold or platform rather than ladders or steps?				
4. Will there be any risk of asbestos dust, disturbance or settlement? (see premises asbestos register)				
5. Do any services (e.g. gas, electricity) need to be isolated before work commences?				
6. Is there any risk from overhead cables?				
7. Will there be any reason to vacate the building or area as a result of the work activity?				
8. Is there a risk to any other premises users as a result of the task?				
9. Is there a risk from / to passing people?				
10. Do other premises users need to be informed of the work?				

Prepared By		Approved By	
Reviewed By			



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11. Is there a need for an emergency/contingency /rescue plan?				
12. Is there a need to vacate adjacent rooms?				
13. Is there a risk of fall from ground level? e.g. into a cellar				
14. Are steps and ladders of commercial standard rather than of domestic quality? (see <i>website-ladders</i> )				
15. Have all staff who work at height read 'Safe use of Ladders and Stepladders' document from website before commencing?				
16. Have staff who are required to work at height been appropriately trained?				
17. Have staff been informed of the requirement to visually inspect access equipment before use?				
18. Do staff have the appropriate physical capabilities to work at height safely?				
19. Is access equipment inspected, maintained and monitored on a periodic basis?				
20. Do staff understand their own responsibilities to report defects, comply with instructions and follow agreed procedures?				
21. Have warning signs / cones /barriers around access equipment been considered?				
22. Are there risks from weather conditions?				
23. Are there risks from materials when working at heights? e.g. sheet heavy awkward material				
24. Is there a risk from the use of tools/electricity (trailing cables, falling tools etc)?				
25. Are there any additional risks from PPE?				
26. Is there a risk from passing vehicles?				
27. Is traffic control required?				

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	Yes	No	N/A	Comments
28. If staff work in areas that exposes them to falls from heights are appropriate precautions required? e.g. harnesses/restraint systems				
29. Will the work cause a potential risk from a fragile roof surface? e.g. working near rooflights				
30. Are warning signs displayed on buildings with fragile roof surfaces?				
31. If you have fragile roof surfaces, are any further precautions required to prevent unauthorised access by the public?				
32. Does the fire alarm test need to be considered for when working at heights?				
33. Should the work at height be undertaken out of normal hour?				
34. Are there risks from lone working? (See <i>safety website</i> )				
35. Is the amount of supervision adequate?				
36. Have you considered if the work should be undertaken by specialists?				

**If any shaded box is ticked for an answer to a question, this indicates that a risk is present and you should take necessary precaution and use a Permit to Work to perform the tasks.**

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