

Risk Assessment



Date: April 2022	Location: SANDFIELD PARK SCHOOL		
Review Date: April 2023	Reference : 19	Assessor: Mark Hilton & Tracy Shipley (ASBC Ltd)	Manager: Mark Hilton (Headteacher)

Assessment of Risk For: **LADDER SAFETY & WORKING AT HEIGHT**

Tasks are short duration, low risk maintenance activities including: replacing light bulbs and fittings, setting up ICT equipment, erecting displays, accessing shelving, low level gutter clearance, small painting jobs, gaining access to low level roofs.

Ser N°	List Hazards Here	People at Risk	List Existing Controls	Priority
01	Falls from height and falling objects causing injuries from fatalities to minor injuries.	Ladder users	<p>Tower scaffolds N/A</p> <p>Ladders & Working Platform Ladders & working platform are used for access only when the work can be carried out without stretching, there is a good hand hold available and the ladder is secured by tying or by footing. Ladders are only erected and used on firm level ground by trained people and are not set up or used in unsuitable (windy etc) weather conditions. Ladders are always correctly angled (1 in 4). Only industrial (not domestic) standard ladders are used.</p> <p>Only low-risk, short duration work can be undertaken by those using ladders and only after they can prove they are competent to do so.</p> <p>Step ladders and trestles are not used to work above 2 metres in height. The top platform must not be used unless it is designed for the purpose e.g. has suitable handholds. Ladders are inspected by a competent person at suitable intervals as well as by the user prior to use and involves ensuring no rungs are missing or damaged, stiles are buckled or damaged and safety feet are not missing or damaged. Ladders are not painted as a paint covering may prevent some kinds of damage from being detected.</p> <p>Loads - All loads on ladders / working platform are within manufacturers SWL limits and of appropriate class for the task.</p>	LOW

			<p>Tasks planned and organised by competent persons and supervised through regular monitoring.</p> <p>Tasks are low duration (up to 30minutes) and light work (10kg or a small bucket)</p> <p>All equipment marked with unique identification numbers and listed on an inventory of work equipment requiring maintenance.</p> <p>All ladders / working platform and accessories are formally checked – harness and stabilisers on platform are checked before every use.</p> <p>Faulty ladders / platform and accessories are taken out of service and quarantined until repaired or disposed of.</p> <p>Pre-use visual inspections carried out prior to using all ladders / platform and accessories.</p> <p>Ladders / working platform are erected on stable level ground. If ground is not level, appropriate levelling devices are used N/A</p> <p>Where ladders / working platform are being used to access a platform (e.g. low level roof or scaffold) the top of the ladder is tied and extends 1.05m above surface. N/A</p> <p>All ladders are unpainted to ensure defects can be detected during inspections and per-use visual checks.</p> <p>The Site Manager is the only member of staff using ladders / working platform; he is a time served Joiner and received training in the correct use as part of his apprenticeship</p> <p>All users of ladders / stepladders / working platform are instructed to follow the Health & Safety Executive (HSE) working practices of:</p> <ol style="list-style-type: none"> 1. 'HSE INDG402 Safe use of ladders and stepladders – An employers guide'. 2. 'HSE INDG403 A toolbox talk on leaning ladder and stepladder safety'. 	
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			<p>3. 'HSE INDG405 Top tips for ladder and stepladder safety'.</p> <p>4. Working Platform guidance (see Monitoring & Reviewing directory for coy)</p> <p>Ladders are secured as appropriate - footed via colleague</p> <p>Weather conditions are / working platform considered for work carried out outside.</p> <p>Lone working prohibited when using ladders other than for very low risk activities</p> <p>Appropriate PPE for the task is worn when using ladders includes (delete as appropriate): Appropriate footwear with clean dry soles, Hard hat, High vis jacket, High vis trousers, Face mask & Ear protection</p>	
02	Manual Handling	Ladder users	<p>A Manual Handling Risk Assessment will be undertaken for ad-hoc occasions for manually handling materials or equipment on access equipment (ladder or tower) see RA CRA24</p>	LOW
03	Unauthorised access and falling objects	<p>Colleagues</p> <p>Other in the vicinity</p>	<p>Equipment is not left unattended unless in a secured area. They are locked in the basement boiler plant room</p> <p>The work area is segregated using barriers and restricted to those carrying out the task and using the equipment. Where the work area cannot be effectively segregated from groups of people at risk the equipment will be set up and task carried out outside of normal working hours.</p> <p>All relevant staff informed of work taking place and duration of restricted access.</p>	LOW

04	Hazards from poor emergency planning.	Caretaker, visitors pupils, staff	<p>Working Platform and ladders are never used in a lone-worker situation.</p> <p>First aid provision is available in the workshop and a trained first-aider is available, also telephones available to call emergency services. Standard emergency procedures are known and observed at all times.</p> <p>Reference Risk Assessment WRA2 WORKPLACE INDOORS - FIRST AID ACTIVITIES.</p> <p>Reference Risk Assessment 3. FIRE HAZARDS</p> <p>Reference Risk Assessment No. 4 SECURITY & PERSONAL SAFETY</p>	LOW
05	Communication		<p>There is a documented accident reporting and investigation system in operation</p> <p>Relevant staff are made aware by appropriate means of the significant dangers associated with working at height as well as those controls outlined within this risk assessment.</p> <p>All pupils and school staff are made aware by appropriate means that access to scaffold or ladders is restricted to authorized staff.</p>	LOW

Risk Level:

High: Accident likely with possibility of serious injury or loss

Medium: Possibility of accident occurring causing minor injury or loss

Low: Accident unlikely with control measures in place

Controls (Ser N ^o . to correspond with Hazard Ser N ^o .)		To be Completed by the Manager.			
Ser N ^o	Additional Controls Required	Action to be Taken	By Whom	Target Completion Date	Task Completed (Signed & Dated)

<p>Once additional controls are implemented, what will the overall risk level be:</p> <p>High ————— Medium ————— Low</p>	<p>Risk assessment signed off by: Mark Hilton (Headteacher)</p> <p>Signature: M. Hilton</p> <p>Date: April 2022</p> <p><i>Please note an electronic signature will suffice.</i></p>
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