


Cleaning Work at Height (Ladders) – Risk Assessment Template No.9 (List additional hazards, risks and controls particular to your school using Template no.74)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place? Y/N	If no, what actions are required to implement the control?	Person responsible	Date action completed
Unsafe use and storage of ladders and step ladders		Falls from a height resulting in serious injury or death	H	<p>Ladders are only used where a risk assessment shows the use of other work equipment is not possible</p> <p>Ladders are only used for short duration work (less than 30 minutes) and where the risk of injury is low</p> <p>Ladders are only used for light work and not for work that involves carrying heavy or awkward items</p> <p>Ladders are stored safely (e.g. removed to storage at the end of each working day) to prevent unauthorised use</p> <p>Unauthorised use of ladders is prohibited</p> <p>Ladders are set out on a firm base and leaning at the correct angle 75 degrees (1:4)¹</p> <p>Ladders are tied at the top to a secure structure. If a ladder cannot be tied at the top it is secured at the bottom, or held by a second person²</p> <p>Ladders are not placed on a drum, box or other unstable base</p> <p>Footwear is slip resistant, clean and free from mud/grease before climbing a ladder</p> <p>3 points of contact (contact with hand and feet) are maintained at the working position</p>				

 ¹ Portable ladders (not stepladders) should always be placed at the correct angle, which is around 75 degrees or roughly one metre out for every four metres up (the 1 in 4 rule).

² Where possible a ladder should be secured at both the top and the bottom to achieve the maximum level of safety.

Cleaning (Work at Height (Ladders) - Risk Assessment Template No.9 cont'd. (List additional hazards, risks and controls particular to your school using Template No.74)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place? Y/N	If no, what actions are required to implement the control?	Person responsible	Date action completed
Defective ladders		Falls from a height resulting in serious injury or death	H	The condition of the ladder is checked before each use for cracked or bent stiles or rungs, corrosion, defective or missing fittings or ties. Staff do not use the ladder if it is damaged in any way and report defects immediately to appropriate contact Ladder is tagged to highlight it is damaged and 'out of use' Results of examinations of ladders are recorded on a GA3 Form (see www.hsa.ie)				
			H	Wooden ladders should not be painted See Schedule 5 of the Safety, Health and Welfare At Work (General Application) Regulations 2007				
Overreaching		Fall from a height resulting in serious injury or death	H	When using ladders staff do not work on top 3 rungs, or top 2 steps for step-ladders				
				Where possible an alternative method of working is used, e.g. using extendable poles to clean high level areas				
				Ladders are properly set up to avoid overreaching				
				Mobile towers are used where practicable in accordance with manufacturer's guidelines and instructions Workers erecting, modifying or dismantling mobile scaffold towers must have SOLAS CSCS training for this task See 'Use Ladders Safely - Information Sheet' available at www.hsa.ie/publications				
Hazards associated with overhead objects		Making contact with overhead objects or ladder acting as a conductor	H	Awareness of hazards associated with overhead objects or conductable cables/wires is ensured				

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken. **Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

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Risk Assessment carried out by: _____

Date: / /