

GENERAL RISK ASSESSMENT FORM



PART A. ASSESSMENT DETAILS:

Area/task/activity: Use of Scaffold Towers

Location of activity: LCC Establishments & Schools

Team/School name: Address & Contact details:		Name of Person(s) undertaking Assessment:	
		Signature(s):	
Line manager/Head Teacher (Name & Title):		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)

Selection of incorrect or defective equipment	Employee, other people in the vicinity	Death, serious or minor injury	<ul style="list-style-type: none"> • Consideration is given as to whether the task could be done in a way other than work at height e.g. use of long handled brushes for painting ceiling; • If work at height is unavoidable, consideration is given as to whether the mobile scaffold tower is the appropriate equipment for the task to be carried out; • Scaffold tower is subjected to a pre-use inspection and, where necessary i.e. if used for construction work and a person can fall 2 metres or more from the platform, it must be subject to inspections every 7 days thereafter using a checklist, the records for which are to be kept either on the equipment or in a file at the establishment / school; • Safety defects found during the inspection are reported for immediate repair and the equipment is labelled and placed out of service; • Scaffold tower is the subject of an inspection and maintenance regime undertaken by a competent person or contractor.
Failure of scaffold tower due to incorrect erection and / or dismantling of equipment	Employee, other people in the vicinity	Death, serious or minor injury	<ul style="list-style-type: none"> • The person(s) erecting the scaffold tower must be familiar with the information and guidance on the HSE web page 'Tower Scaffolds', link: http://www.hse.gov.uk/construction/safetytopics/scaffold.htm • The person(s) erecting or dismantling the scaffold tower is trained to the required standard set by the Prefabricated Access Suppliers & Manufacturers Association ("PASMA") Towers for Users (1 Day course); • The person(s) erecting or dismantling the scaffold tower is trained in accordance with the manufacturer's operating instructions and maintenance manual, the user's work instructions, and the requirements listed in this Risk Assessment; • The mobile scaffold tower is erected and dismantled according to the instruction manual provided by the supplier or hirer (it is a legal requirement for them to supply the instructions); • The mobile scaffold tower is erected and dismantled using one of the two approved methods recommended by the Prefabricated Access Suppliers' and Manufacturers' Association (PASMA) i.e. advance guard rail system or the 'through-the-trap' (3T) method; • Reference is made to the manufacturers' instructions on the maximum

			heights of the tower scaffold during the erection process. Towers should never be erected to heights above those recommended by the manufacturer.
Misuse of scaffold tower	Employee, other people in the vicinity	Death, serious or minor injury	<ul style="list-style-type: none"> When towers are used in public places, extra precautions should be put in place including erecting barriers at ground level to prevent people from walking into the tower or work area; minimise the storage of materials and equipment on the working platform; remove or securely board-over access ladders to prevent unauthorised access if it is to remain in position unattended; Where identified as being necessary, anyone working on the tower scaffold will wear a harness with a fall restraint lanyard attached to the platform. Always check the safe work height by referring to the manufacturer's instructions.
Incorrect moving of scaffold tower	Employee, other people in the vicinity	Death, serious or minor injury	<ul style="list-style-type: none"> When moving the scaffold tower the height is reduced to a maximum of 4 m; Before moving the scaffold tower a check is made that there are no power lines or other obstructions overhead; Before moving the scaffold tower a check is made that the ground to be covered is firm, level and free from potholes; All movements performed in congested work locations are performed with the aid of another employee as a look-out; The scaffold tower is moved by pushing or pulling using manual effort from the base only and powered vehicles are never used; The scaffold tower is never moved while there are people or materials on the tower; The scaffold tower is never moved outdoors in windy conditions.
Failure of scaffold tower due to poor stability or adverse weather conditions	Employee, other people in the vicinity	Death, serious or minor injury	<ul style="list-style-type: none"> It is ensured that the tower is resting on firm, level ground with the locked castors or base plates properly supported; Bricks or building blocks are never used to take the weight of any part of the tower; The safe working height in the instruction manual is adhered to and towers are never erected to heights above those recommended by the

			<p>manufacturer;</p> <ul style="list-style-type: none"> • Stabilisers or outriggers are always installed when advised in the instruction manual; • Unless the tower has been specifically designed for such use, activities such as those listed below are never carried out: <ul style="list-style-type: none"> ○ sheeting or exposure to strong winds; ○ loading with heavy equipment; and ○ using the tower to hoist materials or support rubbish chutes; • No work or use of the equipment is undertaken in adverse weather conditions. The equipment must be dry, free of any ice or snow and safe from high winds during use.
Falling objects / persons	Employee, other people in the vicinity	Death, serious or minor injury	<ul style="list-style-type: none"> • a safe working area is cordoned off around the scaffold tower and signage is used as appropriate; • the scaffold tower is used when pedestrian / vehicular traffic is at a minimum e.g. school holidays; • the scaffold tower is not used when the employee concerned is alone at the premises / school; • The scaffold tower is placed close to work / activity / object to be inspected / moved / etc to avoid user over reaching; • The scaffold tower is equipped with a standard guardrail system that has been installed according to manufacturer specifications, and that is in safe condition; • The employee remains within the confines of the guardrail system when working on the scaffold tower (i.e. does not lean out over the handrail). • The floor of the work platform is kept in a clean and orderly fashion (i.e. free of rubbish, materials, tools, etc.) • The use of planks, ladders, or any other device on the scaffold tower for achieving additional height or reach is prohibited; • Suitable foot-wear is always worn;

			<ul style="list-style-type: none"> • A belt holster or belt hooks are used for carrying tools; • Loads do not to exceed manufacturer load ratings, which have been established by the manufacturer. Additionally, all loads are t distributed as recommended by the manufacturer; • The employee remains within the confines of the guardrail system when working on the scaffold tower (i.e. does not lean out over the handrail); • Any person footing the tower wears head protection; • Tools are attached to safety lines if appropriate; • Safety Netting is used if appropriate; • Unauthorised access is prevented by removal or boarding over of access ladders if the scaffold tower is left unattended; • Do not over-reach. Work only within safe reaching distance.
Striking of Overhead Obstructions / being struck by person or object	Employee	Death, serious or minor injury	<ul style="list-style-type: none"> • Scaffold tower is not used where there is a risk of persons or objects (doors, equipment, etc) coming into contact with the equipment; • Adequate clearance is maintained between the scaffold tower and overhead obstructions to prevent employee from becoming caught between the tower and any overhead obstructions; • The employee remains within the confines of the guardrail system when working on the scaffold tower (i.e. does not lean out over the handrail).
Electric shock from overhead or exposed power cables	Employee	Burns/fatality/electric shock	<ul style="list-style-type: none"> • Inspection of area is made to identify any electrical hazards / overhead power cables; • No work is carried out within 6m of high voltage cables (code of practice for working near overhead cables); • Live supplies are isolated where necessary.

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 Team /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