

GENERIC RISK ASSESSMENT FORM

LADDERS

RISK ASSESSMENT UNDERTAKEN BY.....

DATED.....

The purpose of this generic risk assessment is to provide site managers and supervisors with a check list which ensures all action has been taken to identify all the hazards associated with a particular working system and that appropriate control measures have or will be taken to reduce risk to an absolute minimum.

HAZARDS

The main hazards associated with Ladders are:

- Failure to secure and foot the ladder correctly.
- Unsafe use of the ladder (over-reaching, sliding down, etc.).
- Using a ladder where a safer method is required.
- Using a ladder with a defect (Painted timber ladders which hides defects, this is strictly prohibited)
- Using unsuitable base to ladder.
- Insufficient handhold at top of ladder or at stepping off position.
- Insufficient foothold at each rung.
- Electric shock from use of ladders near overhead electrical cables.
- Tools etc. not properly secured when ascending or working on the ladder.
- Insufficient use of overlap of extension ladders
- Use of ladders in poor light
- use of ladders in high winds

PLANNING PROCEDURE

During the planning of any work, the Contract Manager will ensure that the requirements of the relevant standards are allowed for. The contract manager will:

Determine whether the job can be done more safely in a different way

Arrange for the required number and type of ladders to be provided taking into account the relevant standards and the work to be carried out.

Ensure that the mean of securing and footing ladders are planned as far as reasonably practicable and sufficient resources are made available.

MONITORING AND SUPERVISION

The site manager will:

- At start of work check ladders before use to ensure that they are:
 - in date for test
 - free of defects
 - conduct weekly checks whilst they are on site and enter details and findings of checks in site log
- Where defect is noted or ladder is reported as damaged take action to remove from services and ensure it is clearly identified as non-useable where it remains on site.
- Ensure all ladders are checked when in use that they are:
 - properly secured at the top
 - properly footed
 - do not exceed 75° angle when erected
- Ensure that ladders are not used where a more suitable method of work has been agreed (e.g. employees avoiding setting up portable scaffolding)
- Ensure that safe handholds are available and sufficiently close to the work
- Ensure that the ladder not over extended for the job
- Ensure all tools, etc. are properly secured and carried when working from the ladder.
- Ensure that the ladder is the right type for the task to be undertaken
- Is the top rung level with the platform and is there adequate hand hold at the place of landing etc etc...

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PLANNING STAGE

Determine, list and record, how and where ladders are to be used on the site and for what types of work.
 Determine whether a safer system of work can be provided

Provide means whereby ladders can be secured at the top (where this is impracticable provide means for securing at the base).

Institute a system of periodical inspections and maintain records of purchase, repair and inspection

ASSOCIATED HAZARDS

HAZARD	RISK	CONTROL MEASURE	APPLIED	CHECKED
Failing to properly secure	Falling, Sliding,	Ensure ladder is secured at top or bottom. Provide suitable base. Ensure ladder is footed and does not exceed 75° angle. Ensure Ladder has proper feet. Confirm that stays, chains or cords are in good condition.		
Electric Shock	Overhead electrical cables	Ladder length will not allow contact. isolate power supply. Use scaffolding for job.		
High winds	Blown from ladder	No work to be undertaken when wind speed exceeds 20 knots		
Out of date for Test	ladder failure	ensure test regime is in force, separate serviceable from un-serviceable ladders. No painted timber ladders on site.		
Falling	Slipping	Ensure ladders are cleaned and free from oils and grease. Ensure they are subjected to weekly and pre-user inspections		
	Falls from ladder	Ensure top rung is level with the platform and there is adequate handholds at the place of landing. Ensure ladder is not over-extended. Ensure the ladder is the right type for the job & is 'footed' by another person.		
Tools and equipment	Dropping during work causing damage or injury	Provision is made to enable operatives to climb hands free with tools secured during use		
Incorrect Use	Falls, slips and slides	Use ladders of correct length and type for the job.		

INSTRUCTIONS TO EMPLOYEES

- Use only equipment issued for the purpose
- Check before use that it is in good condition
- Ensure the ladder is firmly secured at the top (if this impracticable ensure that it is secured at the base).
- Set the ladder at the correct angle (1 out to every 4 up)
- Stand the ladder on a firm and level base & ensure that the base is 'footed' by another person.

- Make sure your footwear is in good condition
- Clean any wet, icy or greasy rungs before use.
- Clean off any mud or grease from boots before climbing
- Carry light tools in a holster or a tool bag slung from a strap over the shoulder, or use a hoist line.
- If in doubt about safety on ladders contact your supervisor immediately.

BE SAFE AND SECURE WHEN WORKING ON LADDERS

