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| **Assessor** | Safety Security and Training for TNS | **Date** |  |
| **Description** | Use of Ladders and Stepladders | **Review period** | 12 months |

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| **Task** | **Hazard** | **Risk** | **Persons at risk** | **Risk****Level** **(L x C)** | **Control measures** | **Residual Risk Level****(L x C)** | **Action by** | **Date to be completed** |
| Putting away books, equipment, (low height, approx. 0.5m above average persons’ height) using a **kick stool.** | Use of incorrect equipment (standing on desks, chairs, racking etc.) | Falls, falling objects. | MembersVisitorsStaffVolunteersContractors | 4 x 5 = 20 | * Staff instructed not to use makeshift steps (chairs/ tables etc.).
* Restrict storage to head height where practical.
* Kick stool provided for users to access storage areas safely.
 | 2 x 5 = 10 | Elders to set policy | Immediately  |
| Putting away books, equipment etc. (low height, approx. 0.5m above average persons’ height) using a **kick stool.** | Defective equipment. | Falls, falling objects. | MembersVisitorsStaffVolunteersContractors | 4 x 5 = 20 | * All access equipment suitable for purpose, checked before use and maintained in good condition.
* Reporting procedure in place for identified defective items with prompt removal /remedial action.
 | 2 x 5 = 10 | Elders to set policy | Immediately  |
| Putting away books, equipment etc (low height, approx. 0.5m above average persons’ height) using a **kick stool.** | Inappropriate use of access equipment, overreaching, stretching etc.,uneven floor causing instability. | Falls,falling objects | MembersVisitorsStaffVolunteersContractors | 4 x 5 = 20 | * Packaging of products checked and made secure as far as possible before putting them up on racking.
* Use of access equipment restricted to those trained and competent in use.
* Staff to re-position kick stool rather than overstretch.
* Floor surfaces suitable to use kick stool (firm and even surface).
* Staff using access equipment to wear appropriate footwear (low heeled, non-slip soles).
* Do not leave unattended to avoid unauthorised use.
 | 2 x 5 = 10 | Elders to set policy | Immediately  |
| Accessing items for filing and storage on fixed shelving (approx. 1m above average persons’ height) using a **step ladder.** | Use of incorrect equipment (desk, chairs etc.) | Falls,falling objects | MembersVisitorsStaffVolunteersContractors | 4 x 5 = 20 | * Staff instructed not to use makeshift steps (chairs / tables etc.)
* Restrict high level storage.
* Ensure storage remains accessible.
* User to ensure access equipment is of adequate height.
* Step ladder provided for users to access higher areas safely (more height required than can be achieved with a kick stool).
 | 2 x 5 = 10 | Elders to set policy | Immediately  |
| Accessing items for filing and storage on fixed shelving (approx. 1m above average persons’ height) using a **step ladder.** | Defective equipment | Falls,falling objects | MembersVisitorsStaffVolunteersContractors | 4 x 5 = 20 | * All access equipment suitable for purpose, checked before use and maintained in good condition.
* Frequent documented checks on stepladder to ensure safe working condition (6 monthly).
* Reporting procedure in place for identified defective items with prompt removal /remedial action.
 | 2 x 5 = 10 | Elders to set policy | Immediately  |
| Accessing items for filing and storage on fixed shelving (approx. 1m above average persons’ height) using a **step ladder.** | Inappropriate use of access equipment, overreaching, stretching etc.,uneven floor causing instability. | Fallsfalling objects | MembersVisitorsStaffVolunteersContractors | 4 x 5 = 20 | * Use of access equipment restricted to those trained and competent in use.
* Maximum working height not exceeded – user’s waist should not rise above top step.
* Staff to re-position steps rather than overstretch.
* Floor surfaces suitable to use (firm and even surface).
* Persons using access equipment to wear appropriate footwear (low heeled, non-slip soles).
* Stepladder securely stored when not in use to avoid unauthorised use.
 | 2 x 5 = 10 | Elders to set policy | Immediately  |
| Accessing items for filing and storage on fixed shelving (approx. 1m above average persons’ height) using a **step ladder.** | Lifting and carrying unstable / unwieldy loads | Falls,falling objects | MembersVisitorsStaffVolunteersContractors | 4 x 5 = 20 | * Ensure shelving is not overloaded.
* Organise storage with heavy / bulky objects at lower levels.
* Frequently used items stored at easily accessible locations.
* Use team handling where necessary.
* Staff to be trained in moving and handling techniques.
 | 2 x 5 = 10 | Elders to set policy | Immediately  |
| Opening and closing windows / adjusting blinds | Use of incorrect equipment (ledge, desk, chairs etc.) | Falls,falling objects | MembersVisitorsStaffVolunteersContractors | 4 x 5 = 20 | * Staff instructed not to use makeshift steps (chairs / tables / ledges etc.)
* Provide remote means of opening high windows i.e. long handled poles or mechanical openers.
 | 2 x 5 = 10 | Elders to set policy | Immediately  |
| Opening and closing windows / adjusting blinds | Defective equipment | Falls,falling objects | MembersVisitorsStaffVolunteersContractors | 4 x 5 = 20 | * All access equipment suitable for purpose, checked before use and maintained in good condition.
* Reporting procedure in place for identified defective items with prompt removal /remedial action.
 | 2 x 5 = 10 | Elders to set policy | Immediately  |
| Opening and closing windows / adjusting blinds | Falls from unprotected window | Falls | MembersVisitorsStaffVolunteersContractors | 4 x 5 = 20 | * Fit window opening limiters to all windows above ground level.
 | 2 x 5 = 10 | Elders to set policy | Immediately  |
| Opening and closing windows / adjusting blinds | Poorly maintained window | Falls | MembersVisitorsStaffVolunteersContractors | 4 x 5 = 20 | * Ensure windows are maintained in a safe condition.
 | 2 x 5 = 10 | Elders to set policy | Immediately  |
| Use of **stepladder** to replace defective fluorescent tube. (Task involves brief 2 handed working to remove the diffuser and tube.) | Use of incorrect equipment (desk, chairs etc.) | Falls,falling objects | MembersVisitorsStaffVolunteersContractors | 4 x 5 = 20 | * Staff instructed not to use makeshift steps (chairs / tables etc.).
* User to ensure access equipment is of adequate height.
* Step ladder provided for users to access areas safely.
 | 2 x 5 = 10 | Elders to set policy | Immediately  |
| Use of **stepladder** to replace defective fluorescent tube. (Task involves brief 2 handed working to remove the diffuser and tube.) | Defective equipment, collapse of ladder | Falls,falling objects | MembersVisitorsStaffVolunteersContractors | 4 x 5 = 20 | * All access equipment suitable for purpose, checked before use and maintained in good condition.
* Frequent documented checks on stepladder to ensure safe working condition (6 monthly).
* Reporting procedure in place for identified defective items with prompt removal /remedial action.
 | 2 x 5 = 10 | Elders to set policy | Immediately  |
| Use of **stepladder** to replace defective fluorescent tube. (Task involves brief 2 handed working to remove the diffuser and tube. Light work of short duration.) | Inappropriate use of access equipment, overreaching, stretching etc., uneven floor causing instability | Falls,falling objects | MembersVisitorsStaffVolunteersContractors | 4 x 5 = 20 | * User trained in use of ladders for minor inspection / maintenance tasks.
* Access equipment restricted to those trained and competent to use.
* 2 person job, second person available at ground level to hand diffuser / tubes to.
* Move furniture if needed to gain access.
* Maximum working height not exceeded- user’s waist should not rise above top step or top of handrail.
* Staff to re-position steps rather than overstretch.
* Floor surfaces suitable to use (firm and even surface).
* Persons using access equipment to wear appropriate footwear (low heeled, non-slip soles).
* Stepladder securely stored when not in use to avoid unauthorised use.
 | 2 x 5 = 10 | Elders to set policy | Immediately  |
| Use of **stepladder** to replace defective fluorescent tube. (Task involves brief 2 handed working to remove the diffuser and tube. Light work of short duration.) | Persons colliding with ladder | Falls, falling objects | MembersVisitorsStaffVolunteersContractors | 4 x 5 = 20 | * Segregate work area.
* Provide warning signs, cones etc. if needed.
 | 2 x 5 = 10 | Elders to set policy | Immediately  |
| Use of **stepladder** to replace defective fluorescent tube. (Task involves brief 2 handed working to remove the diffuser and tube. Light work of short duration.) | Lifting and carrying unstable / unwieldy loads | Falls, falling objects | MembersVisitorsStaffVolunteersContractors | 4 x 5 = 20 | * Use team handling where necessary.
* Staff to be trained in moving and handling techniques.
* Obtain help transporting ladder if needed.
 | 2 x 5 = 10 | Elders to set policy | Immediately  |
| Use of **stepladder** to replace defective fluorescent tube. (Task involves brief 2 handed working to remove the diffuser and tube. Light work of short duration.) | Contact with electricity | Electrocution, burns | MembersVisitorsStaffVolunteersContractors | 4 x 5 = 20 | * Switch off electrical supply or tape off and label light switch if this is not possible.
 | 2 x 5 = 10 | Elders to set policy | Immediately  |
| Use of **leaning** **ladder** or **extending ladder** for light work of short duration (max 30 mins). | Use of incorrect equipment (desk, chairs etc.) | Falls, falling objects | MembersVisitorsStaffVolunteersContractors | 4 x 5 = 20 | * User to ensure access equipment is of adequate height.
* Consideration given to hiring suitable equipment for specific jobs or where work is liable to take >30mins.
 | 2 x 5 = 10 | Elders to set policy | Immediately  |
| Use of **leaning** **ladder** or **extending ladder** for light work of short duration (max 30 mins). | Defective equipment, collapse of ladder | Falls, falling objects | MembersVisitorsStaffVolunteersContractors | 4 x 5 = 20 | * All access equipment suitable for purpose, checked before use and maintained in good condition.
* Frequent documented checks on ladder to ensure safe working condition (6 monthly).
* Reporting procedure in place for identified defective items with prompt removal /remedial action.
 | 2 x 5 = 10 | Elders to set policy | Immediately  |
| Use of **leaning** **ladder** or **extending ladder** for light work of short duration (max 30 mins). | Inappropriate use of access equipment, overreaching, stretching etc.,uneven floor causing instability | Falls, falling objects | MembersVisitorsStaffVolunteersContractors | 4 x 5 = 20 | * User trained in use of ladders for minor inspection / maintenance tasks.
* Access equipment restricted to those trained and competent to use.
* Maximum working height not exceeded.
* Ensure correct angle of ladder (1m out for 4m up).
* Secure ladder.
* No lone working allowed when using ladders.
* Staff to re-position ladder rather than overstretch.
* Floor surfaces suitable to use (firm and even surface).
* Persons using access equipment to wear appropriate footwear (low heeled, non-slip soles).
* Securely stored when not in use to avoid unauthorised use.
 | 2 x 5 = 10 | Elders to set policy | Immediately  |
| Use of **leaning** **ladder** or **extending ladder** for light work of short duration (max 30 mins). | Persons colliding with ladder | Minor injuries | MembersVisitorsStaffVolunteersContractors | 4 x 5 = 20 | * Segregate work area effectively.
* Provide warning signs, cones or fencing if needed.
* Schedule work to take place when persons are not in immediate area.
 | 2 x 5 = 10 | Elders to set policy | Immediately  |
| Use of **leaning** **ladder** or **extending ladder** for light work of short duration (max 30 mins). | Lifting and carrying unstable / unwieldy loads | Falls, falling objects | MembersVisitorsStaffVolunteersContractors | 4 x 5 = 20 | * Accompanying tools and equipment carried in tool belt. Both hands to be kept free when climbing ladder.
* Use team handling where necessary.
* Staff to be trained in moving and handling techniques.
* Obtain help transporting ladder if needed.
 | 2 x 5 = 10 | Elders to set policy | Immediately  |
| Use of **leaning** **ladder** or **extending ladder** for light work of short duration (max 30 mins). | Environmental conditions (weather, wet ground, uneven surfaces etc.) | Minor injuries | MembersVisitorsStaffVolunteersContractors | 4 x 5 = 20 | * Consideration given to environmental conditions prior to starting work.
* No work to be undertaken in adverse weather conditions (wind, rain, snow etc.)
* Ensure rungs are clear of slippery substances, ice, mud etc.
 | 2 x 5 = 10 | Elders to set policy | Immediately  |
| Use of **mobile tower scaffold**, use of equipment other than ladders justified – no protected platform, not possible to secure ladder. | Use of incorrect equipment | Falls, falling objects | MembersVisitorsStaffVolunteersContractors | 4 x 5 = 20 | * User to ensure access equipment is of adequate height and suitable for task.
* All users to be trained in work at height.
* Height of scaffold to be no more than 3 times base dimension (or in accordance with manufacturers’ instructions).
 | 2 x 5 = 10 | Elders to set policy | Immediately  |
| Use of **mobile tower scaffold**, use of equipment other than ladders justified – no protected platform, not possible to secure ladder. | Defective equipment, collapse of equipment, | Falls, falling objects | MembersVisitorsStaffVolunteersContractors | 4 x 5 = 20 | * All access equipment suitable for purpose, inspected before use and maintained in good condition.
* Inspected weekly if it remains in place and after any event likely to have affected its stability.
* Safe working load marked on equipment.
* To be erected only by certified persons.
* Reporting procedure in place for identified defective items with prompt removal /remedial action.
 | 2 x 5 = 10 | Elders to set policy | Immediately  |
| Use of **mobile tower scaffold**, use of equipment other than ladders justified – no protected platform, not possible to secure ladder. | Inappropriate use of access equipment,overreaching, stretching etc.,uneven floor causinginstability | Falls, falling objects | MembersVisitorsStaffVolunteersContractors | 4 x 5 = 20 | * All users trained in use of mobile towers for inspection / maintenance tasks.
* Access equipment restricted to those trained and competent to use.
* Brakes to be applied when in use.
* Move tower from base only, all tools and persons removed from structure prior to moving.
* Guardrails and toe boards to be provided.
* No lone working when erecting or using tower.
* Floor surfaces suitable to use (firm and even surface).
* Persons using access equipment to wear appropriate footwear (low heeled, non-slip soles).
* Securely stored when not in use to avoid unauthorised use and remove access ladder.
 | 2 x 5 = 10 | Elders to set policy | Immediately  |
| Use of **mobile tower scaffold**, use of equipment other than ladders justified – no protected platform, not possible to secure ladder. | Persons or vehicles colliding with tower | Minor injuries | MembersVisitorsStaffVolunteersContractors | 4 x 5 = 20 | * Segregate work area, create exclusion zone beneath work area.
* Provide warning signs, cones or temporary fencing if needed.
* Schedule work to take place when persons are not in immediate area.
 | 2 x 5 = 10 | Elders to set policy | Immediately  |
| Use of **mobile tower scaffold**, use of equipment other than ladders justified – no protected platform, not possible to secure ladder. | Contact with overhead electrical services | Electrocutionand burns | MembersVisitorsStaffVolunteersContractors | 4 x 5 = 20 | * Survey area prior to erection of tower.
 | 2 x 5 = 10 | Elders to set policy | Immediately  |

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| Name and position |  | Signature |  | Date completed |  |