


Risk Assessment Form (Qualitative)

Project / Location:	H.H.D.A.S WATERS	Contract No:		RA & Issue No:	007
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Prepared by:	L.R.SMITH	Date:	10/10/16	Signature:	
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ACTIVITY DESCRIPTION:	Working on Ladders – Various tasks				
Person (s) at risk:	Employees		Public		
	Contractors		Visitors		

Start Date:		Anticipated Duration:	
Review Date Of Risk Assessment:			

POTENTIAL HAZARD CHECK LIST – Prior to Risk Assessment

LEVEL OF RISK 0 = NONE L = LOW M = MEDIUM H = HIGH

HAZ CODE	HAZARDOUS ACTIVITY	RISK LEVEL	HAZ CODE	HAZARDOUS ACTIVITY	RISK LEVEL
EX	Excavation (Trench collapse, Atmosphere Etc.)		MH	Manual Handling (Weight, Awkward, Location Etc.)	
WAH	Working at Heights (Falling, Access Etc.)	H	NV	Noise / Vibration (Hearing Damage, Circulation)	
CS	Confined Spaces (Hazardous atmospheres)		AH	Working adjacent to hazards (Interference, Falling objects Etc.)	
EAS	Existing / Adjacent Services (Electric Shock, Gas, water Etc.)	H	EH	Electricity – Hazards (Electric Shock Etc.)	
C	Material Hazard COSHH (Fumes, Skin damage, Burns Etc.)		E	Environment (Dust, fume, biological)	
LO	Lifting Operations: (Weights, Falling, High Winds Etc.)		HW	Hot Work (Fire, Sparks etc.)	
A	Asbestos, Lead or Other Contamination: (Inhalation, Digestion)		TM	Traffic (Work adj to Public Highway, Site Vehicles)	
WE	Work Equipment & Small Tools (Overturning, Other people Etc.)		STF	Slip, Trips & Falls	
F	Fire		HK	Housekeeping	
O1	Other:		O2	Other:	

Project / Workplace:		Working on ladders – Various Tasks			Ref. No:	
HAZ Code	Significant Hazards	Risk Level (M/H)	Control Procedure / COSHH / PPE / Permit to Work / Method Statement etc.	Residual Risk Level (L/0)	Further requirements, e.g. monitoring, training, advice to others etc.	
WAH	Failure of ladder due to: Not suitable Poor condition Damage in use Incorrect use	H	Use other method to gain access to at height area	L		
			Ladders to be stored correctly			
			Ladders are to be EN131 / Class 1 standard. No other ladders are to be used by operatives			
			Inspections of ladders are to be undertaken every 3 months. 'ladder tag' must be fixed to ladder and annotated			
			Pre use inspection of ladders are to be undertaken by user			
			Users must be competent			
			Where ladders are to be erected and used, consideration to be made for operational conditions of the immediate area to avoid damage			
			Users must not handle / use ladders in a way that will cause them damage			
			Extendable ladders are not to be used as single components			
			Any damage caused when in use must be reported, recorded immediately and ladder quarantined until inspected			
User not to exert any un-necessary horizontal forces from any point on the ladder in case of sudden movement causes ladder or user to overbalance and fall						
WAH	Slip or fall of the ladder while in use	H	Ladder to be erected on firm level ground avoiding any areas that would cause the ladder to slip, topple	L		
			Ladders erected on soft ground are to have the base area firmed up using an appropriate method to prevent sinkage, sideways tilt, slipping			
			Ladders are to be immediately secured on erection using a suitable method at the top			
			Unsecured ladders are to be footed by a competent person, footing of ladder will apply for a short duration only and is not a recognised method for long duration work			
			Footwear soles to be clear of mud and grease			
			Working at height should be undertaken in pairs			

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WAH	Operative Fall from ladder due to Incorrect use Reaching or leaning Carrying items while climbing Carrying out in appropriate work	H	Users are to be competent in the selection, erecting and climbing techniques ie: three points of contact at all time	L		
			Serviceable PPE footwear to be worn			
			Work undertaken from ladder must not involve leaning, reaching out from ladder. Area of work is be within users elbow to elbow distance			
			Ladder to be re positioned if task involves reaching			
			Tools to be carried in pockets or lifted in bag avoid carrying during climb			
			Only tasks of short duration (30 min) are to be undertaken from ladders or where a working platform is unacceptable			
			Extendable ladders that are required for access to loft spaces through access hatches are to be extended to their correct length and the mechanical stops to be fully engaged			
			If property has fixed ladder system for access to loft space these are not to be used by Mears Ops as these may be unacceptable and use may exceed their safe working load or be damaged			
Access to a balcony from an external area is restricted if the access to this balcony is via a ladder i.e.: The placing of a ladder against the outer top ridge of a balcony then climbing over the top of the balcony edge protection to jump down on to the balcony is an unsafe method of access. The egress from this position using this method is also a high risk evolution due to the operative having to climb on to the edge of the balcony then rotating 180 degrees to gain access on to the ladder, thus increasing the possibility of either a fall; the ladder to slide laterally due to the force; partial collapse of the edge protection.						
An alternative method of gaining access to a balcony MUST be used i.e. through an existing door						

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WAH	Collapse of ladder from traffic impact or interaction by another process	M	Operatives to establish an exclusion zone around the area to restrict access Place warning signs Make pedestrian access, walking routes	L	
WAH	Falling objects Impact head, body injury	M	Operatives to establish an exclusion zone around the base of the ladder Place warning signs PPE head protection to be worn by operatives All unauthorised person to be kept clear	L	
WAH	Operative Fall from ladder due to using property fitted loft ladder (Only to be used if no other alternative)	H	If the property fixed ladder obstructs access to the loft space then this ladder can be used but the following instructions are to be followed: a. Contact supervisor to inform them of the situation b. Access to be undertaken using two Ops c. Pull down ladder be wary of material on the ladder that may fall through hatch on to Op d. Extend ladder to full length ensure that the mechanical stops are positively engaged e. Visually inspect ladder f. One Op to use ladder and inspect loft access area and ladder securing arrangements for suitability g. The other Op is to foot ladder Ensure that all obstructions around the base of ladders are removed in case the fall causes injury from these secondary hazards ie: shut doors	L	Any ladder deemed unsuitable or unserviceable by the Operative must not be used The supervisor is to be informed and an alternative method used
WAH	Handling ladders Sprain /strain injury Cuts abrasions Head / body impact injury	M	See MHRA for ladder Use lightweight ladders Correct erection technique to be used Multi person handling, erection of ladder, over 5M in length require x2 man lift Point around erection area to be kept clear of other people to reduce impact, PPE hard hats to be worn	L	

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EAS	Contact with overhead power supplies and other services during carrying, erection and use	H	Ladders to be carried horizontally Inspect area prior to erecting ladder for any overhead services Ladder not to be erected over windows, if when window opened they can be hit by window frame When carrying out work on electrical systems use non conducting ladders	L		