

## GENERAL RISK ASSESSMENT FORM



### PART A. ASSESSMENT DETAILS:

Area/task/activity: Use of Ladders

Location of activity: LCC Establishments / schools

Team/School name: Address & Contact details:		Name of Person(s) undertaking Assessment:	
		Signature(s):	
Line manager/Head Teacher (Name & Title):		Date of Assessment:	
Signature:		Step 5 Planned Review Date:	
How communicated to staff:		Date communicated to staff:	

### PART B1. HAZARD IDENTIFICATION AND CONTROL MEASURES:

Step 1 Identify significant hazards	Step 2 Identify who might be harmed and how		Step 3 identify precautionary measures already in place
List of significant hazards (something with the potential to cause harm)	Who might be harmed?	Type of harm	Existing controls (Actions already taken to control the risk)
Ladder failure	User, any person in direct vicinity of ladder	Broken bones/ twisted limbs	<ul style="list-style-type: none"> <li>Ladders meet BS2037: 1994 (metal). BS1129:1990 (wooden)</li> <li>Ladder is of correct length, strength etc, for its intended purpose;</li> <li>Pre-use ladder inspections are undertaken;</li> </ul>
			<ul style="list-style-type: none"> <li>Defective ladders must be labelled to indicate that it is not to be used and reported to relevant technician;</li> <li>Ladder to be used at correct angle (75° from horizontal);</li> <li>Ladders are only loaded in accordance with its 'classification of duty rating';</li> <li>Formal maintenance inspections are performed by a competent person and records are kept.</li> </ul>

Falling objects	Any person in direct vicinity of ladder	head injuries/concussion	<ul style="list-style-type: none"> <li>• a safe working area is cordoned off around the ladder and signage is used as appropriate;</li> <li>• a belt holster or belt hooks are used for carrying tools up/down ladder;</li> <li>• Heavy items are not carried up ladders;</li> <li>• Any person footing the ladder wears head protection.</li> <li>• Tools are attached to safety lines if appropriate;</li> <li>• Safety Netting is used if appropriate;</li> <li>• work activities are monitored for compliance with any Permit to work in place</li> </ul>
Fall due to persons overreaching / stretching from ladder	User, any person in direct vicinity of ladder	serious injury	<ul style="list-style-type: none"> <li>• Ladder is placed close to work / activity / object to be inspected / moved / etc to avoid user over reaching;</li> <li>• work activities are monitored for compliance with any Permit to work in place.</li> </ul>
Slipping of ladder	User, any person in direct vicinity of ladder	serious injury	<ul style="list-style-type: none"> <li>• Pre-use ladder inspections are undertaken;</li> <li>• Securing and footing of ladder is undertaken (ladder must be footed whilst it is being secured, if securing not possible ladder must be footed at all times whilst it is being used)</li> <li>• Ladders are only used on level floor surfaces;</li> <li>• Ladders are not be used on stairs, slippery or unsafe floor surfaces;</li> <li>• Ladder are used at correct angle (75° from horizontal or 1m out for every 4m up)</li> </ul>

Fall from ladder	User, any person in direct vicinity of ladder	serious injury/fatality	<ul style="list-style-type: none"> <li>• Ladders are only used by persons who feel confident or physically capable of using them;</li> <li>• No lone work at height is allowed;</li> <li>• Pre-use ladder inspections are undertaken;</li> <li>• Defective ladders must be labelled to indicate that it is not to be used and reported to relevant technician;</li> <li>• Ladders are kept free from defect, oil, grease, mud or other slippery substances;</li> <li>• Ladders are only used on level floor surface and rested against a solid surface;</li> <li>• Ladders are not used on stairs, slippery or unsafe floor surfaces, ladders used on grass have a large wooden board placed underneath them;</li> <li>• Ladders are not placed upon other raised surface to gain extra height;</li> <li>• Ladders are not used where there is a risk of persons or objects (doors, equipment, etc) coming into contact with the ladder or user.</li> <li>• a safe working area is cordoned off around the ladder and signage is used as appropriate;</li> <li>• extension ladders have an overlap of at least 3 rungs and have locked out before ascending them;</li> <li>• Ladders are used at correct angle (75° from horizontal), and at least 3 rungs extend beyond any roof edge.</li> <li>• Securing and footing of ladder (ladder must be footed whilst it is being secured, if securing not possible ladder must be footed at all times whilst it is being used);</li> <li>• Users do not stand on any of the last 3 rungs of the ladder;</li> <li>• Only one person at a time is allowed to use the ladder;</li> <li>• Suitable foot-wear is always worn;</li> <li>• Ladder Safety Training is undertaken by users;</li> <li>• work activities are monitored for compliance with any Permit to work in place.</li> </ul>
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Electric shock from overhead or exposed power cables	User, any person in direct vicinity of ladder	burns/fatality/electric shock	<ul style="list-style-type: none"> <li>• Inspection of area is made to identify any electrical hazards / overhead power cables;</li> <li>• No work is carried out within 6m of high voltage cables;</li> <li>• live supplies are isolated where necessary;</li> <li>• Aluminium ladders are not used where any electrical hazard exists.</li> </ul>
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This general risk assessment will apply to this area/task/activity in most teams/schools providing the control measures described are in operation and there are no further local significant hazards. If it does not fully apply, please go to Part B2 on the next page. If it fully applies please sign below.

I certify that the risk assessment above fully applies to the area/task/activity under assessment in .....  
(Name of team/school)

Signed:

Name:

Risk Assessor.

**If the control measures described are not in operation and further action is required or there are further local significant hazards please record these here, transfer any actions required to the Action Plan at Part C below and sign off below. Do not sign off above if further actions are required.**

<b>PART B2. HAZARD IDENTIFICATION AND CONTROL MEASURES:</b>			
<b>Further significant hazards</b>	<b>Who might be harmed?</b>	<b>Type of harm</b>	<b>Existing controls</b> (Actions already taken to control the risk)

I certify that the assessment for the task/activity above covers all the significant hazards applicable .....(name of Team /School).

Signed:

Name:

(Line Manager/Headteacher).

<b>PART C: ACTION PLAN Step 4 Further action / controls required</b>						
<b>Hazard</b>	<b>Action required</b>	<b>Person(s) to undertake action?</b>	<b>Priority</b>	<b>Projected time scale</b>	<b>Notes / comments</b>	<b>Date completed</b>