



Risk Assessment For:	Use of Step Ladders
Assessment signed off by (Warden):	
Assessment signed off by (Clergy):	
Assessment carried out by (H&S):	
Assessment Date:	
Review Due:	

A third of all reported fall-from-height incidents involve ladders and stepladders. On average this accounts for 14 deaths and 1200 major injuries each year - *source HSE*

	Hazard	Who might be harmed and how	What we are already doing	What further action is necessary	Lead	Deadline	Done
1	Inadequate Insurance Cover	Everyone – claims for loss of earnings and personal injury	Public liability insurance up to date				
2	Work from height	User – fall from height leading to death or serious injury e.g. head injuries, broken bones, fractures, concussion	Avoid working from height whenever possible. Consider alternatives e.g. using long handled tools				
3	Lone working	User – delay in help arriving, with outcomes more severe as a result	Never work alone There must be at least one other responsible adult footing the ladder – see section 18 below.				

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4	Incorrect type of step-ladder used	User and people in the near vicinity – death or serious injury as above	<p>Only Class 1 Industrial use step ladders conforming to British Standards codes BS 1129 (Wooden) BS 2037 (Metal) BS EN 131 (Wooden & Metal) can be used in and around church grounds</p> <p>Do not use Class III step-ladders which are intended for domestic use</p> <p>Step-ladder must be robust and the appropriate height for the job in hand</p> <p>Ladder should be tall enough for the user to reach without stepping on the top 3 rungs</p> <p>Work must never be carried out from top 3 rungs or platform without there being a suitable handrail</p> <p>Do not use a tall step-ladder when a 2-step is sufficient</p>				

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5	Poorly maintained step-ladder	User - death or serious injury as above People in the immediate vicinity	Ladders must be inspected at least annually at "Hard Labour", and repaired / replaced if faults found Visually examine the stepladder immediately before starting work, and before putting away Check the integrity of hinges, bracing struts, treads, rivets, hand holds, non-slip feet, and check there are no sharp edges. Check ladder is free from dirt from previous use Any problems must be reported to the H&S officer	Ladder tags for small stepladder required			
6	Storage	User – death or serious injury from broken equipment	Step ladders must be easily accessible. Clear the surrounding area of obstacles before attempting access Ladders padlocked against unauthorised use The "Stepladder Do and Don't" checklist must be kept with the stepladders				

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			Never store stepladders by hanging from a rung or stile				
7	Competence / Training	User – death or serious injury from inappropriate use	<p>Only people listed in the H&S policy can use stepladders</p> <p>They must have read this risk assessment and signed to say they have understood</p> <p>They must be sufficiently experienced, trained or instructed to be able to carry out the visual checks and use the ladder safety.</p>				
8	Health of user	User – death or serious injury to self or others	<p>The user must be fit and healthy</p> <p>No-one must climb whilst under the influence of alcohol, drugs, whilst unwell, tired or hung over. Or on medication liable to cause impairment</p>				
9	Duration of Task	User – injury from tiredness and lack of concentration	Do not use for more than 30 minutes at a time				

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10	Manual Handling	User – long term ill health from e.g. back strain; damage to property from dropping ladder	Step-ladders may be too awkward or heavy for one person to carry. If so, they must be carried by 2 people Clear the route between storage location and work site <u>before</u> moving the ladder				
11	Lighting	User – injury from poor visibility	Do not work in poorly lit areas				
12	Inappropriate footwear or clothing	User – increased risk of slipping and falling, with death or serious injury	Wear appropriate sturdy footwear (no heels or open toes); laces must be tied securely Consider whether the job requires safety helmets and goggles				
13	Location – Uneven, shiny or slippery ground	User – increased risk from ladder falling over and death or serious injury to user and other people near by	Ground must be dry, even and stable Area must be uncluttered All ladder feet must be in contact with the ground, and the rungs must be level				

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			If on grass, make sure ladder is secure and will not slip				
14	Location - Passing Traffic / pedestrians	<p>People in the vicinity may be injured by a falling ladder or objects</p> <p>People may knock into the ladder and cause it to fall over</p>	<p>Cordon off work area with tape or cones, or have a person standing guard.</p> <p>Do not put the step-ladder behind doors, near open windows, across access routes, or behind blind corners. If unavoidable, lock doors, re-direct people and use warning signs</p>				
15	Location - Restricted Access to work area and / or obstacles	<p>User – death or serious injury from ladder falling over</p> <p>User - restricted movement when using tools</p>	<p>Make sure the step-ladder can be placed close to the work</p> <p>Step ladder must be spread open to its fullest extent and in the locked position</p> <p>Remove obstacles from the work area and access route e.g. pews or objects in storage</p> <p>Make sure there is space around and above the step-ladder</p>				

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16	Over-loading	User – death or serious injury as above	Only 1 person must use the ladder at any one time Do not carry more than 10kg				
17	Over reaching Sideways loading	User – death or serious injury as above	Place the ladder at right angles to the work, in a position to avoid over-reaching or sideways loading If a side force is needed to do the work then the ladder must be secured by ropes tied to both stiles (not rungs) If this is not possible, an alternative means of access must be sought				
18	Step-ladder falling over	User – death or serious injury as above	The step ladder must be footed by another person placing one foot on the bottom rung and firmly holding the stiles.				

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19	Losing Balance	User – death or serious injury as above	<p>Keep 3 points of contact with the step-ladder at all times e.g. both feet and one hand.</p> <p>Make sure there is sufficient space behind each rung to provide a proper footing</p> <p>Walk up and down the ladder at a steady pace. Do not move too fast or run.</p> <p>User must keep hands free for climbing and when working keep both feet on the same rung</p> <p>When climbing down make sure you don't miss the lower rungs as you step off the bottom of the ladder</p>				
20	Electricity	User – death or shock by electrocution	<p>Step ladders may be capable of conducting electricity. Avoid electrical hazards where possible.</p> <p>If unavoidable, TURN OFF</p>				

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			POWER AND USE NON-CONDUCTING STEP LADDERS				
21	Inappropriate use of step-ladder	User – death or serious injury as above	<p>The step ladder must never be:</p> <ul style="list-style-type: none"> - Propped against the wall and used as a ladder - Used on stairs - Placed on a raised surface to gain extra height - Placed near glass e.g. windows, or fragile objects 				
22	Struck by Falling Objects	User or people near by– death or serious injury as above	<p>Do not manoeuvre large, unwieldy or heavy items when up a step-ladder</p> <p>Do not carry anything heavier than 10kg</p> <p>Users must not scale a ladder whilst holding tools or other work materials; these must be attached to tool belts, in zipped pockets or on trays</p>				

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			attached to ladder. Or ask someone to pass up to you				
23	Weather	User – death or serious injury from e.g. the ladder being blown over, rain slippery steps, or lightning strike	If outside – do not use in the rain, lightning or in windy / icy conditions Cease work if weather deteriorates				
24	Health and Safety / Fire	Individual – death and personal injury Church – loss or injury to people, upset, damage to reputation, cost from claims	Use of stepladders comes within the framework of St. Matthew's Health and Safety and Fire arrangements policy All incidents, whether severe or minor, must be reported to both a member of the clergy and the Health and Safety Officer Mark Rushton All incidents must be recorded as appropriate				