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| **RISK ASSESSMENT 001** | **USE OF LADDERS** | | **Frequency and Job Specific Information:** Please Refer to Project/ Method Statement | | |
| **Risk Assessment prepared by** |  | **Name of Person approving RA:** |  | **Date of last review:** |  |
| **Next review due** |  |
| **Limits of use without need for project specific sign off** |  | | | **Circulation List** | All site staff and Project Managers |

**Project specific details & Sign-off by Project Manager (only completed where the standard controls no longer apply)**

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| **Job Number** |  | **Site:** |  | **Project Manager Approving Amended Risk Assessment** |  | **Date:** |  |

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| **Activity** | **Hazard** | **Main Risks**  **&**  **Affected Persons** | **Risk Rating** | | | Existing **Risk Controls** | AdditionalRisk Controls | **Residual Risk** | | |
| **P** | **O** | **RR** | **P** | **O** | **RR** |
| **USING LADDERS/STEP LADDERS** | Overloading | **All site staff**  **Other contractors**  **General public**  Ladders collapsing  Serious personal injury | **2** | **5** | **10** | * When opening a stepladder check to confirm that the two hinged metal braces, called spreaders are locked down and straight. * Class 1 industrial heavy duty or Class 2 light trade ladders only will be permitted to be used and must be free from defects. * Ladders will carry an identification mark and be inspected before use and by a competent person every 3 months. * Ladders will extend 1.07m above a landing and must not rest against surfaces that can move or are fragile. | * Ladders will be set on a firm level base, at an angle of 75 degrees at the top where practicable, by lashing on both stiles, or if not possible footed or lashed at the bottom and prevented from sagging and swaying. * Heavy loads must not be carried either ascending or descending ladders. | **1** | **5** | **5** |
| Loose materials/ tools | Falling tools/work items | **3** | **5** | **15** | * Tools requiring two hands to operate must not be used from a ladder. | * Tool belts will be provided to all staff and used at all times * Appropriate PPE to be worn at all times | **2** | **4** | **8** |

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| **Activity** | **Hazard** | **Main Risks**  **&**  **Affected Persons** | **Risk Rating** | | | Existing **Risk Controls** | AdditionalRisk Controls | **Residual Risk** | | |
| **P** | **O** | **RR** | **P** | **O** | **RR** |
| **USING LADDERS**  **CONTINUED** | Incorrect use of ladder | **All site staff**  Falls from ladder  Serious personal injury | **3** | **4** | **12** | * Only one person will be on a ladder at any time. * Ladders will not be misused. * Both hands must be free for holding a ladder. * If vertical ladder is over 9m an intermediate landing will be provided. | * All staff using ladders will complete work at height training * Ladders and work at height toolbox talks to be given weekly * Operatives, working from a ladder, must not over-reach or jump the ladder to reposition | **2** | **3** | **6** |
| Access or use of ladder after working hrs | **General public**  **Children**  Fall from ladder  Serious personal injury  Death | **2** | **5** | **10** | * Ladders left standing, after working hours, will be boarded/closed off or removed to prevent unauthorised access after working hrs | * Ladders will not be erected off tower scaffolds or trestles. * Regular checks to be completed at the end of the day to ensure access to ladders is closed off | **1** | **5** | **5** |
| On site traffic | All site staff  RTA  Collision with site traffic  Serious person injury | **2** | **5** | **10** | * If working near or by a traffic route consideration must be given to re-routing of site traffic or stopping traffic until works have been completed. * Appropriate safety signage to be in place * Site manager to be consulted if ladders are to be used near any site traffic routes * Daily site briefing to be conducted to enable supervisor to warn of any specific site hazards. | * Ladders will not be erected off tower scaffolds or trestles. * Signage and barriers to be used when working on site. * Banks man to foot the ladder at all times * Appropriate high visibility PPE to be worn at all times * Plant and equipment will only be used by competent trained operatives and maintained in accordance with manufacturer’s instructions. * All plant and vehicles will be fitted with automatic reversing alarms and hazard warning lights, as necessary. | **1** | **5** | **5** |

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| **Activity** | **Hazard** | **Main Risks**  **&**  **Affected Persons** | **Risk Rating** | | | Existing **Risk Controls** | AdditionalRisk Controls | **Residual Risk** | | |
| **P** | **O** | **RR** | **P** | **O** | **RR** |
| **ACCESS AND EGRESS TO THE LADDER** | Weather conditions  Falls from ladders  Slips and trips | **Site staff**  Wet ladders  RTA Collision with moving site traffic  Slips trips  Serious personal injury | **2** | **3** | **6** | * Ladders only to be used for short duration work * Ensure appropriate footwear is worn * No use of ladders during windy weather conditions * If required use a second person to foot the ladder | * Regular checks of the weather forecast to be completed by the site supervisor daily and dynamic risk assessment to be completed in inclement weather conditions * Daily checks by site supervisor in changing conditions | **1** | **3** | **3** |
| **MOVING LADDERS** | Manual Handling  Uneven surfaces  Overhead electrical services  Site traffic | **All site staff**  Manual handling injury  Slip trip or fall  Contact with overhead electrical services/  Electrocution  Collision with site traffic  Serious person injury death | **3** | **3** | **6** | * Manual handling training to be completed by all staff * For an extension ladder, you should make sure it is as short as possible with all telescoping sections down, rather than extended. * If you are moving an extension ladder, find someone to help to make the job easier. * If moving ladders in areas where site traffic is likely, movement of the ladders must be planned * Use a banks man to organise movement on site if required | * Always move your ladder in the most compact position possible. For a stepladder, that means folding it up before moving. * When you carry any ladder, you should position it, so the widest part goes down toward the ground. * When moving to a different location check the route for hazards before moving the ladder * Always watch for overhead power lines, tripping hazards and other obstructions while you are carrying the ladder. | **1** | **3** | **3** |

**PPE Required**

**(Please tick all that apply)**

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| **SAFETY HELMET**  **MUST BE WORN** | **HIGH VISIBILITY VEST**  **MUST BE WORN** | **SAFETY BOOTS**  **MUST BE WORN** | **SAFETY GLOVES**  **MUST BE WORN** | **EYE PROTECTION**  **MUST BE WORN** | **EAR PROTECTION**  **MUST BE WORN** | **SAFETY OVERALLS**  **MUST BE WORN** |
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|  |  |  |  |  |  |  |
| **LABORATORY COATS**  **MUST BE WORN** | **WELDING MASK**  **MUST BE WORN** | **VISORS**  **MUST BE WORN** | **HAIR NETS**  **MUST BE WORN** | **ESCAPE ROUTES**  **TO BE KEPT CLEAR** | **SAFETY HARNESSES**  **MUST BE WORN** | **NO MOBILE PHONES** |
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| **REPIRATORS**  **MUST BE WORN** | **HAVE YOU BEEN**  **FACE FIT TESTED?** | **PEDESTRIAN MUST**  **USE THIS ROUTE** | **INTRINSICALLY SAFE OVERALLS**  **TO BE WORN** | **INTRINSICALLY SAFE FOOTWEAR**  **MUST BE WORN** | **OPAQUE SAFETY GLASSES**  **MUST BE WORN** | **DRIVERS MUST REPORT TO SITE OFFICE** |
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**Notes**

* For risk assessments requiring project specific amendment - the Risk Assessment shall be reviewed weekly to ensure, it remains current as the project progresses.
* All employees to attend site induction/sign-in prior to commencing work on site.
* First Aid facilities to be provided by Client/Principal Contractor
* Welfare facilities to be provided by Client/Principal Contractor

**Risk Assessment Matrix**

**Multiply scores to arrive at risk rating (RR)**

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| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | **Probability** | | | | | |
|  |  | **Remote** | **Unlikely** | **Possible** | **Probable** | **Very Likely** | **Certain** |
| **Outcome** | **No Injury** | **0** | **1** | **2** | **3** | **4** | **5** |
| **Minor Injury** | **1** | **1** | **2** | **3** | **4** | **5** |
| **First Aid Injury** | **2** | **2** | **4** | **6** | **8** | **10** |
| **Reportable Injury**  **(7 Day)** | **3** | **3** | **6** | **9** | **12** | **15** |
| **Major Injury** | **4** | **4** | **8** | **12** | **16** | **20** |
| **Fatality/Disability** | **5** | **5** | **10** | **15** | **20** | **25** |

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| **Low** | **1 – 6** | **Monitor** | **Tolerable risk. No additional controls required. Employees made aware of safe/correct system of work.** |
| **Med** | **8 – 12** | **Improvement** | **Action required to further reduce risk to acceptable level. Review of process or activity.** |
| **High** | **15+** | **Immediate Action** | **Unacceptable risk. Stop activity immediately. Inform next level of management & refer to Manager/Safety Coordinator. Possible withdrawal of process or activity.** |

**Monitoring and Review**

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| **Date Completed** | **Assessed by:** | **Job Title:** | **Signature:** | **Review Date:** |
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**Further Actions**

**(Please detail any actions for the risk assessment here)**

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| --- | --- | --- | --- | --- |
| **Issue** | **Further action** | **Action by who?** | **Action by when?** | **Completed** |
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**All actions to be followed up are marked in bold in the body of the risk assessment above.**

**Confirmation of Risk Assessment & Method Statement Briefing**

**Before commencing the activities covered in this safe system of work document all staff are to sign below to confirm that a clear briefing explaining the job has been given and is understood**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Signature** | **Date** | **Comments** |
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