

Risk Assessment Guidance

Title

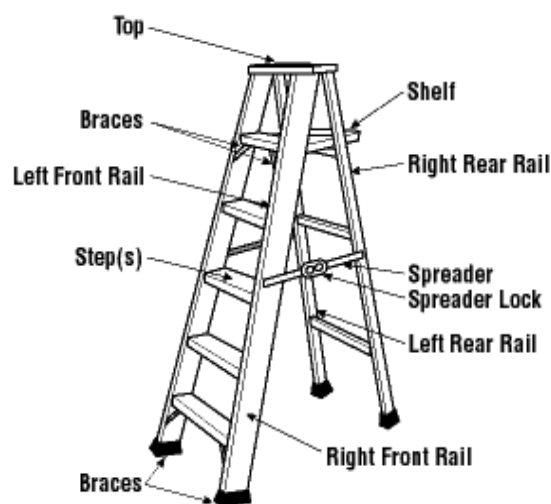
Steps

This risk assessment covers the use of steps being used by the company's employees and consultants in conjunction with their roles and responsibilities; other risk assessments may also be applicable.

Only suitably rated steps should be used by employees, if in doubt ask your line manager/ supervisor. If you do not feel safe working from stepladders or at height do not use and report this to your line manager/ supervisor.

There should be a record of all stepladders kept within workshops or on vehicles; this should include records of inspections.

Any damaged or faulty equipment must not be used and must be reported to your supervisor..



Job Sequence	Hazard Identification	Controls
Ensuring you are using the correct equipment	<p>Not the correct type / rated step ladder.</p> <p>Step ladder in poor or damaged condition.</p> <p>Not the correct height.</p>	<p>There are three main types of stepladders, in commercial environments Class 1 step ladders should be used; this information should be clearly marked on the steps. Classification for step ladders below:</p> <p>Class 1 for industrial use Class 2 for trade use Class 3 for domestic use</p> <p>Before using you should visually check to ensure that the steps are in good condition, that they can be fixed in the open position and that all the treads are clean and secure and not slippery, if the step ladders are painted do not use them until they have been checked by a competent person.</p> <p>The steps should be the correct height to provide safe access. Your waist should not pass the top of the steps – if you need to climb the steps further you are not using the correct set.</p>
Correct position of the steps	<p>Uneven ground.</p> <p>Insufficient space.</p> <p>Overreaching.</p> <p>Adjacent activities.</p>	<p>Steps should only be used on a firm level surface, if being used outside do not use on soil or grass. Never use steps on sloped surfaces or on steps or stairs. Unless designed for this purpose.</p> <p>Ensure that there is sufficient space to correctly open and lock the stepladders; if the stepladders cannot be fully opened and locked into position then they must not be used.</p> <p>You must be able to place stepladders under the point you need to access; the top of the steps should be between 1 – 1.2metres from the point you need to access. You should not stretch or over reach to the side of the stepladders.</p> <p>When using step ladders in areas where other people are working you must consider the risk of people, vehicles</p>

Risk Assessment Guidance

		and even trolleys being pushed into the steps, where there is a risk from the above the areas should have a barrier to protect the person using the steps. Stepladders must not be used above other people, if you need access above people working you must ask them to stop and remain clear of the step ladders until you are finished.
Maintenance	Cleaning. Inspection. Repairs.	Prior to use ensure stepladders are clean, particularly the treads. When you have finished again ensure step ladders are clean. Prior to using stepladders check that they are in good condition, that they are complete and can be locked when opened. If there is paint on the steps ensure this is not covering damage or repairs, if in doubt do not use. If the step ladders are damaged do not attempt to repair them, report this to your supervisor and do not use, place them where others cannot use them and mark them up as damaged until they have been repaired or removed.
Storage		Step Ladders should be stored where they do not obstruct others; tall step ladders should be secured so that they cannot fall. Step ladders should be stored where they will not be damaged or accessed by unauthorized persons including tenants etc.
First Aid		Make sure you are aware of the first aid provisions in place. All accidents & near misses must be reported to your Supervisor

All persons working with this equipment or within close vicinity must sign and show that they have read and understood the risk assessment guidance and that they will follow the above control measures set out whilst working.

Additional Guidance	COSHH Assessment	Method Statement	Other (Specify)
Manual Handling Working at Height policy		N/A	Only trained persons are allowed to operate this equipment.
Name			
Signed			Date