SITE SURVEY REPORT

Work at Height Risk Assessment

Prepared for	Mill Yard Developments Ltd
Date	21 Sep 2026
Site	3 Mill Yard, Sheffield
Prepared by	C. Ellis

FORM

Work at Height Risk Assessment

1. Details

Project	3 Mill Yard, Sheffield: work at height risk assessment (completed example)
Customer	Mill Yard Developments Ltd
Site	3 Mill Yard, level 2 office fit-out
Site address	3 Mill Yard, Kelham Street, Sheffield
Date of assessment	21 Sep 2026
Assessor	C. Ellis, electrical supervisor, Calder Electrical
What is the task?	Install cable tray and pull data and power cabling in the exposed ceiling void, zones B and C.
Where exactly?	Level 2, open plan area, zones B and C
Height of the work (m)	3.4 to the soffit, platform at about 2.0
How long will it take, and how often is it done?	About 8 working days, one-off job
Number of people	4

2. Avoid, prevent, minimise

Can the work be done safely without working at height?	No
How will the work be reached?	Mobile tower
Why is that the right choice for this job?	Long runs at the same height on a level slab. A tower gives a guarded platform for two people and room for tray lengths. Ladders would mean long periods overhead.
What stops a fall, or limits it?	Guardrails or other protection for everyone
Has the scaffold or tower been inspected in the last 7 days?	Yes
Date of the last inspection, and who did it	21 September 2026, after assembly, by J. Booth, tower crew lead (PASMA trained). Next inspection due by 28 September.

3. Surfaces, objects and rescue

Is any roof or surface in the work area fragile?	No: confirmed by a competent person
What stops tools and materials falling on people below?	Toe boards, Exclusion zone below
Weather that would stop the work (stop limits)	Indoors, not affected
Are the people doing the work trained and competent for this equipment?	Yes
How would someone be rescued after a fall?	Platform is about 2 metres up. A fallen worker would be treated where they lie by the site first aider and 999 called if needed. Nobody works on the tower alone.

> Work at Height Regulations 2005, regulation 4. Work at height must be properly planned, appropriately supervised and carried out as safely as is reasonably practicable. Planning includes emergencies and rescue.

4. Hazards and scores

Hazards 1: Fall from the tower platform

Hazard	Fall from the tower platform
Who could be harmed, and how?	Electricians on the platform, broken bones or head injury
Controls in place	Tower built by PASMA trained crew to the instruction manual. Double guardrails and toe boards. Inspected after assembly and every 7 days.
Likelihood of harm with these controls	2. Unlikely
Severity of the harm	4. Major injury
Risk score	8
Risk	Medium
Further action	Check the guardrails and toe boards are all in place before each use and record it on the tower tag, daily.
Who	J. Booth, tower crew lead
By when	22 Sep 2026

Photos



Hazards 2: Tower moving or tipping

Hazard	Tower moving or tipping
Who could be harmed, and how?	People on the platform and anyone nearby
Controls in place	Stabilisers fitted as the instruction manual requires for this height. Castors locked before anyone climbs. Nobody on the platform when it is moved. Slab is level and swept.
Likelihood of harm with these controls	2. Unlikely
Severity of the harm	4. Major injury
Risk score	8
Risk	Medium
Further action	Check the stabilisers are refitted and the castors locked after every move, before anyone climbs.
Who	J. Booth, tower crew lead
By when	22 Sep 2026

Photos



Hazards 3: Tools and tray offcuts falling from the platform

Hazard	Tools and tray offcuts falling from the platform
Who could be harmed, and how?	Other trades working below, head injury
Controls in place	Toe boards fitted. Taped exclusion zone under the tower. Offcuts kept in a bag on the platform.
Likelihood of harm with these controls	2. Unlikely
Severity of the harm	3. Injury needing time off work
Risk score	6
Risk	Medium
Further action	Tell the drylining gang at the morning coordination meeting where the exclusion zones are each day.
Who	C. Ellis
By when	22 Sep 2026

Photos



Hazards recorded	3
Highest score	8

> Likelihood times severity: 1 to 4 is Low, 5 to 12 is Medium and 15 to 25 is High. Scoring is a common way to rank hazards, but it is not required by law and the bands are this form's own.

5. Briefing, review and sign-off

Have the people doing the work been briefed on this assessment?	Yes
Who was briefed, and on what date?	C. Ellis briefed J. Booth, P. Shah, L. Morris and D. Kerr at the start of shift on 22 September 2026
Review date	28 Sep 2026

> Review it sooner if the work, the place, the equipment or the people change, or after an incident or near miss.

Assessor name	C. Ellis, electrical supervisor, Calder Electrical
Assessor signature	C. Ellis
Manager or supervisor name	N. Ward, site manager

Manager or supervisor signature

