

RISK ASSESSMENT: Ladders- use of (Page 1 of 3)



ESTABLISHMENT/SCHOOL Cantrell Primary School		SECTION/TEAM		DATE OF ASSESSMENT September 2020	
WHO MIGHT BE HARMED? Employees or anyone in the vicinity of the work area				HOW MANY ARE AFFECTED? All Employees	
HAZARDS (including inadequate or lack of arrangements)	EXISTING CONTROL MEASURES	✓ if in place ✗ if not	WHERE: ✗ State action to be taken with timescales ✗ Any additional control measures ✓ Site specific details	RESIDUAL RISK RATING High, Medium, Low	
Inappropriate equipment	<ul style="list-style-type: none"> Work at Height Activity risk assessments should be completed prior to ladders being considered as a means of access for each activity. 	Yes	Only the school stepladders to be used by employees.	Low	
Physical conditions which could result in falls from height	<ul style="list-style-type: none"> Is the ladder of suitable and sufficient strength for the task being undertaken? 	Yes	Only use school stepladders	Low	
	<ul style="list-style-type: none"> Is the ladder in good condition e.g. clean, dry, free from substances, cracks, corrosion? 	Yes	Checked by site manager	Low	
	<ul style="list-style-type: none"> Is the ladder erected to ensure that it does not become displaced particularly where it is over 3 metres long? (E.g. is the ground level and firm?) 	Yes	Only use school stepladders	Low	
	<ul style="list-style-type: none"> Is the ladder secured to prevent it slipping outwards at the bottom or sideways at the top? 	Yes	Only use school stepladders	Low	
	<ul style="list-style-type: none"> Is the ladder being used as a means of access? If so, does it extend beyond the landing place by a minimum of 1 metre to provide a secure handhold? 	Yes	Only use school stepladders	Low	
	<ul style="list-style-type: none"> Has suitable protective clothing been provided? E.g. suitable footwear, hard hats. 	Yes	Only use stepladders. No other ladders are to be used by employees.	Low	
Lone working	<ul style="list-style-type: none"> Can lone working be avoided (lone working should be avoided wherever possible, particularly when using ladders)? If not, what other safety precautions are to be taken? 	Yes	Only use school stepladders	Low	
Unauthorised use	<ul style="list-style-type: none"> Are suitable arrangements in place to prevent unauthorised use of school equipment e.g. pupils, contractors? 	Yes	External contractors to use their own equipment.	Low	

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Falling objects	<ul style="list-style-type: none"> Have adequate precautions been taken to alert passers-by to the use of ladders e.g. barriers and signs? 	Yes	Only use school stepladders	Low
	<ul style="list-style-type: none"> Have adequate arrangements been made if the ladder is being used near doorways/stairs/steps? 	Yes	Only use school stepladders	Low
Manual Handling activities	<ul style="list-style-type: none"> Has the user been instructed in the use of appropriate manual handling techniques? 	Yes	Only use school stepladders	Low
Maintenance	<ul style="list-style-type: none"> Have steps been taken to ensure the ladder is regularly inspected and maintained? 	Yes	By site manager.	Low
	<ul style="list-style-type: none"> Are maintenance and inspection records kept? 	Yes	Visual inspection.	Low
	<ul style="list-style-type: none"> Are arrangements in place for worn or damaged ladders to be immediately removed from use and appropriately labelled (e.g. <i>faulty - do not use</i>) until safe disposal can be arranged? 	Yes	To be removed from premises immediately.	Low
Training, Information and Instruction	<ul style="list-style-type: none"> Has the user been provided with the appropriate information, instruction and training? 	Yes		Low
Security	<ul style="list-style-type: none"> Have adequate precautions been taken to prevent unauthorised use of the ladder outside school hours e.g. by intruders? 	Yes	Ladders are chained up.	Low

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<p>Are there any other foreseeable hazards associated with the use of ladders?</p> <p>Please circle YES / NO</p>	<p><u>List any additional control measures</u></p>			
<p>Reference Documents</p> <ul style="list-style-type: none"> NCC Guidance and Information Sheet No.9, No.24 HSE- 'The Work at Height Regulations 2005 - A Brief Guide' available at www.hse.gov.uk/pubns/indg401.pdf HSE- 'Safe Use of Ladders and Stepladders' available at www.hse.gov.uk/pubns/indg402.pdf Children's Services H&S Manual Work at Height Practical Guidance 				
<p>ASSESSED BY (Print name) Ralph Surman</p>			<p>SIGNED <i>Ralph J Surman</i></p>	<p>DATE September 2020</p>
<p>LINE MANAGER Deborah Weaver</p>			<p>SIGNED</p>	<p>REVIEW DATE April 2023</p>