

## Risk Assessment

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| Activity to be Assessed                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Assessment Number |          |
| Use of ladders/stepladders                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | OD-03             |          |
| Persons undertaking or affected by the activity                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                   |          |
| <input checked="" type="checkbox"/> Employees <input checked="" type="checkbox"/> Tenant <input checked="" type="checkbox"/> Public <input checked="" type="checkbox"/> Visitor <input type="checkbox"/> Contractor<br><input type="checkbox"/> Other ..... |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                   |          |
| Identified Hazards and Associated Risks                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Likelihood        | Severity |
| 1                                                                                                                                                                                                                                                           | Fall from height                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 4                 | 5        |
| 2                                                                                                                                                                                                                                                           | Defective equipment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 4                 | 5        |
| 3                                                                                                                                                                                                                                                           | Uneven ground                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 4                 | 5        |
| 4                                                                                                                                                                                                                                                           | Heavy loading                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 3                 | 4        |
| 5                                                                                                                                                                                                                                                           | Working area / Unauthorised use                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 4                 | 5        |
| 6                                                                                                                                                                                                                                                           | Weather conditions                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 3                 | 5        |
| 7                                                                                                                                                                                                                                                           | Manual Handling                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 3                 | 4        |
| 8                                                                                                                                                                                                                                                           | Transportation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 4                 | 4        |
| 9                                                                                                                                                                                                                                                           | Overhead services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 4                 | 5        |
| Existing Control Measures/Additional Control Measures Required                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                   |          |
| 1                                                                                                                                                                                                                                                           | <ul style="list-style-type: none"> <li>Before work commences, assess the activity to determine if work at height can be avoided by using an alternative work method eg- Reach and wash systems.</li> <li>Ladders/stepladders should be used for short duration work only ie maximum of 30 minutes in one position,</li> <li>Ladder angle should be approx. 75 Degrees, ie for every 4 metres/feet rise, the base should be positioned 1 metre/foot away from the building.</li> <li>Ladder to be suitably “footed” this can be done by a colleague or with the use of a purpose made “ladder stopper” or “dug in” to soft ground.</li> <li>Maintain a sound grip with ladder/stepladder when climbing up or down.</li> <li>Ladder to be placed against a sound and non slippery surface eg NOT against PVCu guttering.</li> <li>Where appropriate, use a ladder stand off to provide better access. If for example the distance/depth of soffits is greater than the “stand off” then alternative means of access should be provided (eg scaffold).</li> <li>If the ladder is used to access a scaffold, it must be secured at the top when first used.</li> <li>DO NOT overstretch. Move the ladder/stepladder along as work progress to allow maximum reach of arms length.</li> <li>Wear appropriate workwear and PPE in particular pay attention to type and condition of footwear to make sure soles are not slippery through wear, or due to wet or muddy contamination.</li> </ul> |                   |          |

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| 2                                | <ul style="list-style-type: none"><li>Ladders/stepladders must be Class 1 Industrial grade</li><li>Pre use checks must be carried out at start of every job, LadderTags must be in place and signed.</li><li>Regular inspections must be carried out by a Supervisor and the findings recorded. (Liaise with the Plant and Transport Officer)</li><li>If defects are found DO NOT use it, Report defects to Supervisor.</li><li>Any equipment used with the ladder/stepladders must be compatible and of a good quality and condition.</li><li>Ensure any accessory equipment is also checked for condition, and is positioned securely and correctly before use eg “Stand Off”, “Ladder stopper”</li></ul> |            |          |            |
| 3                                | <ul style="list-style-type: none"><li>DO NOT use a ladder/stepladders on uneven ground. Ensure the ground is level, firm and free from anything that may cause the ladder/stepladder to slip (eg Ice, Moss, Mud.)</li><li>If ground is uneven or has steep slopes, a ladder/stepladder should not be used - Arrange appropriate access eg Scaffold (As a guide, the side slope should not exceed 16 degrees and if within that range the base should be levelled, a backward slope should not exceed 6 degrees.</li></ul>                                                                                                                                                                                   |            |          |            |
| 4                                | <ul style="list-style-type: none"><li>Light work only permitted (not strenuous and not exceeding 10kgs carrying load)</li><li>Examples of acceptable ladder/stepladder work include - gutter cleaning, gutter bracket repair, window cleaning, painting.</li><li>Ladders/stepladders must NEVER be left in position whilst unattended.</li></ul>                                                                                                                                                                                                                                                                                                                                                            |            |          |            |
| 5                                | <ul style="list-style-type: none"><li>The work area should be segregated by use of warning signage.</li><li>Advise tenant of property that work overhead is being carried out.</li><li>Where work is to be carried out near a highway, then additional control should be implemented taking into account members of the public, vehicles etc. In this instance, a site specific risk assessment must be carried out and recorded.</li></ul>                                                                                                                                                                                                                                                                 |            |          |            |
| 6                                | <ul style="list-style-type: none"><li>Weather and environmental conditions must be assessed immediately before work starts to ensure conditions are safe for work at height via a ladder.</li><li>Ladder/stepladders work should not be carried out in high winds, icy conditions, heavy rain.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                    |            |          |            |
| 7                                | <ul style="list-style-type: none"><li>Allow sufficient room to manoeuvre ladder/stepladder into position.</li><li>Obtain assistance to assemble and use large extension ladders.</li><li>Wear appropriate PPE when handling ladders (gloves).</li><li>Keep hands clear of potential trapping/pinch points when extending or lowering extension ladders.</li><li>Use ladder racks properly where fitted- i.e. use pull down hook to lower and raise the rack.</li></ul>                                                                                                                                                                                                                                      |            |          |            |
| 8                                | <ul style="list-style-type: none"><li>Ensure ladders/stepladders are fixed securely to vehicle prior to any journey.</li><li>Use an appropriate method to secure – where vans have racks fitted, the built in clamp must be utilised.</li><li>On pickup trucks, position ladder in truck bed against tailgate and if ladder/stepladders extends over cab, then it must be secured with a lock and chain, ratchet straps or similar robust method to prevent movement during transit.</li></ul>                                                                                                                                                                                                              |            |          |            |
| 9                                | <ul style="list-style-type: none"><li>Survey the work area prior to commencing work to identify overhead services.</li><li>Where live unsheathed services are present, ensure ladder/stepladder is kept a safe distance away from them at all times.</li><li>Do not carry ladders/stepladders in a vertical position where they may make contact with overhead cables.</li></ul>                                                                                                                                                                                                                                                                                                                            |            |          |            |
| Reassessment of Activity Hazards |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Likelihood | Severity | Risk Level |
| 1                                | Fall from height                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 2          | 5        | 10         |
| 2                                | Defective equipment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 2          | 5        | 10         |
| 3                                | Uneven ground                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 2          | 5        | 10         |
| 4                                | Heavy loading                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 1          | 4        | 4          |

|                                  |                                                                           |                                                                    |                      |                                      |             |    |           |    |    |
|----------------------------------|---------------------------------------------------------------------------|--------------------------------------------------------------------|----------------------|--------------------------------------|-------------|----|-----------|----|----|
| 5                                | Working area                                                              | 2                                                                  | 5                    | 10                                   |             |    |           |    |    |
| 6                                | Weather conditions                                                        | 1                                                                  | 5                    | 5                                    |             |    |           |    |    |
| 7                                | Manual Handling                                                           | 2                                                                  | 4                    | 8                                    |             |    |           |    |    |
| 8                                | Transportation                                                            | 2                                                                  | 4                    | 8                                    |             |    |           |    |    |
| 9                                | Overhead services                                                         | 2                                                                  | 5                    | 10                                   |             |    |           |    |    |
| Name: Kyle<br>Position: Director |                                                                           | Signed:                                                            |                      | Date of Completion:<br>February 2018 |             |    |           |    |    |
| Review Date:                     | Likelihood                                                                | Severity                                                           | Likelihood of Injury | 5                                    | 5           | 10 | 15        | 20 | 25 |
| Reviewed by:                     | 1 very unlikely<br>2 unlikely<br>3 likely<br>4 very likely<br>5 certainty | 1 nuisance<br>2 minor<br>3 medical treatment<br>4 major<br>5 fatal |                      | 4                                    | 4           | 8  | 12        | 16 | 20 |
| Review Date:                     |                                                                           |                                                                    |                      | 3                                    | 3           | 6  | 9         | 12 | 15 |
| Reviewed by:                     |                                                                           |                                                                    |                      | 2                                    | 2           | 4  | 6         | 8  | 10 |
| Review Date:                     |                                                                           |                                                                    |                      | 1                                    | 1           | 2  | 3         | 4  | 5  |
| Reviewed by:                     |                                                                           |                                                                    |                      | 0                                    | 1           | 2  | 3         | 4  | 5  |
| Review Date:                     | Severity of Injury                                                        |                                                                    |                      |                                      |             |    |           |    |    |
| Reviewed by:                     |                                                                           |                                                                    | Low Risk             |                                      | Medium Risk |    | High Risk |    |    |