Working at Height Equipment Register and Inspection

The purpose of this register is to record formal inspections of Working at height (WAH), equipment. The person who undertakes the inspection must follow the guidance on the University Health and Safety webpage and the practical training giving during the working at height training.

Step 1: Identify the equipment by its unique ID number (this is found on the attached tag, if there is no tag attached then one must be fitted).

Step 2: Complete the WAH equipment register. Record the date when the equipment was purchased by the department and where it will usually be kept and used. Keep the record at local level.

Step 3: Perform an inspection, using the 'WAH equipment' Health and Safety guidance.

Step 4: Record the inspection outcome and then record the next inspection due date on the Working at Height equipment tag

Step 5: Repeat the formal inspection at regular intervals, 3 monthly for regularly used WAH equipment, annually for infrequently used WAH equipment i.e. step ladder for Christmas lights, which should be defined in the appropriate risk assessment.

Nb: The Health and Safety Executive (HSE) states "As a guide, if your task would require staying up a leaning ladder or stepladder for more than 30 minutes at a time, it is recommended that you consider alternative equipment". *(Safe use of Ladders and Stepladders, 2018)*

Department/Faculty: ……………………………………………………………………………

Type of Working at Height (WAH), equipment (Description & Colour) **Classification/Rating: Class 1, BS EN 131 etc.** Nb: Class 3 Domestic Ladders must not be used in the University					Date of Purchase	
WAH Equipment Identification Number	**Date of Inspection and Name of Person Carrying Out Inspection**				**DEFECTS: State here dates and details of defects found. Also date repaired, returned to service, or date destroyed.**	
	Date Name	Date Name	Date Name	Date Name	
	Date Name	Date Name	Date Name	Date Name	
	Date Name	Date Name	Date Name	Date Name	
	Date Name	Date Name	Date Name	Date Name	
	Date Name	Date Name	Date Name	Date Name	
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