



Activities Covered by this Assessment	Garden Volunteers - Working at Height	Reference:							
Site Address / Location	1620s House and Garden	Department / Service / Team	Heritage						
Note: A person specific assessment must be carried out for young persons, disabled staff and new and expectant mothers conducting this activity									

Hazard (something with a	Who might be	Existing Controls	F	Initial Risk Rating (S x L)		Further Controls Required	Final Risk Rating (S x L)		g	Action Required		ed
potential to cause harm)	harmed and how?	(Consider Hierarchy of Control)		Likelihood	Risk Rating	(Consider Hierarchy of Control)	Severity	Likelihood	Risk Rating	Who (Initial)	Date By: (/)	Done ?
Poor maintenance of access equipment e.g. ladders and stepladders	Staff/volunteers may be injured by falling from a ladder/ stepladder Injuries may include bumps, bruises, sprains, or fractures People in the vicinity (volunteers, staff, contractors, visitors) may be injured by falling objects	 Staff and volunteers must undertake inspections of equipment before every use and complete appropriate documentation, for example Ladder Inspection Checklists Defective or damaged equipment must be immediately removed and disposed of All ladders on site are numbered for ease of identification on Ladder Inspection Checklists Suitable personal protective equipment (PPE) must be available to staff and volunteers, for example gloves and hard hats. 	Μ	L								
Inappropriate use of ladders/		Ladders/stepladders must only to be used for low risk and short	M	L	L							





stepladders	Staff/Volunteers may be injured as a result an inappropriate use of ladder/stepladder Injuries sustained will depend upon the nature of the accident/incident but may include bumps, bruises, sprains, fractures, lacerations, or head injuries	duration work (maximum 30 minutes) All equipment should be visually inspected before use Volunteers must always work in pairs when using ladders Ladders to be made secure by a person footing the base of the ladder Equipment to be placed on a suitable, firm and level base Safe procedures, e.g. 3 points of contact, to be always maintained when working to avoid overreaching Hard Hats to be worn Equipment used to be EN 131 'Professional' Appropriate footwear to be worn Equipment should be suitably stored after use Avoid use on slippery surfaces Working at Height training should be received by all persons						
		 Working at Height training should be received by all persons undertaking associated activities 						
Falls from height	Staff/Volunteers may be injured from falling from height	 Suitable equipment is used Staff/volunteers must not use furniture or other inappropriate fixed structures for working at height 	Н	L	М			





	Possible injuries include bumps, bruises, lacerations, fractures, or head injuries	 Work area to be inspected for hazards below work area Schedule work to avoid disruption and to prevent to other site users and members of the public straying into the works area e.g. on days the site is not open to the public All persons undertaking work at height activities, such as working on a ladder/stepladder, flat roof or using ropes (abseiling and rope access) should have received Work at Height training to avoid falls through a fragile surface, falling into an opening in a floor or a hole in the ground (an excavation area) 						
Carrying of materials	Staff may be injured because of carrying materials up the ladder and lead to falling from height Pupils, visitors, volunteers, staff or contactors may be injured because of being hit by falling objects	 Do not overload the ladder/stepladder; the combined weight of the person and materials should not exceed the highest load stated on the ladder When carrying something up a ladder, you must always have one free hand to grip the ladder and maintain 3 points of contact. If this isn't possible, consider using a tool belt, or similar If the task involves carrying more than 10kg up the 	M	L				





	Injuries may include bumps, bruises, lacerations, or head injuries	ladder/stepladder, a specific risk assessment is required						
Being hit by falling objects	Staff, visitors, volunteers or contactors may be injured because of being hit by falling objects This may result in bumps, bruises, lacerations, or head injuries	 Good housekeeping to ensure that nothing is stored in such a way that it will fall from height Materials, tools, debris must not be thrown down from height A toe board must be installed where a scaffold is used Hard hats must be worn by all persons working below the works area Where there is a specific risk of falling equipment, consideration should be given to tethering it to the work equipment via a lanyard The works area should be fully segregated from members of the public/other users using barriers Use of a lookout person, if necessary Tool belts to be used to prevent fall of tools/materials from equipment/pockets etc 	Σ	L	L			
Risk of electrocution	Staff/Volunteers may be injured because of electrocution.	 Avoid contact with overhead and hidden cables by assessing the site prior to work and not carrying out work at height in the vicinity of overhead cables, u 	Н	L	М			





	Injuries may include shocks, burns, or death	 Poles or long implements not to be used when working in the vicinity of overhead powerlines Use hand tools and battery-operated tools, whenever possible All portable appliances/equipment must be PAT tested annually Equipment to be checked before and after use 						
Lack of training	Staff/Volunteers may be injured in various ways through working at height without adequate training.	 All staff and volunteers involved with work at height need to be trained and competent to do so, including involvement in the organisation and supervision of work and the supply and maintenance of equipment. 	M	L	L			
Poor flooring/area where work at height is to be carried out	Staff/Volunteers may be injured through falling from height. Possible injuries include bumps, bruises, lacerations, fractures, or head injuries.	The area where work at height is to be carried out must be inspected before use.	Μ	L	L			
Using a Step Ladder	User and or persons in the vicinity. Injury due to a fall from height	The task in hand should be suitably risk assessed to evaluate if a ladder / step ladders the best	М	L	L			





•	equipment for the task to be undertaken. Alternative equipment should be considered if their use is likely to				
	exceed 30minutes at one time. All staff expected to use a Step				
	Ladder, should be suitably				
	trained by a competent person.				
	The environment in which a step ladder are to be used, should be				
	suitably assessed				
-	Check all four stepladder feet are				
	in contact with the ground and				
	the steps are level.				
	Only carry light materials and tools.				
-	Don't overreach.				
-	Don't stand and work on the top				
	three steps (including a step				
	forming the very top of the				
	stepladder) unless there is a suitable handhold.				
-	Ensure any locking devices are				
	engaged.				
	Maintain three points of contact				
	at the working position. This				
	means two feet and one hand, or when both hands need to be free				
	for a brief period, two feet and				
	the body supported by the				
	stepladder.				





		Stepladders are not used on stairs, slippery or unsafe floor						
		 surfaces. Stepladders are not placed on other raised surface to gain extra height. 						
		 Safe working area is cordoned off around the ladder and signage is used as appropriate. 						
		 Users do not stand on the top platform / handrail to gain extra height. 						
		 Stepladders are secured when appreciable side force is needed to do the work. 						
		Suitable robust footwear is always worn by the user.						
		Stepladders are not propped against a wall and used as a ladder.						
		One person to use a ladder at a time.						
		 Don't stand ladders on moveable objects, such as pallets, bricks, lift trucks, tower scaffolds, excavator 						
		buckets, vans, or mobile elevating work platforms;						
Falling objects	User of the step ladder and persons who are within the	Safe working area is cordoned off around the stepladder and signage is used as appropriate.	М	L	L			





	vicinity may be injured as a result of contact with the falling objects injuries can include bumps, lacerations, or head injuries	 Belt holster or belt hooks are used for carrying tools up/down stepladders. Heavy items are not be carried up stepladders. Work activities are monitored for compliance with any Permits to Work in place. 						
Overhead cables	User of the step ladder and members of staff, public in close vicinity injuries include potential fractures, bumps, lacerations, electric shock, and fatality.	 Inspection of area is made to identify any electrical hazards / overhead power cables. Do not work within 6 m horizontally of any overhead power line. Do not carry out electrical work on a step ladder. Aluminium stepladders are not used where any electrical hazard exists. 	Н	L	М			
Step Ladder Equipment	The user and persons in the vicinity (faulty / damaged or unsuitable equipment).	 New Standards-Step Ladders should conform to BS EN131 (Professional Use) and have a minimum capacity of 150kg. Pre use ladders inspection are carried out before use. Stepladders used are of correct length, strength etc, for intended purpose. 	Μ	L	L			





		 Ladder / Step Safety Training is undertaken. Stepladders are always locked into the correct position. If it is a multi-way design, it is ensured that it is in the right configuration for the planned work. Step ladders are suitably stored to prevent physical deterioration 						
Using a Stepladder outdoors	User and or persons in the vicinity Fall from height, slip or collapse of equipment. User and persons in the vicinity-cuts, fractures	 Ensure that the ladder angle is at 75° – you should use the 1 in 4 rule (ie 1 unit out for every 4 units up) The step ladder should be placed onto a stable surface. Ensure that weather conditions, such as extreme cold, wet or windy conditions do not pose greater risks, to the activity / user. Staff/User must wear suitable and sufficient footwear. 	Σ	L	L			

To add more rows to the risk assessment, place the cursor within the last row right click and select insert row below.

During this activity, what could go wrong resulting in an emergency situation?

It is likely that even with the above measures in place that an accident could result in an emergency situation. However, if it was to occur staff and volunteers are to follow the sites emergency procedures.





How could this emergency situation be prevented / controlled?	The above control measures must be followed.
Who should respond to a potential emergency situation and how? Have staff been trained to respond to this emergency situation?	In the event of an emergency situation staff should use the radio system to alert colleagues, who will then put the LCC emergency procedures into place. First aider to respond to incident and if necessary injured person to seek further medical advice.
Could any non – routine changes affect the safety arrangements in place for this activity? (E.g. weather, people, equipment etc.) What can be done?	Adverse weather conditions would affect jobs which are to be completed outside in the above RA, jobs to be rearranged to a dry day.

	Hester Pode			
Risk Assessor (s) Name(s):		Risk Assessor(s) Signature		
NISK ASSESSOI (S) Name(S).		(S):		
Authorised By:	Tim Savage	Authoriser Signature:	T.C. Em	
Date Conducted:	30-03-22	Date Review Due	Date of Review	Initial
		30/3/23	6/4/2023	LW
			18 March 2025	LE





Potential Severity of Harm	High Death, paralysis, long term serious ill health.	Medium	High	High
	Medium An injury requiring further medical assistance or is a RIDDOR incident.	Low	Medium	High
	Low Minor injuries not resulting in any first aid or absence from work.	Low	Low	Medium
		Low The event is unlikely to happen.	Medium It is fairly likely to happen.	High It is likely to happen.
			Likelihood of Harm Occurring	

Risk Rating Definitions				
Low	This is an acceptable level of risk. No further controls are required as the risk rating cannot be reduced any further. However, it is advised that continual monitoring occurs in order to ensure that no changes / deviation of control measures occur.			
Medium	It is advised that further controls are implemented to reduce the risk rating to as low a level as possible. If the risk cannot be reduced to lower than a medium, then on site monitoring should occur to ensure that all stipulated controls are being adhered to.			
High	This is an unacceptable risk rating. Urgent interim controls should be implemented to reduce the risk so far as is reasonably practicable. If the risk rating cannot be reduced to lower than a High , then a documented safe system of work should be implemented to control the activity. It may be necessary to seek further professional advice. Serious considerations should be given to the validity of carrying out the activity at all. Regular monitoring of the activity should occur.			