

Risk Assessment for use of: Stepladders & Ladders – Bishop Sutton Village Hall

People wishing to use stepladders or ladders must not use stepladders unless they have been authorised by Bishop Sutton Hall Committee and users must read HSE's Safe Use of Ladders and Stepladders <https://www.hse.gov.uk/work-at-height/ladders> and are named on the record of approved users. All stepladders and ladders must be securely lock when on in use, only authorise users have access to the key

Prior to using a stepladder a visual inspection must be carried out to include checking for: damage to the stiles and rungs, presence of safety feet and locks, damage to the platform and no obvious loose rivets or fixings. Users must position the stepladder or ladder at right angles to the work being undertaken. You must not work sideways on a stepladder or ladders as any force you apply to the work item may be transferred through your body and cause the ladder to topple.

Stepladders or ladders must not be used for work of a duration greater than 15 to 30 minutes and may only be used for low risk tasks.

Hazard	Persons at Risk	Existing Controls	Action Needed
Equipment quality	Operator	Check condition of steps prior to working – Check treads, feet of steps, rivets, screws, platform, locks, handholds, etc.	Only Bishop Sutton Hall approved Stepladders or ladders can be used on hall premises
Uneven, sloping or soft ground	Operators/others	Do not use steps on uneven, sloping or soft ground.	Consider other methods of access e.g. hydraulic lift platform or podium steps
Height	Operators	Do not use steps for works higher than that recommended for the steps supplied. If going above 4 steps high, steps to be footed by second person.	Operators are advised not to use the top two rungs of the steps and are not to use the top platform for work unless it is designed with special handholds and avoid over-reaching as the stepladder is liable to overturn if you do.
Slippery ground	Operators	Do not use steps if possible on slippery ground or floors – dry them where possible.	None.
Adverse Weather	Operator/others	Do not work at height in storms or strong winds	Cease work if weather deteriorates.

Risk Assessment for use of: Stepladders & Ladders – Bishop Sutton Village Hall

Hazard	Persons at Risk	Existing Controls	Action Needed
Overloading ladder	Operator/others	Only one person on the stepladder at any one time, do not exceed loading rating of steps.	
Lighting	Operators	Do not carry out operations in poorly lit areas.	Provide additional lighting – extension leads, torches etc.
Falling objects	Operator/others & Pedestrians	Be aware of falling/dropped objects from above. Cordon off working area if necessary.	None.
Protection/Slipping	Operator/others	Wear appropriate Personal Protective Equipment (PPE) and sturdy footwear.	None.
Over-reaching	Operators/others	Do not over-reach. Work only within safe reaching distance and keep your belt buckle within the styles of the stepladder..	None.
Obstacles – overhead or in close proximity to the ladder	Operator/others	Correct stepladder positioning.	If possible remove obstacle prior to equipment use. Consider other methods of access e.g. hydraulic lift platform
Carrying items (e.g. goods/tools) up step ladder	Operator/other persons passing	Steps to be footed by second work person.	Use a tool belt. Be wary of awkward/heavy loads, changes to centre of gravity as load is raised.
Electrical Hazards	Operator/Workforce	Avoid Electrical Hazards.	Turn off power.
Ladder disturbed	Operator/Workforce	Avoid placing stepladders or ladders where they may be struck by doors opening, persons passing, vehicles, etc.	Step ladders & ladders can tip over very easily if struck on the side.
Cramped conditions	Operator/Workforce	Correct stepladder positioning, use alternative equipment.	Always open step ladder fully and lock into position.

Risk Assessment for use of: Stepladders & Ladders – Bishop Sutton Village Hall

Record of approved users of stepladders and ladders

I have read and understood the above risk assessment and read HSE's Safe Use of Ladders and Stepladders:

User Signature: _____ User Name (print): _____ Date: _____

User Signature: _____ User Name (print): _____ Date: _____

User Signature: _____ User Name (print): _____ Date: _____

User Signature: _____ User Name (print): _____ Date: _____

User Signature: _____ User Name (print): _____ Date: _____

User Signature: _____ User Name (print): _____ Date: _____

User Signature: _____ User Name (print): _____ Date: _____