



Midsomer Norton Town Council

Risk Assessment Form – Use of Ladders

Activity: Use of Ladders		Assessment Date: August 2024	Review Date: August 2025		
Hazard	Persons Affected and Risk	Controls	Risk Score	Further Controls	Risk Level
Falls from Height	Employee/Operative General Public Personal injury	<p>Ensure training undertaken for safe use of ladders.</p> <p>Have someone at the bottom of the ladder to hold the ladder and protect ladder from others.</p> <p>Ensure ladders are only used for short-duration tasks (<30 mins).</p> <p>Ladders to be used by competent persons.</p> <p>Use ladders on stable, level ground.</p> <p>Secure ladders at the top and bottom where possible.</p> <p>Ensure the task can be completed without overreaching. Use a longer ladder if necessary.</p> <p>Keep the area around the ladder clear of obstacles.</p>	High	<p>Ensure all users are trained in the safe use of ladders.</p> <p>Regularly inspect ladders for damage and defects before use.</p> <p>Supervise inexperienced users until they are competent.</p> <p>Use warning signs to alert others when ladders are in use.</p> <p>Use of PPE provided (e.g., non-slip footwear).</p> <p>Appropriate equipment provided.</p> <p>Safe System of Work.</p> <p>Avoid using ladders in adverse weather conditions (e.g., high winds, rain).</p> <p>Wear a hard hat if standing below a ladder.</p>	Low

		<p>Use ladders with non-slip feet.</p> <p>Check ladder is suitable for the task.</p> <p>Assess work area for safety and hazards.</p>		<p>Avoid the use of ladders and assess if a safer alternative is available, such as hiring a professional.</p>	
<p>Items Dropped onto Person Below</p>	<p>Employee/Operative</p> <p>General Public</p> <p>Personal injury</p>	<p>Ensure training undertaken for safe use of ladders.</p> <p>Do not lean out from the ladder while working, move the ladder regularly to ensure optimum working position.</p> <p>Use ladders on stable, level ground.</p> <p>Secure ladders at the top and bottom where possible.</p> <p>Ensure the task can be completed without overreaching. Use a longer ladder if necessary.</p> <p>Keep the area around the ladder clear of obstacles.</p> <p>Use ladders with non-slip feet.</p>	<p>High</p>	<p>Ensure all users are trained in the safe use of ladders.</p> <p>Supervise inexperienced users until they are competent.</p> <p>Use warning signs to alert others when ladders are in use.</p> <p>Cordone off area around ladder wherever possible.</p> <p>Use of PPE provided. Wear a hard hat if standing below a ladder.</p> <p>Appropriate equipment provided.</p> <p>Safe System of Work.</p> <p>Trained and competent Staff.</p> <p>Avoid using ladders in adverse weather conditions (e.g., high winds, rain).</p> <p>Avoid the use of ladders and assess if a safer alternative is available, such as hiring a professional.</p>	<p>Low</p>

<p>Ladder Slipping</p>	<p>Employee/Operative General Public Personal injury</p>	<p>Ensure training undertaken for safe use of ladders.</p> <p>Have someone at the bottom of the ladder to hold the ladder and protect ladder from others.</p> <p>Maintain three points of contact (two hands and one foot, or two feet and one hand) while climbing.</p> <p>Ensure ladders are only used for short-duration tasks (<30 mins).</p> <p>Ladders to be used by competent persons.</p> <p>Use ladders on stable, level ground.</p> <p>Secure ladders at the top and bottom where possible.</p> <p>Ensure the task can be completed without overreaching. Use a longer ladder if necessary.</p> <p>Keep the area around the ladder clear of obstacles.</p> <p>Use ladders with non-slip feet.</p> <p>Check ladder is suitable for the task.</p> <p>Avoid the use of ladders and assess if a safer alternative is available, such as hiring a professional.</p>	<p>Medium</p>	<p>Utilize ladder stabilizers or anti-slip devices to provide additional support and stability.</p> <p>Regularly inspect the ladder for any damage or wear, especially the feet and rungs.</p> <p>Avoid using ladders in adverse weather conditions such as high winds, rain, or ice.</p> <p>Have someone hold the base of the ladder to provide additional stability if necessary.</p> <p>Use warning signs to alert others when ladders are in use.</p> <p>Use of PPE provided (e.g., non-slip footwear).</p> <p>Appropriate equipment provided.</p> <p>Safe System of Work.</p>	<p>Low</p>
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		Assess work area for safety and hazards.			
Transport of Ladder	Employee/Operative General Public Personal injury	Use proper lifting techniques and get assistance if the ladder is heavy or awkward. Tie ladders securely to vehicles during transportation. Ensure it is properly positioned. Have awareness of people and surrounding during transportation of ladders. Inspect the ladder before and after transport for any damage. Use padding if necessary. Ensure the ladder does not obstruct the driver's view. Use a vehicle suitable for ladder transport. Wear appropriate footwear and ensure the area is clear of obstacles during loading/unloading.	Medium	Ensure all personnel involved in transporting ladders are trained in manual handling and ladder securing techniques. Regularly inspect ladders and securing equipment for damage or wear. Use vehicles equipped with ladder racks or other suitable securing mechanisms. Provide appropriate personal protective equipment (e.g., gloves, non-slip footwear). Use warning signs if transporting ladders on public roads to alert other road users. Ensure all personnel know the location of first aid kits and emergency contact numbers.	Low
Assessor's signature:			Clerk's signature		
Date:			Date:		