

Risk Assessment Guidance

Title

Ladders

This risk assessment guidance has been produced for the use of ladders on site with the company. Ladders must only be used when safe to do so. All ladders used on the site must be the correct class.

Ladders should not be used for long tasks and alternative methods of access should be considered. Ladders are to provide access for very limited tasks and times.

Ladders used to access sets must extend beyond the walkways by at least five runs and be suitably secured. Carrying loads and tools up ladders must be avoided. If in doubt please refer to the appointed Health and Safety appointed personnel.



Job Sequence	Hazard Identification	Controls
Working from a ladder	<p>Not the correct type / rated ladder.</p> <p>Ladder in poor or damaged condition.</p> <p>Not the correct height.</p>	<p>As a guide, if your task requires staying up a leaning ladder for more than 30 minutes at a time, it is recommended that you consider alternative equipment.</p> <p>When Working from a ladder:</p> <ul style="list-style-type: none">• The task should require only one hand to be used (hold on with the other hand).• The work can be reached without stretching. Move the ladder nearer to the work area. Do not 'jump' the ladder to reposition it.• The ladder should be fixed to prevent slipping.• The base of the ladder is on an even surface.• The ladder is free from damage i.e. damaged rungs and welds etc.• The non-slip feet are not defective.• A second person is used to "foot the ladder" or a "footing" device is used.• If a "footing" device is used then barriers will be required to stop personnel entering the work area.• Maintain three points of contact when climbing (this means a hand and two feet) and wherever possible at the work position• make sure the ladder angle is at 75° – you should use the 1 in 4 rule (i.e. 1 unit <u>out</u> for every 4 units <u>up</u>)

Risk Assessment Guidance

- ✓ **Figure 1:** Ladder showing the correct 1 in 4 angle (means of securing omitted for clarity)




- ✓ **Figure 2: Correct** – user maintaining three points of contact (means of securing omitted for clarity)



- ✗ **Figure 3** Incorrect – overreaching and not maintaining three points of contact (means of securing omitted for clarity)



Risk Assessment Guidance

		<p>✓ Figure 4 Correct – use of a stand-off device to ensure a strong resting point. Do not rest a ladder against weak upper surfaces such as glazing or plastic gutters. Follow the manufacturer's instructions</p>  <p>Only class 2 (new - BS EN 131) or Class1 (Industrial) ladders are to be used.</p> <p>Don't work within 6 m horizontally of any overhead power line, unless it has been made dead or it is protected with insulation. Use a non-conductive ladder (e.g. fiberglass or timber) for any electrical work.</p> <p>Do not work off the top three rungs, and try to make sure the ladder extends at least 1 m (three rungs) above where you are working.</p> <p>For Extension Ladders - When using extension ladders the sections should overlap as follows:</p> <ul style="list-style-type: none"> • For ladders of up to 5m there should be an overlap of at least 1.5 rungs; • For ladders of 5-6m then there should be an overlap of at least 2.5 rungs; • For ladders of 6m or greater, there should be an overlap of at least 3.5 rungs.
Repair and maintenance	Failure of the ladder causing a person or equipment to fall.	<p>A visual inspection of the ladder should be undertaken looking for defects before use. Ladders in a poor state of repair or which are very unstable should be discarded.</p> <p>Wooden ladders are free from paint or other coatings which may hide cracks or splits. Aluminum ladders are checked for metal fatigue or wear.</p> <p>Any oil grease or mud is removed from rungs and ladder feet.</p> <p>Users wear sensible footwear.</p> <p>Ladders are stored in a position which physically protects them.</p> <p>Any damage to ladders is reported to line management.</p>

Risk Assessment Guidance

		<p>A maintenance program consisting of a six monthly inspection has been established. The details of this inspection are recorded.</p>
Incorrect Use	Falling from a Ladder.	<p>Operative ensures the ladder is suitable for the nature of the task. A separate risk assessment is completed if undertaking hazardous activities not covered in this assessment.</p> <p>Operative must not stand on the top three rungs of the ladder.</p> <p>Access ladders should extend 1 meter above the working platform.</p> <p>Only one person should ascend the ladder at any one time.</p> <p>Operative to ensure there are 'three points' in contact.</p> <p>Operative has been given training and instruction in the use of ladders. The level of training has been determined by the level of risk of the specific task being carried out.</p>
Placing ladder on unstable ground	Ladder falling or slipping.	<p>All persons using the ladder are trained and competent in ladder work.</p> <p>Ladders must always be used on a firm base and be suitably supported. Ladders should be secured where practicable. Where it is not practicable to do so a second person should be used to foot the ladder to prevent it slipping. This should be done as soon as the ladder has been erected.</p> <p>The ladder should be positioned 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.</p>
Materials or equipment falling from ladder		<p>A safety zone is established around the base of the ladder and cordoned off with barriers. The safety zone should restrict access to any area into which materials or equipment may fall.</p> <p>Tools are carried on a tool belt or secured to staff whilst climbing the ladder.</p> <p>Items or Equipment is not carried whilst climbing the ladder and is raised to height by pulling up with rope pulley/ gin wheel (subject to separate risk assessment).</p>
Lone Working at Height		<p>No person should work alone at height unless they have all the necessary equipment and have set up a lone working procedure in order to alert others in the event of an accident. This may simply be a case of informing colleagues of their whereabouts and the work they are undertaking, with a check in system at a certain time.</p>

Risk Assessment Guidance

General Maintenance	Cleaning Inspection Repairs	<p>Provide a Ladder log and ensure all ladders are marked with tag and recorded as inspected (date, inspected by who etc.).</p> <p>Prior to use, ensure Ladders are clean, particularly treads. When you have finished again, ensure Ladders are clean.</p> <p>Prior to using Ladders check that they are in good condition that they are complete. If there is paint on the ladder ensure this is not covering damage or repairs, if in doubt do not use it.</p> <p>If the ladder is damaged do not attempt to repair, report this to your supervisor and do not use it, place them where others cannot use them until they have been repaired or removed.</p>
Storage	Unauthorized use or damage	<p>Ladders should be stored where they do not obstruct others.</p> <p>Tall Ladders should be secured so that they cannot fall.</p> <p>Ladders should be stored where they will not be damaged or accessed by unauthorized persons.</p>
Uneven ground Insufficient space Over reaching Uneven ground Adjacent activities		<p>Ladders should only be used on a firm level surface, if being used outside do not use on soil or grass. Never use Ladders on sloped surfaces or on steps or stairs.</p> <p>Place ladders under the point you need to access. When using ladders in areas where other people are working you must consider the risk of people, prams, trollies, vehicles colliding or hitting the ladder. Where there is a risk from the above the area should have a barrier to protect the person using the ladder.</p> <p>Ladders 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 bottom of the Ladders until you are finished.</p>
First Aid		<p>Information for the appointed medical personnel is displayed in workshops.</p> <p>Make sure you are aware of the first aid provisions in place.</p> <p>All accidents & near misses must be reported to your Supervisor</p>

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)
		N/A	Only trained persons are allowed to operate this equipment.

Risk Assessment Guidance

Name		
Signed		Date