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| --- | --- | --- |
| RISK ASSESSMENT  | Use of stepladder to replace defective light bulb in a classroom, office or corridor. Task involves brief 2 hands working to remove the light fitting and bulb . Light work of short duration. |  |
| **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)**  | StaffVisitorsPupils   | falls / falling objects | * Only site team can change light bulbs
* Staff using step ladders to receive working at height training
* Staff instructed not to use makeshift steps (chairs/ tables etc)
* User to ensure access equipment is of adequate height.
* Appropriately sized step ladder provided for users to access areas safely
 |  |  |
| **Defective equipment**, **collapse of ladder**  | StaffVisitorsPupils  | falls / falling objects | * 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 | * User trained in use of ladders for minor inspection / maintenance tasks.
* Access equipment restricted to those trained and competent in use.
* 2 person job, second person available at ground level to hand diffuser / tubes or bulbs to.
* Move furniture if needed to gain access.
* Maximum working height not exceeded- users waist should not rise above top step or top of handrail.
* Staff to re-position steps rather than overstretch.
* Floor surfaces suitable to use ( firm and even surface)
* Persons using access equipment to wear appropriate footwear ( low heeled, non-slip soles)
* Stepladder securely stored when not in use to avoid unauthorised use.
 |  |  |
| **Persons colliding with ladder**  | StaffVisitorsPupils  | falls / falling objects | * Segregate work area
* Provide warning signs, cones etc. if needed.
 |  |  |
| **Manual Handling Unstable / unwieldy loads** | StaffVisitorsPupils  | Falls, falling objects | * Use team handling where necessary.
* Staff to be trained in moving and handling techniques.
* Obtain help transporting ladder if needed
 |  |  |
| **Contact with electricity**  | StaffVisitorsPupils  | electrocution, burns | * Switch off electrical supply or tape off and label light switch if this is not possible.
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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:** |

|  |  |
| --- | --- |
| 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 Team |
| **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. |