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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)** | Staff  Visitors  Pupils | 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** | Staff  Visitors  Pupils | 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** | Staff  Visitors  Pupils | 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** | Staff  Visitors  Pupils | falls / falling objects | * Segregate work area * Provide warning signs, cones etc. if needed. |  |  |
| **Manual Handling Unstable / unwieldy loads** | Staff  Visitors  Pupils | 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** | Staff  Visitors  Pupils | 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** |
|  |  |  |  |  |
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| **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 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. |