

Stepladder Risk Assessment

Working at Height Risk Assessment : INFRA06	
Title of Activity:	Use of stepladders
Location(s) of Work:	Appleton Tower and Informatics Forum

Brief Description of Work:

Working at height.

Hazard Identification: Identify all the hazards; evaluate the risks (low / medium / high); describe all existing control measures and identify any further measures required. Specific hazards should be assessed on a separate risk assessment form and cross-referenced with this document. Specific assessments are available for hazardous substances, biological agents, display screen equipment, manual handling operations and fieldwork. See http://www.safety.ed.ac.uk/safenet_guide.htm for details.

Hazard(s)	Present Risk Evaluation L/M/H	Control Measures (i.e., alternative work methods / mechanical aids / engineering controls, etc.)	Risk Evaluation after control L/M/H
Incorrect equipment used where a safer means of access should be provided.	M	<p>A stepladder should ONLY be used:</p> <ul style="list-style-type: none"> ➤ for 'light work'. They are not suitable for demanding or heavy work. ➤ where the work is of a short duration. They are not suitable if they are in one position for maximum 30 minutes. ➤ Where a secure handhold is available on the stepladder. <p>Do not attempt using a ladder when the work is at excessive height and the work area is very large.</p> <p>Stepladders must not be used if there is not enough space to open them out fully.</p>	L
Use of defective stepladder causing a person/equipment to fall.	M	<p>A pre-use check must be carried out by the user to ensure that the equipment is safe to use.</p> <p>Stepladders must be subjected to regular detailed visual inspections. There should be a report made to confirm that the inspection has taken place.</p>	L

		<p>Damaged stepladders must be taken out of use, clearly labelled 'unsafe', until repaired or disposed of.</p> <p>Stepladders must be manufactured to the required British or European standards.</p>	
Poor positioning of ladder due to unsuitable base (uneven, slippery or loose materials)	M	A stepladder must be used on a flat level surface free of loose material to ensure their stability. Do not use them on slippery surfaces.	L
Unsafe and inappropriate use of equipment (e.g. over-reaching, overloading, losing balance) leading to a fall of person/ladder/material	M	<p>The person and any equipment/materials he/she carries should not exceed the safe working load (SWL) stated on the ladder.</p> <p>Never over-reach from the stepladder.</p> <p>Users must wear flat, non-slip footwear.</p> <p>Only one person should use the stepladder at any one time.</p>	L
Electrical hazard	H	Metal ladders (and wooden stepladders when wet) must never be used for work on electrical equipment, or for work near to power lines.	L

**Continue on separate sheet if necessary*

Engineering Controls: *Tick relevant boxes*

Guarding		Extraction (LEV)		Interlocks		Enclosure	
Other relevant information (incl. testing frequency if appropriate):							

Personal Protective Equipment (PPE): Identify all necessary PPE.

Eye / Face		Hand /Arm		Feet / Legs	X	Respiratory	
Body (clothing)		Hearing		Other (Specify): Head	X		
Specify the grade(s) of PPE to be worn:							
Suitable non-slip footwear							
Hard hat if appropriate.							
Specify when during the activity the item(s) of PPE must be worn:							

Non-disposable items of PPE must be inspected regularly and records retained for inspection

Persons at Risk: Identify all those who may be at risk.

Academic staff	X	Technical staff	X	P'Grad students	X	U'Grad students	X
Maintenance staff		Office staff	X	Cleaning staff		Emergency personnel	
Contractors		Visitors		Others			

Additional Information: Identify any additional information relevant to the activity, including supervision, training requirements, special emergency procedures, requirement for health surveillance etc.

Everyone working in an office or general area should make themselves familiar with Part Two of the University Health and Safety Policy at:
<http://www.ed.ac.uk/schools-departments/health-safety/policy-cop>

Assessment carried out by:

Name:	Tom Whigham	Date:	06/08/21
Signature:		Review Date:	August 2022

INFRA06 Use of Stepladders

Safe System of Work

Visual Checks

- Always visually inspect a stepladder before it is used.
- Check for damage to the stiles (the outside uprights), steps and top platform.
- Check that all the stays, hinges, or cords (used to keep the stepladder from spreading) are present, are of sufficient and equal length and are in good condition. · If fitted, check that rubber or plastic non-slip feet are not missing.
- Never use a ladder that has been painted.
- Never use a stepladder that is defective. Do not attempt to repair damage. Always tag the stepladder as being unserviceable, report the damaged equipment immediately to your supervisor and ensure that the damaged equipment is stored separately from serviceable equipment.
- Make sure the steps are clean and dry. Beware of wet, greasy or icy steps. · Wear flat firm soled shoes/boots with clean soles and a good grip.

Setting up the stepladders

- NEVER use metal ladders for work on electrical equipment, or for work near to power lines. Wooden or carbon fibre ladders are the preferred option, but wooden ladders must be dry.
- Always follow the manufacturer's instructions.
- Check that the stepladder is fully open and locked into its correct position. (this will normally be with the legs positioned as far apart as the retaining hinges or cords will allow.
- Never use stepladders in the folded/closed position.
- Never use stepladders outside in strong winds.
- Check that there are no overhead hazards near where you are going to work, e.g. overhead electric lines.
- Ensure the stepladder is positioned on a firm and level base. If you are working on soft ground, place the stepladder on a large flat board to provide a suitable stable base.
- Always position at right angles to the work you are doing, when possible i.e. when you climb up the stepladder you naturally face the item you are going to work on. Try to avoid working sideways on a stepladder as any force you apply to the work item may be transferred through your body and cause the ladder to topple away from the wall/work item. Use an assistant to hold the ladders.

- Stepladders are designed for one-person use. Never have more than one person on the stepladder at any one time.
- If stepladders are to be used in front of a doorway, the doors should be securely wedged open, or locked shut and the blind side signed with a warning of persons working behind it (N.B. Wedges must be removed from Fire Doors when the immediate work area is left unattended for any period of time).

Working on the stepladder

- Always face the stepladder and use both hands when climbing up and down the steps.
- If you need to carry tools up the steps use a shoulder bag, tool belt, etc. or, if a short ladder, get a colleague to hand the tools to you.
- If practicable hold the stepladder with one hand while you work, or get a colleague to steady the stepladder.
- Always keep both feet on the steps whilst working. Never have one foot on the stepladder and the other on something else (e.g. wall, filing cabinet, ledge, etc.).
- Do not leave tools on steps where you could knock them off the ladder, or trip over them.
- Never work from the top step of a stepladder, unless it has been specifically designed for this purpose with a work platform (always check the manufacturers guidance). As a general rule, keep your knees below the top step of the platform.
- Do not use the rear supports of steps for foot holds.
- Do not over-reach, especially sideways. Move the stepladder! Keep your body within the uprights while working.

Regulations can also be found at:

http://www.docs.csg.ed.ac.uk/Safety/general/height_regulations.pdf

Student signatories to this form should have it counter-signed by the appropriate project supervisor before being allowed to use the equipment.

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Brief Description of Work:
Working at height, using stepladders

I fully understand the activity outlined and the risk control measures that I must implement, use, or wear. I have received sufficient information, instruction and training so as to enable me to conduct this activity with the minimum of risk to myself, or others.

NAME: Please print	SIGNATURE	DATE
Counter Signature:		
Counter Signature:		
Counter Signature:		
Counter Signature:		
Counter Signature:		
Counter Signature:		
Counter Signature:		