

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 potential to cause harm)	Who might be harmed and how?	Existing Controls (Consider Hierarchy of Control)	Initial Risk Rating (S x L)			Further Controls Required (Consider Hierarchy of Control)	Final Risk Rating (S x L)			Action Required		
			Severity	Likelihood	Risk Rating		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	<ul style="list-style-type: none"> Staff and volunteers must undertake inspections of equipment before every use and complete appropriate documentation, for example Ladder Inspection Checklists 										
	<p>Injuries may include bumps, bruises, sprains, or fractures</p> <p>People in the vicinity (volunteers, staff, contractors, visitors) may be injured by falling objects</p>	<ul style="list-style-type: none"> 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. 	M	L	L							
Inappropriate use of ladders/		<ul style="list-style-type: none"> Ladders/stepladders must only to be used for low risk and short 	M	L	L							

stepladders	<p>Staff/Volunteers may be injured as a result of inappropriate use of ladder/stepladder</p> <p>Injuries sustained will depend upon the nature of the accident/incident but may include bumps, bruises, sprains, fractures, lacerations, or head injuries</p>	<p>duration work (maximum 30 minutes)</p> <ul style="list-style-type: none">• 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 over-reaching• 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 undertaking associated activities										
Falls from height	<p>Staff/Volunteers may be injured from falling from height</p>	<ul style="list-style-type: none">• Suitable equipment is used• Staff/volunteers must not use furniture or other inappropriate fixed structures for working at height	H	L	M							

	<p>Possible injuries include bumps, bruises, lacerations, fractures, or head injuries</p>	<ul style="list-style-type: none"> • 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	<p>Staff may be injured because of carrying materials up the ladder and lead to falling from height</p> <p>Pupils, visitors, volunteers, staff or contactors may be injured because of being hit by falling objects</p>	<ul style="list-style-type: none"> • 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	L							

	Injuries may include bumps, bruises, lacerations, or head injuries	ladder/stepladder, a specific risk assessment is required										
Being hit by falling objects	<p>Staff, visitors, volunteers or contactors may be injured because of being hit by falling objects</p> <p>This may result in bumps, bruises, lacerations, or head injuries</p>	<ul style="list-style-type: none"> • 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 	M	L	L							
Risk of electrocution	Staff/Volunteers may be injured because of electrocution.	<ul style="list-style-type: none"> • 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 	H	L	M							

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		<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• Safe working area is cordoned off around the stepladder and signage is used as appropriate.	M	L	L								


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		<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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. 	M	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.
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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.

Risk Assessor (s) Name(s):	Hester Podge	Risk Assessor(s) Signature (S):		
Authorised By:	Tim Savage	Authoriser Signature:		
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.