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SCE GENERIC RISK ASSESSMENT

ACTIVITY: Use of Stepladders				DATE OF ASSESSMENT:	
ESTABLISHMENT/SCHOOL:			SECTION/DEPARTMENT:		
WHO MIGHT BE HARMED:				HOW MANY ARE AFFECTED:	
HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	✓ if in place X if not	IF 'X' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING Use Risk Rating Tool	
Falling from the stepladder	<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.</p> <ul style="list-style-type: none"> • Only use three-step stepladders with the handle at the top. • Only use the first three steps of the stepladder. • Only use aluminium stepladders which have a handle at the top. • Do not carry out any task which requires people to access more than three steps unless a separate risk assessment has been completed. <p>Only one person should ascend the stepladder at any one time.</p> <p>CONTINUED BELOW</p>				

ACTIVITY:				DATE OF ASSESSMENT	
HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	✓ if in place ✗ if not	IF '✗' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low	
	<p>Always secure stepladders on a stable flat floor, ensuring the floor area around base of stepladder is kept clear.</p> <p>Never over-reach from the stepladder.</p> <p>Staff should not carry out two handed operations whilst using stepladders.</p> <p>Tools should be carried on a tool belt or secured to staff whilst climbing the stepladder.</p> <p>Equipment should not be carried whilst climbing the stepladder and should be raised to height either by pulling up with rope or being passed up by an assistant Staff should be given training and instruction in the use of stepladders. The level of training should be determined by the level of risk of the specific task being carried out.</p>				

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Failure of the stepladder causing a person or equipment to fall	<p>Visually inspect the stepladder for defects before use. Stepladders in a poor state of repair or which are very unstable should be discarded.</p> <p>Keep wooden stepladders free from paint or other coatings which may hide cracks or splits. Check aluminium stepladders for metal fatigue or wear.</p> <p>Any oil grease or mud should be removed from rungs and stepladder feet. Users should wear sensible shoes.</p> <p>Store in position which physically protects the stepladder.</p> <p>Stepladders must be fully open when in use and stay bars should be locked into position.</p> <p>Any damage to stepladders should be reported to line management.</p>				
Reference Documents:					
Assessed By (Print name)			Signed	Date	
Responsible Manager (Print Name)			Signed	Review Date	

RISK RATING			RATING ACTION BANDS	
Likelihood		Severity of Injury	Rating Bands	Action Required
1	Most unlikely	1	Trivial Injury(ies)	1 & 2 Minimal Risk Maintain Control Measures
2	Unlikely	2	Slight Injury(ies)	3 & 4 Low Risk Review Control Measures
3	Likely	3	Serious Injury(ies)	6 & 8 Medium Risk Improve Control Measures

ACTIVITY:				DATE OF ASSESSMENT	
HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	✓ if in place ✗ if not	IF '✗' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low	
4	Most Likely	4	Major Injury(ies)or Death	9, 12 & 16 High Risk	Improve Controls immediately and Consider stopping work