|  |  |  |
| --- | --- | --- |
| RISK ASSESSMENT | Use of ladder for light work of short duration (maximum 30 mins). |  |
| **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 Contractors  | falls, falling objects | * User to ensure access equipment is of adequate height.
* Consideration given to hiring suitable equipment for specific jobs or where work is liable to take >30mins.
 |  |  |
| **Defective equipment**, **collapse of ladder**  | StaffVisitorsPupils Contractors | falls, falling objects | * All access equipment suitable for purpose, checked before use and maintained in good condition.
* Frequent documented checks on ladder 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 Contractors | Falls, falling objects | * User trained in use of ladders for minor inspection / maintenance tasks.
* Access equipment restricted to those trained and competent in use.
* Maximum working height not exceeded.
* Ensure correct angle of ladder ( 1M out for 4M up)
* Secure ladder
* No lone working when using ladders.
* Staff to re-position ladder 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)
* Securely stored when not in use to avoid unauthorised use.
 |  |  |
| **Persons colliding with ladder** | StaffVisitorsPupils Contractors |  | * Segregate work area effectively.
* Provide warning signs, cones or fencing if needed.
* Schedule work to take place when persons are not in immediate area.
 |  |  |
| **Manual Handling Unstable / unwieldy loads** | StaffVisitorsPupils Contractors | Falls, falling objects | * Accompanying tools and equipment carried in tool belt. Both hands to be kept free when climbing ladder.
* Use team handling where necessary.
* Staff to be trained in moving and handling techniques.
* Obtain help transporting ladder if needed
 |  |  |
| **Environmental conditions ( weather, wet ground, uneven surfaces etc.)** | StaffVisitorsPupils Contractors |  | * Consideration given to environmental conditions prior to starting work.
* No work to be undertaken in adverse weather conditions ( wind, rain, snow etc.)
* Ensure rungs are clear of slippery substances, ice, mud etc.
 |  |  |

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