

Work Activity / Task:	Working at Height
Location:	The Blakehay Theatre
Date:	16th November 2016

Potential Hazard	Who is at risk?	Existing Control Measures	Risk Rating	Additional Controls to reduce risk rating	Residual Risk Rating
Correct use of Ladders	Employees, Contractors & Hirers	<p>It is strictly forbidden for anyone to use ladders or work at height when Lone working.</p> <p>Employees must only work at height if they have been on a relevant working at height or ladder training course. They must ensure that they only use the appropriate equipment and are wearing the correct PPE.</p> <p>All Ladders are checked on a monthly basis and recorded in the Fire Log Book.</p>	4	<p>No hirers are permitted to use the theatre's ladders without prior arrangement with the theatre manager or a copy that they have training in the safe use.</p> <p>It is your responsibility to visually check that the ladder is safe and fit for purpose before using it. If you find a fault with a ladder, do not use it, place a sign on it and inform the theatre manager straight away.</p>	2
Safe use of Ladders	Employees, Contractors & Hirers	<p>Avoid placing ladders where vehicle impact may occur. If unavoidable consider barriers and safety signs.</p> <p>Cordon off the work area. Areas where persons are working overhead should be cordoned off and notices displayed to prevent people inadvertently wandering into this danger zone.</p>	4	<p>It is strictly forbidden for anyone to use ladders or work at height when Lone working.</p> <p>Should there need to be significant periods during the activity when a hand hold cannot be achieved that may result in injury then an alternative work platform must be chosen.</p> <p>Ensure that all ladders are secured</p>	2

				before use i.e. tied off at the top or be fitted with a ladder stability device or wedged against the wall or footed.	
Object dropped from height	Employees, Contractors & Hirers	<p>Anyone involved in working at height where an object is involved must be briefed before the procedure commences.</p> <p>No one must be working underneath whilst the procedure is being carried out.</p>	6	<p>It is strictly forbidden for anyone to use ladders or work at height when Lone working.</p> <p>Cordon off the work area. Areas where persons are working overhead should be cordoned off and notices displayed to prevent people inadvertently wandering into this danger zone.</p>	2
Working on the Gantry above the Lighting Box	Employees, Contractors & Hirers	Only authorised personnel are permitted to work on the gantry with prior approval from the theatre technician or manager.	6	<p>Do not work on the gantry when you are lone working.</p> <p>Ensure that the hatch is shut whenever you are on the gantry to avoid falling through.</p> <p>Ensure that the gantry is well lit when working. Keep the floor clear of any cables or equipment.</p> <p>Keep back from the edge and do not go in front of the scaffold bars.</p>	2

Author of assessment: Sally Heath	Signature:		Date:	
Manager: Sally Heath	Signature:		Date:	

Review:

A review of this risk assessment is due for completion within 12 months of the last review or when a situation, equipment or employee changes. The review must be recorded below and if necessary a new assessment should be completed.

To be completed by person conducting review:					
Name:		Signature:		Date:	
Any comments regarding risk assessment:					
Is this risk assessment still relevant?	YES	NO			

If no a new risk assessment should be completed and attached to the front of this assessment.

All employees undertaking this task must read this assessment and sign below to state they have understood its contents and agree to work to the control measures.					
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