

## Working at Height in Low Hazard Environments

To access high shelves, etc. in a low hazard environments e.g. offices, it is important that proper steps or foot stools are used to prevent the risk of falling.

This guide provides information on safe access equipment.



### Correct Method

For short duration and light loads (e.g. a book) use a library stool which will provide good access.

For moving boxes and for accessing higher shelves use steps with a hand rail. These steps can be a fold flat design or where space allows a push along design which should be fitted with self locking wheels.



### Only Use Appropriate Access Equipment

Many people have been injured using furniture to access shelves and putting up display materials.

Always use proper steps or foot stool.

Only BS EN131 Professional ladders are suitable for use on Campus

### Checking and Safe Use of Steps



The steps must be:

- In good condition, i.e. no visible signs of damage.
- Must be fully opened so locking mechanisms are engaged.
- Must be certified for industrial use (domestic use steps should not be used).

The user must:

- Avoid over reaching which may cause a loss of balance.
- Avoid moving heavy or large loads.
- Use the hand rail, where provided.

### Further Information

- Health and Safety Team
- HSE Website – Working at Height

<http://www.sussex.ac.uk/hso/>  
<http://www.hse.gov.uk/work-at-height/index.htm>