

Working at height

Using ladders and/or stepladders

Site: Any	Date:		
<p>Main work activities: Any work at height using ladders or stepladders where a fall is likely to cause injury <u>not covered by a more specific risk assessment</u></p> <p>NB This is a generic assessment for the work at height risks associated with the use of ladders and stepladders. Additional generic (e.g. Manual Handling), task and site specific assessments will be necessary in many circumstances</p>			
<p>Maximum number of people exposed: Typically two but may be more and in some cases a lone-worker (see also Lone Work assessment)</p> <p>Category, (skilled, visitor, trainee etc.): Rangers and Volunteers (skilled/trained and/or supervised)</p> <p>Age range: 16 and over</p> <p>Frequency and duration of exposure: Typically occasional/infrequent use</p>			
<p>Hazards/Risks identified:</p> <p>Falls from height causing injury</p>			
<p>Current action taken to reduce the risk (if any): <i>See notes overleaf for further guidance</i></p> <ol style="list-style-type: none"> 1. Only competent/trained or suitably supervised persons shall use ladders/stepladders 2. The need to use a ladder/stepladder for work at height is considered and <u>if a safer alternative is practicable that is employed</u> 3. If a ladder/stepladder is to be used it is suitable for the task and in good working condition 4. The proposed worksite is assessed as a safe place to use a ladder/stepladder 5. The ladder/stepladder is suitably placed and <u>secured</u> as appropriate 6. Suitable equipment (e.g. toolbelts) is used to allow a minimum of three points of contact with the ladder/stepladder at most times where necessary 7. Suitable footwear to be used at all times 8. Take full account of any <u>site or task specific risk assessment</u> and <u>method statement</u> <p>Risk assessment (taking account of existing controls) delete as appropriate (see notes overleaf)</p> <ol style="list-style-type: none"> 1. A serious risk remains requiring immediate action as detailed below 2. A significant risk remains and will be further dealt with as detailed below 3. This is considered a low/acceptable risk that is currently sufficiently well controlled 			
Agreed new/additional control measures:	When	Who	Done

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GENERIC RISK ASSESSMENT - 2019

General Guidance

Notes on risk assessment and completion of this form

1. This form should be used to specify the controls that are in place to deal with any identified hazard where some significant risk of harm/damage or loss is identified.
2. A judgement of significant risk may be made through experience of previous incidents, official guidance on risks associated with certain activities or through individual expertise and advice.
3. A hazard is anything with the potential to cause harm/damage or loss. Examples include: electricity, vehicles, anything very hot or very cold, any sharp or pointed instrument or object, something very heavy/awkward that must be moved, something toxic or caustic, flammable or dangerous substances.
4. The risk calculation is a subjective process to determine whether those with responsibility are satisfied that the controls in place, with respect to a particular hazard, are sufficient to avoid an incident or to make an incident sufficiently unlikely. In certain cases reference to statutory requirements may be necessary.
5. Those carrying out the risk assessment should be competent to do so. Competence is the ability to profile the risks in operational activities and then apply the right measures to control and manage those risks. In case of doubt, advice should be sought from the Field and Office Safety Advisers or others as appropriate.

Specific Guidance

Working at height – Safe use of ladders and stepladders

1. Always consider first whether work at height needs to be completed using a ladder/stepladder at all? A job may be left or conducted not at height or conducted using other equipment. Ladders/stepladders should normally only be used where there is no suitable alternative and the job is infrequent and/or of short duration (i.e <30 mins).
2. Only competent, trained or people being suitably supervised by a competent person must use a ladder/stepladder.
3. If a job must be done at height using a ladder/stepladder ensure the equipment is suitable? That means in good working condition and long/tall/stable enough to enable safe use in the circumstances. Generally the top three rungs of a ladder should not be used, a ladder used for access should extend at least 1m above the access platform (and be tied). For stepladders the top two steps should not be used unless there is a suitable handrail.
4. Ladder/stepladders should be visibly inspected and confirmed in good working order each time/each day that they are used. Any significant defects to be reported and the ladder/stepladder removed from use.
5. The site where a ladder/stepladder will be used should be assessed and the ground must be firm and even/made even.
6. A ladder should be tied wherever possible. Either at the top, part way down or at the bottom. Alternatively a suitable stabilising device may be used. **As a last resort** a ladder may be footed to provide additional stability. The person footing a ladder should have both feet on the bottom rung, face the ladder and hold both stiles. The person footing should do so as soon as the ladder is climbed and remain in place until the ladder is fully descended.
7. When using a ladder/stepladder three points of contact should normally be maintained. If the ladder/stepladder cannot be used as a handhold a safe alternative should be made available. Equipment such as hoists and toolbelts should be used to avoid having to carry equipment on ladders/stepladders. Unless two handed operations are very brief alternative methods of fall prevention must be employed.
8. In addition to this generic assessment, take full account of any task/site specific risk assessments and consider the need for additional 'dynamic' risk assessments if conditions (e.g. severe weather) change.

If in doubt seek further advice from your Line Manager or Occupational Safety and Health Adviser (OSHA)