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| **Date:** |  |  |  |  |  |  |  |  |  |  |  |
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| **Assessors Name:** |  | **Reference Number:** | HSMS RA 034 | **Review:** | Annually or sooner following an incident or significant change to the equipment/process |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Implemented By:** |  | **Signature:** |  | **Position:** |  | **Date:** |  |
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| **Description of task and assessment** | Working off ladders |  |
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| **Location Details** |  |

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| **Identified Hazards** | **Who may be affected** | **Initial Risk**  | **Control measures** | **Residual****Risk** | **Remarks** |
| **Falls from height** | Operative using the ladder |  | * Only used for short duration work.
* Ladders must be rated EN 131 Professional.
* The ladder must be footed or tied or have stabilisers fitted, ladders must be on firm level ground.
* Must have anti slip feet and must be in a good state of repair.
* The ladder must be placed against a surface that can take the weight of the ladder and a person.
* Extendable ladders must be locked off correctly.
* Operatives must be competent to use a ladder.
* The use of scaffold ladders should be discouraged, as they may not get the operative to the required height on which they can work from safely.
* If ladders are used for access they must protrude at least a metre from the landing point.
* Operatives must not overreach when working from a ladder, they must observe the belt buckle guide.
* Three points of contact must be maintained at all time when climbing or ascending and working of a ladder, tool belts should be used to carry tools to the working point.
* Operative to carryout pre use checks on the ladder do not use the ladder if there any signs of damage.
* When using a step ladder it should be fully opened and locked out, the second and top rungs must not be stepped on.
* Sub-contractors must have their own RA for using ladders.
* Ladders must not be used in traffic route.
* Position the ladder at 75° or 1:4 – (E.G. for every 4 metre up the ladder comes out 1 metre).
* Ladders must not be used in high winds or snow and Icy conditions.
* Operative not climb a ladder if unwell, after taking medication or after drinking alcohol.
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| **Falling materials** | Other site operatives and members of the public |  | * Operative must not walk under ladders, if there is a risk of falling tools material then an exclusion zone must be put in place
* When carrying out works out side of site it is imperative that barriers are put in place to prevent materials falling onto a member or a member of public walking into the ladder.
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**Guidance Notes**

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| **LIKELIHOOD OF HARM** |
| **Highly likely** | **Possible** | **Unlikely** |
| **SEVERITY****OF****HARM** | **Fatal or major injury/ illness** | **High** | **High** | **Medium** |
| **Injury/ illness resulting in lost time** | **High** | **Medium** | **Low** |
| **Minor injury/ illness** | **Medium** | **Low** | **Low** |

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| **LOW** | **MEDIUM** | **HIGH** |
| **Continue with existing control measures and ensure all reasonably practicable measures to reduce the risk to as low as possible put in place. Monitor for changes. Implement any additional control measures required, within the timescales given in the****risk assessment.** | **May require additional reasonably practicable measures to reduce the risk to as low as possible. Must ensure regular ongoing monitoring of the task. Implement any additional control measures required, within the timescales given in the****risk assessment.** | **Requires attention to reduce the risk, implement reasonably practicable measures to reduce the risk as low as possible. Must ensure regular ongoing monitoring of the task. Implement any additional control measures required, within the timescales given in the****risk assessment.** |