

RISK ASSESSMENT



Work Activity/Task	Safe Use of Ladders and Step Ladders
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Date of Assessment	15/01/2025	Risk Assessment Assessor	Mick Kilburn	Signature of Assessor	
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Location of Activity/ Task	Site Contact Name
	Site Contact Number

SEVERITY	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
	LIKELIHOOD					

LIKELIHOOD
5 Almost Certain - Very High Risk
4 Probable - High Risk
3 50/50 - Medium Risk
2 Improbable - Low Risk
1 Almost Impossible - Low Risk

SEVERITY
5 Fatality - Very High Risk
4 Severe Incapacity - High Risk
3 Absent from work 3 weeks - Medium Risk
2 Absent from work less than 1 day - Medium Risk
1 Insignificant - Low Risk

1 - 4 Low Risk
Continue with existing control, however monitor for changes. Implement any additional control measures required, within the timescales given in the risk assessment.

5 - 9 Medium Risk
Requires attention to reduce the rating as well as regular ongoing monitoring. Implement any additional control measures required, within the timescales given in the risk assessment.

10 - 15 High Risk
Requires immediate attention to bring the risk down to an acceptable level. Implement the control measures required, within the timescales given in the risk assessment and continue to review working practices to reduce the probability of an accident to the lowest possible level.

16 - 25 Very High Risk
Stop immediately – the risk is too high. Take immediate action to reduce the risk to the lowest level possible.

COSHH Hazardous Substances

Personal Protective Equipment

Are any products used in this task harmful/Irritant?

Yes

No

Are any products used in this task Corrosive?

Yes

No

Are any products used in this task Flammable?

Yes

No

Does this task require Head protection?

Yes

No

Does this task require eye protection?

Yes

No

Does this task require foot protection?

Yes

No

Does this task require ear protection?

Yes

No

No pesticides will be used during this audit/survey

PPE will be worn in accordance with site specific rules

Are any products used in this task explosive?

Yes

No

Are any products used in this task a health hazard?

Yes

No

Are any products used in this task harmful to the Environment?

Yes

No

Does this task require hand protection?

Yes

No

Does this task require Hi Visibility?

Yes

No

Does this task require clothing protection?

Yes

No

Does this task require respiratory protection?

Yes

No

Please highlight all substances being used in this work task and any personal protective equipment required to protect the user.

Identified Hazards	Persons who may be affected	Risk Level before any control measures S x L = R				Risk Mitigation Measures	Additional Control Measures Required	Actions Required and completed by	Final Risk Level S x L = R			
		S	L	R	RR				S	L	R	RR
Unknown Hazards	EPM & Site personnel	5	5	25	VHR	<p>Ensure the Client is aware that you are on site.</p> <p>Where possible sign in and sign off on the site either verbally and/or by filling in the visitor's book.</p> <p>Ensure familiarity with site, client's activities and specific safety rules. Complete induction if required.</p> <p>Fill out the appropriate permits to work when working in certain areas designated by the client where applicable.</p>			2	2	4	LR
Slips, Trips & Falls	EPM Staff	3	3	9	MR	<p>Safety boots with good grip to be worn at all times. Ensure all work areas are clear.</p>			2	1	2	LR
Contact with Machinery	Epm Staff	4	4	16	VHR	<p>EPM staff are not to use or approach any machinery without the permission of site contact. The permit to work system is then required before inspection of any machinery.</p>			2	2	4	LR
Moving Vehicles	Epm Staff	5	5	25	VHR	<p>If vehicles are present on site, EPM personnel must ensure site contact is aware of your existence and wear a high visibility vest/coat. Keep to authorised walkways.</p>			2	2	4	LR

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Noise		4	2	12	HR	An assessment must be completed before entry to any site and PPE worn as instructed. Always wear ear protection where mandatory signs are shown			2	2	4	LR
Application of Pesticides	EPM & Site Personnel	4	2	12	HR	<p>Only approved pesticides to be used.</p> <p>Ensure amount of pesticides used is kept to a minimum with the emphasis on treating the harbourage of the pests concerned. If the pesticides are used outdoors ensure it has appropriate approval. Place rodenticides in protected bait boxes.</p> <p>Restrict access to pets by placing baits in bait boxes, if necessary these should be tamper-resistant</p> <p>Contact dust and gel only applied to known harbourages and not placed in the open.</p> <p>Where applicable mix the rodenticide in an area where spillage can be speedily cleared up. Dispose of excess rodenticide and packaging in a practical, appropriate manner. Packaging should be ripped or punctured to prevent further use.</p> <p>Provide information to the</p>			2	2	4	LR

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Method Statement



Work Task	Safe Use of Ladders and Step ladders		
Client Name			
Site Address			
Site Contact		Contact Number	
Project Manager		Contact Number	
Contact		Contact Number	

Description of work carried out

1	EPM personnel must inform site contact to arrange for permission to carry out work activity and inform the estimated time of arrival.
2	On arrival EPM personnel are to sign in the visitor's book and read the site specific health & safety rules. Before the commencement of any contract works, attendance of a site induction will be required if necessary. If a permit to work is required this will be completed before work commences.
3	Once the appropriate paperwork has been completed and permission has been granted the EPM operative will undertake a full inspection of the premises. <i>Sections 4-10 in italic are from the HSE website. See link below.</i>
4	Ladders and stepladders are not banned under health and safety law. The law calls for a sensible, proportionate approach to managing risk, and ladders can be a sensible and practical option for low-risk, short-duration tasks, although they should not automatically be your first choice. There are simple, sensible precautions you should take to stay safe when using portable leaning ladders and stepladders in the workplace. Make sure that you use the right type of ladder and that you know how to use it safely.
5	How and when to use a ladder at work When to use a ladder at work Ladders can be used for work at height when an assessment of the risk for carrying out a task has shown that using equipment that offers a higher level of fall protection is not justified. This is because of the low risk and short duration of use, or there are existing workplace features which cannot be altered. Short duration is not the deciding factor in establishing whether use of a ladder is acceptable – you must have first considered risk. As a guide, if your task would require staying up a leaning ladder or stepladder for more than 30 minutes at a time, it is recommended you use alternative equipment. You should only use ladders in situations where they can be used safely, eg where the ladder will be level and stable, and can be secured (where it is reasonably practicable to do so). Know how to use a ladder safely To use a ladder, you must be competent or, if you are being trained, you should be working under the supervision of a competent person. Competence can be demonstrated through a combination of training, practical and theoretical knowledge, and experience. Training should be appropriate for the task, and this includes knowing: how to assess the risks of using a ladder for a particular task when it is right to use a ladder (and when it is not) which type of ladder to use and how to use it

6	<p><i>Before using a ladder, you should have access to user instructions from the manufacturer in case you need to refer to them.</i></p> <p><i>You should always carry out a 'pre-use' check to spot any obvious visual defects to make sure the ladder is safe to use.</i></p> <p><i>A pre-use check should be carried out:</i></p> <p><i>by the person using the ladder</i></p> <p><i>at the beginning of the working day</i></p> <p><i>after something has changed, eg a ladder has been dropped or moved from a dirty area to a clean area (check the state or condition of the feet)</i></p>
7	<p><i>Types of ladder and using them safely</i></p> <p><i>Once you have done your pre-use check, the following simple precautions can minimise the risk of a fall. leaning ladders</i></p> <p><i>telescopic ladders</i></p> <p><i>stepladders</i></p> <p><i>combination and multi-purpose ladders</i></p>
8	<p><i>Where ladders should be used</i></p> <p><i>As a guide, only use a ladder:</i></p> <p><i>on firm ground</i></p> <p><i>on level ground – refer to the manufacturer's pictograms on the side of the ladder. Use proprietary levelling devices, not ad-hoc packing such as bricks, blocks, timbers etc</i></p> <p><i>on clean, solid surfaces (paving slabs, floors etc). These need to be clean (no oil, moss or leaf litter) and free of loose material (sand, packaging materials etc) so the feet can grip. Shiny floor surfaces can be slippery even without contamination</i></p> <p><i>where it will not be struck by vehicles (protect the area using suitable barriers or cones)</i></p> <p><i>where it will not be pushed over by other hazards such as doors or windows, ie secure the doors (not fire exits) and windows where possible</i></p> <p><i>where the general public are prevented from using it, walking underneath it or being at risk because they are too near (use barriers, cones or, as a last resort, a person standing guard at the base)</i></p> <p><i>where it has been secured</i></p>
9	<p><i>Securing ladders and ladders used for access</i></p> <p><i>Options for securing ladders</i></p> <p><i>The options are as follows:</i></p> <p><i>Tie the ladder to a suitable point, making sure both stiles are tied</i></p> <p><i>Where this is not practical, secure the ladder with an effective ladder stability device</i></p> <p><i>If this is not possible, securely wedge the ladder (eg wedge the stiles against a wall)</i></p> <p><i>If you cannot achieve any of these options, foot the ladder. Footing is the last resort</i></p> <p><i>Ladders used for access</i></p> <p><i>In general:</i></p> <p><i>Ladders used to access another level should be tied and extend at least 1 m above the landing point to provide a secure handhold</i></p> <p><i>At ladder access points, a self-closing gate is recommended</i></p> <p><i>Stepladders should not be used to access another level, unless they have been specifically designed for this</i></p>
10	<p><i>Inspecting the condition of ladders</i></p> <p><i>Employers need to make sure that any ladder or stepladder is both suitable for the work task and in a safe condition before use. As a guide, only use ladders or stepladders that:</i></p> <p><i>have no visible defects. They should have a pre-use check each working day</i></p> <p><i>have an up-to-date record of the detailed visual inspections carried out regularly by a competent person. These should be done in accordance with the manufacturer's instructions</i></p> <p><i>Ladders that are part of a scaffold system still have to be inspected every seven days as part of the scaffold inspection requirements</i></p> <p><i>are suitable for the intended use, ie are strong and robust enough for the job</i></p> <p><i>have been maintained and stored in accordance with the manufacturer's instructions</i></p>

11	<p><i>Product standards EN131 standard for portable steps and ladders.</i></p> <p><i>While BS2037 and BS1129 have been withdrawn, ladders originally made to these standards prior to their withdrawal may still be used (subject to following user instructions and guidance on safe use).</i></p>
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Accident & Emergency Procedures

In the event of an accident this must be reported to the site manager/contact. All accidents must be reported in the site accident book. Contact should also be made with the EPM office and accidents reported in the accident book. If first aid can be applied this must be carried out using the first aid equipment stored in the vehicle. If the accident is serious the emergency services need to be contacted via the 999 number. Please ensure H&S Data sheets are available if required.

Equipment Likely to be used.

Torch, monitoring station keys, screwdrivers, scrapers, laptop tablet, metal detectable pen, rodent glue boards, (for emergency use only),

Personal Protective Equipment expected to be used

Safety Boots, Coveralls, Safety Glasses, Ear protection, hard hat, disposable gloves, Hi-visibility vests. Face mask with appropriate filters.

Certification Required

Minimum of a British Pest Control Association Diploma, see <https://www.hse.gov.uk/work-at-height/ladders/index.htm> for guidance.

EPM Personnel Involved in the task
