

Work Activity / Task:	Working at Height
Location:	The Blakehay Theatre
Date:	16th November 2016 - Reviewed 05/12/17

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:	Sally Heath	Signature:		Date:	05/12/17
Any comments regarding risk assessment:					
Is this risk assessment still relevant?	YES				

*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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