

GENERAL SCHOOLS RISK ASSESSMENT



PART A. ASSESSMENT DETAILS:

Area/task/activity: Accessing roof

Location of activity: School premises

School name: Address & Contact details:		Name of Person(s) undertaking Assessment:	
		Signature(s):	
Head Teacher (Name):		Date of Assessment:	
Signature:		Planned Review Date:	
How communicated to staff:		Date communicated to staff:	

PART B1. HAZARD IDENTIFICATION AND CONTROL MEASURES:

Step 1 Identify significant hazards	Step 2 Identify who might be harmed and how		Step 3 identify precautionary measures already in place	
List of significant hazards (something with the potential to cause harm) (1)	Who might be harmed? (2)	Type of harm (3)	Existing controls (4) (Actions already taken to control the risk)	
Work at Height .	Site supervisor and others in vicinity (falling objects)	Death, fractures, musculoskeletal injuries, head injuries, bruising, lacerations	<ul style="list-style-type: none"> All roof work is properly risk assessed, planned and controlled; Site Supervisor adheres to the guidance contained in the HSE Health & Safety in Roof Work guidance; Site Supervisor selects the correct work at height equipment for the task e.g. ladder, step ladder, mobile platform; 	

<p>Work at Height (continued)</p> <p>.</p>			<ul style="list-style-type: none"> • Site Supervisor is advised where possible avoid the need to access the roof e.g: use powered access platform. • Site Supervisor reads this assessment in conjunction with the establishment's risk assessment(s) for the work at height equipment used; • Work at height equipment e.g. step ladders is subject to routine inspection; • Site Supervisor is competent to use the equipment e.g. has undertaken the Lancashire County Council Health and Safety E-learning module for Ladder Safety or equivalent training; • Site Supervisor does not undertake work at height when alone in school; • Site Supervisor to arrange work times to reduce the number of passersby where possible; • Warning signs are used to ensure everybody is aware that work at heights is underway before they enter work area. Area is cordoned off if possible and, if required, alternative routes are sign posted; • Site Supervisor is advise that ladders should not be used if there is the possibility of contact with overhead electric wires; • Site Supervisor is advised never to use any unauthorised equipment or structures to access the roof.
<p>Unprotected edge, within 2 m of perimeter</p>	<p>Site supervisor and others in vicinity</p>	<p>Death, fractures, musculoskeletal injuries, head injuries, bruising, lacerations</p>	<ul style="list-style-type: none"> • Falls are prevented by provision of edge protection; • Where parapet does not provide suitable protection: <ul style="list-style-type: none"> ○ Provide guard- rail, intermediate rail and toe board; ○ Where this is not practical consider use of mobile anchor system or the use of powered access equipment for work of short duration; • Where work is limited to areas of the roof that do not involve going within 2 m of the open edge then a system of demarcation is set up using a physical barrier No one to go outside the marked area.

Gaps in roof coverings	Site Supervisor	Death, fractures, musculoskeletal injuries, head injuries, bruising, lacerations	<ul style="list-style-type: none"> If work is undertaken within 2m of gaps in roofs: such gaps are covered or safety netting installed below.
Skylights	Site supervisor and others in vicinity (falling objects)	Death, fractures, musculoskeletal injuries, head injuries, bruising, lacerations	<ul style="list-style-type: none"> Site Supervisor is advised not to stand on or walk over skylights
Fragile Materials	Site Supervisor, pupils, staff, visitors	Death, fractures, musculoskeletal injuries, head injuries, bruising, lacerations	<ul style="list-style-type: none"> Fragility of roof material is ascertained prior to work commencing; Fragile roofs are identified with warning signs; Site Supervisor is advised not go onto or near to a fragile surface unless it is the only reasonably practicable way for the work to be completed. <ul style="list-style-type: none"> In this situation suitable support is provided by the use of platforms or coverings. Support platforms to be at least 600mm wide and to be provided with means to prevent falls.
Weather conditions; high winds, heavy rain, hot weather etc	Site Supervisor	Fall injuries, sun burn, heat exhaustion	<ul style="list-style-type: none"> Site Supervisor assesses the weather conditions before undertaking external painting and does not undertake the task if conditions unsuitable; Site Supervisor wears clothing appropriate to the weather conditions; Site Supervisor wears clothing to cover skin and wears sunscreen in hot sunshine; Site Supervisor keeps well hydrated and takes regular breaks in hot weather.

Falling material, tools etc	Site supervisor and others in vicinity (falling objects)	Death, fractures, musculoskeletal injuries, head injuries, bruising, lacerations	<ul style="list-style-type: none"> • Site Supervisor is advised that nothing should be thrown from the roof. • Access to the area below and adjacent to the roof is prohibited and Safety Signs are displayed; • Site Supervisor is advised to arrange work times at times when the number of passersby is likely to be low; • Site Supervisor is ensures good housekeeping to prevent the build up of material; • Site Supervisor wears appropriate PPE to include non-slip shoes; • Site Supervisor is advised not to place equipment on the edge of the roof; • Tool belts are used where necessary.
Manual Handling	Site Supervisor	Musculoskeletal injuries, bruising, fractures	<ul style="list-style-type: none"> • Site supervisor trained in safe lifting and handling techniques e.g. LCC Manual Handling e-learning module; • Additional staff available to move large items e.g. ladders;
Pedestrian/vehicular traffic	Site Supervisor, any person/vehicle in direct vicinity	Serious injury	<ul style="list-style-type: none"> • Access to the work area is restricted/monitored; • Designated pedestrian routes are put in place to restrict unauthorised access; • Work is planned for quieter times of the day when reduced/restricted pedestrian access is required to the area; • Safe working area is cordoned off around the area and signage is used as appropriate; • High visibility clothing worn by Site Supervisor if working on traffic route.

This general risk assessment will apply to this area/task/activity in most schools providing the control measures described are in operation and there are no further local significant hazards. If it does not fully apply, please go to Part B2 on the next page If it fully applies please sign below.

I certify that the risk assessment above fully applies to the area/task/activity under assessment in
(Name of school)

Signed:

Name:

Risk Assessor:

If the control measures described are not in operation and further action is required or there are further local significant hazards please record these here, transfer any actions required to the Action Plan at Part C below and sign off below. Do not sign off above if further actions are required.

PART B2. HAZARD IDENTIFICATION AND CONTROL MEASURES:				
Further Significant hazards	Who might be harmed? (2)	Type of harm (3)	Existing controls (4) (Actions already taken to control the risk)	Further action / controls required (transfer to action plan at Part C below) (5)

I certify that the assessment for the task/activity above covers all the significant hazards applicable (name of school).

Signed:

Name:

Risk Assessor.

PART C: ACTION PLAN						
No.	Action required	Person(s) to undertake action?	Priority	Projected time scale	Notes / comments	Date completed