


GENERAL HEALTH & SAFETY RISK ASSESSMENT FOR: USE OF STEPLADDERS


PART 1 : ADMINISTRATIVE DETAILS

Section/Establishment Name: **Charlesworth Primary School**

Date of Assessment	23.09.20	Date of Issue	23.09.20
Assessment carried out by	Neil Flint	Signature	

Reviews				
Review Date	Reviewed by	Date	Changes Made	
			Y	N

Affected persons: Young People/Clients Staff Visitors Contractor Others (specify)

Name of Manager confirming and agreeing Assessment:	NEIL FLINT (HEADTEACHER)
Signature:	

The following sections should be completed by all staff who need to be made aware of and abide by the findings of the Risk Assessment. NB: If, as a result of a review, changes are made to the Risk Assessment the relevant box on the attached page should be completed as appropriate by the staff concerned.

RISK ASSESSMENT

I confirm that I am aware of and understand the findings of the Risk Assessment and agree to ensure that I will work to the stated Control Measures and bring to the attention of Management any deficiencies in the findings of the Assessment.

Print Name	Signature	Date	Print Name	Signature	Date
B Howard					
K Barton					
J Streeter					
R Horner					
E Hampson					
H James					
C Brennan					
J Rayson					
J Davies					
M Medeley					
K Collier					
S Woodworth	<i>Absent due to ill health</i>				
C Kinnersley					
P. Denton	<i>Absent due to ill health</i>				

RISK ASSESSMENT

What are the hazards?	Generic Control Measures	✓ X	Person to implement	Additional Control measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
Inappropriate equipment	Work at height task assessed to ensure stepladder is the correct piece of equipment to undertake the task safely	✓	Staff			
	The correct stepladder is used for the job identified	✓	Staff			
	Stepladders only used where 3 points of contact can be maintained with the stepladder	✓	Staff			
	Stepladders only used for short duration tasks (less than 30 minutes)	✓	Staff			
	Stepladders are readily available and staff know how to access them.	✓	Staff			
Falls from height	The stepladder is suitable and of sufficient strength for the task being undertaken	✓	HT			
	Before each use, users check the stepladder is in good condition e.g. clean, dry, free from substances, cracks, corrosion.	✓	Staff			
	Stepladders are not painted or otherwise coated so that faults cannot be identified.	✓	HT			
	Stepladders are never placed on top of other items e.g. desks	✓	Staff			
	The stepladder is erected with legs fully extended to the full extent and/or locked into their correct position.	✓	Staff			
	The stepladder is only used on firm and level ground.	✓	Staff			
	Users do not use the top third of a stepladder unless it is on a proper platform designed for the use of a person with suitable guardrails.	✓	Staff			
	Appropriate arrangements are taken if the stepladder is being used near doorways/stairs or steps to prevent it being knocked over.	✓	Staff			
	Step ladders are used face onto the work required, in	✓	Staff			

What are the hazards?	Generic Control Measures	✓ X	Person to implement	Additional Control measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
Falls from height Cont.	accordance with County Guidance.			Need to organise H&S safety package that includes step ladders		
	Arrangements are in place to ensure that children do not use such equipment.	✓	Staff			
	The user(s) have been provided with the appropriate information, instruction and training and are fully familiar with Local Authority guidance on use of stepladders	✓	Staff			
	All training is recorded, with evidence kept on site.	✓	HT			
Falling objects	Appropriate precautions are taken to alert passers-by to the use of stepladders e.g. barriers and signs as necessary	✓	Staff	➤		
Maintenance ➤ Physical Injury	The equipment is inspected and maintained by a competent person as a minimum 6 monthly. All inspections are recorded.	✓	HT	➤		
	Worn or damaged Stepladders are immediately removed from use and appropriately labelled (e.g. faulty – do not use) until safe disposal can be arranged.	✓	SMT			
Unauthorised Use ➤ Physical injury ➤ Equipment damage	Suitable arrangements are in place to prevent unauthorised use of stepladders e.g. by pupils, contractors, i.e. they are secured when not in use	✓	SMT			
	Appropriate precautions are taken to prevent unauthorised use of the stepladder outside school hours, e.g. secured within the building.	✓	HT			
	Stepladders never to be left unattended for any length of time, when not in use they are to be removed and secured.	✓	Staff			

REFERENCE DOCUMENTS - Guidance on the use of stepladders - School Extranet.