

## RISK ASSESSMENT USE OF LADDERS, STEPLADDERS AND STEP-UPS



Task on which assessment is made: The use of ladders, stepladders or step-ups	<b>No. 02</b> <b>Date of Review</b> As required								
Hazard(s) identified: <table style="width: 100%; margin-left: 20px;"> <tr> <td style="width: 50%;">Person falling</td> <td style="width: 50%;">Materials falling</td> </tr> <tr> <td>Faulty work equipment</td> <td>Untrained operative</td> </tr> <tr> <td>Unsuitable ground conditions</td> <td>Overloading</td> </tr> <tr> <td>Wrong angle in use</td> <td>Unsuitable support</td> </tr> </table>		Person falling	Materials falling	Faulty work equipment	Untrained operative	Unsuitable ground conditions	Overloading	Wrong angle in use	Unsuitable support
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Unsuitable ground conditions	Overloading								
Wrong angle in use	Unsuitable support								
Likelihood of causing harm without control measures in place? <table style="width: 100%; margin-left: 20px;"> <tr> <td style="width: 33%;">Certain (High) <input type="checkbox"/></td> <td style="width: 33%;">Possible (Medium) <input checked="" type="checkbox"/></td> <td style="width: 33%;">Unlikely (Low) <input type="checkbox"/></td> </tr> </table> Resultant harm likely to be: <table style="width: 100%; margin-left: 20px;"> <tr> <td style="width: 33%;">Major Injury <input checked="" type="checkbox"/></td> <td style="width: 33%;">Serious Injury <input type="checkbox"/></td> <td style="width: 33%;">Slight Injury <input type="checkbox"/></td> </tr> </table>		Certain (High) <input type="checkbox"/>	Possible (Medium) <input checked="" type="checkbox"/>	Unlikely (Low) <input type="checkbox"/>	Major Injury <input checked="" type="checkbox"/>	Serious Injury <input type="checkbox"/>	Slight Injury <input type="checkbox"/>		
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Person(s) considered to be at risk: Persons assisting in the running of the Community Hub.									
Control Measures required: <ul style="list-style-type: none"> <li>Ladders and stepladders to be used for light work (up to 10kg) and for short periods of time (up to 20 minutes in one location)</li> <li>Only trained, authorised persons are permitted to use ladders and stepladders</li> <li>Install barriers and/or signage around area, as appropriate</li> <li>Ensure ladder is used at 75° or steps are fully open with the stays/cords in place</li> <li>Ensure ground is firm and level, do not use if ground is uneven</li> <li>Use a ladder stay/stand off if top support is inadequate</li> <li>Use only Class 1 industrial or EN131 light trade ladders and steps</li> <li>Only one person at a time on a ladder or steps</li> <li>PPE to be worn as appropriate</li> <li>All ladders and steps must be inspected prior to use to ensure that there is no damage</li> <li>If damaged, take out of service and report to Trustees</li> <li>Any long, heavy ladders or steps must be carried horizontally by two persons</li> <li>Do not use equipment in adverse weather conditions</li> <li>For lower reaches, use suitable step-up but do not use incorrect equipment such as boxes or chairs</li> <li>Care to be taken when climbing on to, or off ladders, stepladders or step-ups</li> </ul>									
Training/Information required. Working at Height guidance (see attached)									
Actions required to be implemented by: Trustees and persons assisting at the Community Hub									
Health surveillance required. If YES, describe:	YES <input type="checkbox"/> <b>NO</b> <input checked="" type="checkbox"/>								

Residual risk with the control measures in place:

Certain (High)

Possible (Medium)

Unlikely (Low)

Resultant harm likely to be:

Major Injury

Serious Injury

Slight Injury

Person carrying out review: Helmsman Safety

5/10/2021



## Working at Height – Best Practice

One major issue encountered whilst carrying out work is working at height. Ladders, Stepladders and Step-ups are the most commonly cited factor associated with falls from height. The risks associated with working at height should therefore be taken very seriously and you should make every attempt to implement safe working practices.

**Many people mistakenly believe that the Health and Safety Executive has banned the use of ladders and stepladders** - in fact, their advice is that for straightforward and short duration work, stepladders and ladders can be a good option. However, they rightly point out that ladders and stepladders would not be such a good choice for complex tasks lasting for long periods.

In our case, a short duration is taken to be a maximum of 20 minutes at a time. It is always worth considering whether there is a better way of gaining access, perhaps by using a tower scaffold or mobile elevating work platform, although you might decide that this is not justified because of the low risk and short duration of the work, or may not be possible due to the actual premises being worked upon..

### Top tips for working safely with leaning ladders and stepladders:

- Check that a ladder or stepladder is right for the job and prior to use, inspect it to make sure that it is in good condition and not damaged.
- Ladders shouldn't be used for long periods or for tasks with strenuous movement and heavy loads.
- Make sure that the ladder is in good repair. Ladders should be regularly checked to ensure that they are in a safe and workable condition. If you spot any defects, the ladder should be taken out of use immediately and replaced.
- Use a ladder that is long enough for the task to avoid excessive reaching and make sure you place the ladder at a safe angle (75 degrees). Use the 1 in 4 rule i.e. place the base 1 unit out for every 4 units up.
- Where practicable, have someone 'foot' the ladder to ensure that it does not slip.
- Take care before placing a hand on materials for support as they may be hot or particularly cold. In wet weather, concrete, slates and tiles will also tend to acquire a slippery film of moss and moisture.
- Make sure that the ladder is properly secured at the top and is placed on a sound, hard, level base and not on soft soil or gravel. If the ground is uneven or sloping, use a levelling device so that both feet are firmly placed or use different access equipment.

- Use a ladder that has an offset device attached to keep the top of the ladder clear of overhanging eaves. Do not rely on the strength of an eaves gutter to provide support for the top of the ladder.
- Do not lean away from the ladder or stepladder to stretch in such a way that your centre of gravity is outside the line of the it. Keep yourself positioned so that your belt buckle (navel) remains between the stiles (uprights).
- Try to maintain three points of contact with the ladder at all times i.e. both feet on the same rung and one hand on the ladder. Always grip the ladder when climbing but do not work off the top three rungs as this provides a handhold.
- Only carry light materials or tools (up to 10kg) and use a belt or bucket fixed to the ladder to hold your equipment. Do not exceed the maximum weight limit for the ladder.
- Be aware of doorways or opening windows and stay well clear of overhead power lines.
- Do not climb any ladder in strong wind or icy conditions.
- In the case of stepladders, ensure that they are opened to the maximum and that there are stays or other mechanisms to lock the equipment.
- Take care when climbing onto or off the equipment and that there are no obstructions near to the base of it.
- When using a step-up, take care to stand in the middle and that you are not reaching above head height. If you are, you need a ladder or stepladder.