



# Bournemouth Council for Voluntary Service

Registered charity No. – 108381 Company Reg'd in England & Wales No. 4024662

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## 11. RISK ASSESSMENT AND SAFE SYSTEM OF WORK – WORKING AT HEIGHT

**Task: Working at height (this includes any work during which injury might be caused by a fall).**

**Hazards:** Injuries caused by impact with ground/other items/equipment.

**Who or What is at Risk:**

- Employees of BCVS,
- volunteers,
- visitors
- Office buildings and contents

**Controls:**

- Heavy, large or unstable items will not be placed on shelving or in cupboards above head height and hence should not require work at height to handle them (see also manual handling risk assessment).
- Provision of a suitable step ladder where work at height is required, which is annually checked by BCVS
- Users of stepladders to visually check it for damage before use
- Instruction and supervision to ensure that workers do not carry out any work at height for which they are not competent or for which suitable equipment is not available.

**Safe system of work.**

BCVS workers should only need to work at height in order to place or remove items from shelving, place notices on walls, or occasionally to carry out very minor maintenance tasks. Workers must not engage in any more substantial work at height without prior discussion with a manager and after a full risk assessment has been conducted and recorded.

Shelving is provided for storage. Some of this requires use of a step ladder. Items which are relatively heavy, do not fit the shelving, or which are unstable must not be placed on any shelving or in cupboards above head height.

Where a worker needs to be elevated above ground level they will use only the step ladder provided. Workers will under no circumstances stand on office chairs. Workers using a stepladder should:

- make a visual check of the step ladder before use
- ensure that it is fully open and the lock is in place
- ensure that all four feet are on the ground
- avoid placing the ladder side on
- only use the ladder for less than 30 minutes
- only use the ladder to lift light items up to 10kg
- never overreach (keep your navel/belt buckle within the stiles and keep feet on the same step)

**Risk assessment reviewed by P.Turner, Jan 2013**

**To be reviewed by Jan 2015.**