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| RISK ASSESSMENT  | Accessing office filing and storage on fixed shelving (approximately 1metre above average persons height) using a step ladder |  |
| **Assessment completed by:** | **Date Completed:** |  |
| **PRINT NAME:**  | **Next Review Date Due:** |  |

| Hazard / Risk | **Who is at Risk?** | **How can the hazards cause harm?** | **Normal Control Measures** | **Are Normal Control Measures** *Y/N/NA* |
| --- | --- | --- | --- | --- |
| **In Place** | **Adequate** |
| **Use of incorrect equipment (desk, chairs etc)** | Falls, falling objects | StaffVisitorsPupils   | * Staff instructed not to use makeshift steps (chairs/ tables etc)
* Restrict high level storage
* Ensure storage remains accessible
* User to ensure access equipment is of adequate height.
* Only staff trained to use small steps
* Step ladder provided for users to access areas safely (more height is required than can be achieved with a kick stool)
 |  |  |
| **Defective equipment**  | Falls, falling objects | StaffVisitorsPupils  | * All access equipment suitable for purpose, checked before use and maintained in good condition.
* Frequent documented checks on stepladder to ensure safe working condition (6 monthly/termly)
* Reporting procedure in place for identified defective items with prompt removal /remedial action.
 |  |  |
| **Inappropriate use of access equipment****Overreaching, stretching etc.** **Uneven floor causing instability** | StaffVisitorsPupils  | Falls, falling objects | * Use of access equipment restricted to those trained and competent in use.
* Maximum working height not exceeded- users waist should not rise above top step.
* Use correct steps for the task (never stand on last 2 top steps of step ladder)
* Staff to re-position steps rather than overstretch.
* Step ladder should ideally be facing the shelf but if this is not achievable access side on but ask colleague to support side of ladder
* Floor surfaces suitable to use (firm and even surface)
* Persons using access equipment to wear appropriate footwear ( low heeled, non-slip soles)
* Securely stored when not in use to avoid unauthorised use.
 |  |  |
| **Manual Handling Unstable / unwieldy loads** | StaffVisitorsPupils  | Falls, falling objects | * Ensure shelving is not overloaded
* Organise storage with heavy / bulky objects at lower levels.
* Frequently used items stored at easily accessible locations.
* Person on step to pass items onto a colleague rather than descent steps with item
* Use team handling where necessary.
* Staff to be trained in moving and handling techniques.
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| **Additional Control Measures***(to take account of local/individual circumstances including changes such as working practices, equipment, staffing levels).* | **Action by Whom***(list the name of the person/people who have been designated to conduct actions)* | **Action by When***(set timescales for the completion of the actions – remember to prioritise them)* | **Action Completed***(record the actual date of completion for each action listed)* | **Residual Risk Rating** |
|  |  |  |  |  |
| **Reviewed by:****Signature:** | **COMMENTS:***Record any comments reviewer wishes to make. Including recommendations for future reviews.* |
| **PRINT NAME:** |

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| --- | --- |
| **RESIDUAL RISK RATING** | **ACTION REQUIRED** |
| **VERY HIGH (VH) Strong likelihood of fatality / serious injury occurring** | **The activity must not take place at all.** You must identify further controls to reduce the risk rating. |
| **HIGH (H) Possibility of fatality/serious injury occurring** | You must identify further controls to reduce the risk rating.Seek further advice, e.g. from your H&S Consultant |
| **MEDIUM (M) Possibility of significant injury or over 7 day absence occurring** | If it is not possible to lower risk further, you will need to consider the risk against the benefit. Monitor risk assessments at this rating more regularly and closely. |
| **LOW (L) Possibility of minor injury only** | No further action required. |