



## RISK ASSESSMENT

<b>Assessor</b>		<i>Water Lane URC</i>			<b>Date</b>	8/10/25		
<b>Description</b>		Use of Ladders and Stepladders			<b>Review period</b>	12 months		
<b>Task</b>	<b>Hazard</b>	<b>Risk</b>	<b>Persons at risk</b>	<b>Risk Level (L x C)</b>	<b>Control measures</b>	<b>Residual Risk Level (L x C)</b>	<b>Action by</b>	<b>Date to be completed</b>
Putting away books, equipment, (low height, approx. 0.5m above average persons' height) using a <b>kick stool</b> .	Use of incorrect equipment (standing on desks, chairs, racking etc.)	Falls, falling objects.	Members Visitors Staff Volunteers Contractors	4 x 5 = 20	<ul style="list-style-type: none"> <li>Staff instructed not to use makeshift steps (chairs/tables etc.).</li> <li>Restrict storage to head height where practical.</li> <li>Kick stool provided for users to access storage areas safely.</li> </ul>	2 x 5 = 10	Elders	Immediately
Putting away books, equipment etc. (low height, approx. 0.5m above average persons' height) using a <b>kick stool</b> .	Defective equipment.	Falls, falling objects.	Members Visitors Staff Volunteers Contractors	4 x 5 = 20	<ul style="list-style-type: none"> <li>All access equipment suitable for purpose, checked before use and maintained in good condition.</li> <li>Reporting procedure in place for identified defective items with prompt removal /remedial action.</li> </ul>	2 x 5 = 10	Elders	Immediately
Putting away books, equipment etc (low height,	Inappropriate use of access equipment, overreaching, stretching etc.,	Falls, falling objects	Members Visitors Staff Volunteers Contractors	4 x 5 = 20	<ul style="list-style-type: none"> <li>Packaging of products checked and made secure as far as possible before putting them up on racking.</li> </ul>	2 x 5 = 10	Elders	Immediately

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approx. 0.5m above average persons' height) using a <b>kick stool</b> .	uneven floor causing instability.				<ul style="list-style-type: none"> <li>• Use of access equipment restricted to those trained and competent in use.</li> <li>• Staff to re-position kick stool rather than overstretch.</li> <li>• Floor surfaces suitable to use kick stool (firm and even surface).</li> <li>• Staff using access equipment to wear appropriate footwear (low heeled, non-slip soles).</li> <li>• Do not leave unattended to avoid unauthorised use.</li> </ul>			
Accessing items for filing and storage on fixed shelving (approx. 1m above average persons' height) using a <b>step ladder</b> .	Use of incorrect equipment (desk, chairs etc.)	Falls, falling objects	Members Visitors Staff Volunteers Contractors	4 x 5 = 20	<ul style="list-style-type: none"> <li>• Staff instructed not to use makeshift steps (chairs / tables etc.)</li> <li>• Restrict high level storage.</li> <li>• Ensure storage remains accessible.</li> <li>• User to ensure access equipment is of adequate height.</li> <li>• Step ladder provided for users to access higher areas safely (more height required than can be achieved with a kick stool).</li> </ul>	2 x 5 = 10	Elders	Immediately
Accessing items for filing and	Defective equipment	Falls, falling objects	Members Visitors Staff	4 x 5 = 20	<ul style="list-style-type: none"> <li>• All access equipment suitable for purpose, checked before use and</li> </ul>	2 x 5 = 10	Elders	Immediately

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storage on fixed shelving (approx. 1m above average persons' height) using a step ladder.			Volunteers Contractors		<p>maintained in good condition.</p> <ul style="list-style-type: none"> <li>• Frequent documented checks on stepladder to ensure safe working condition (6 monthly).</li> <li>• Reporting procedure in place for identified defective items with prompt removal /remedial action.</li> </ul>			
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.	Falls falling objects	Members Visitors Staff Volunteers Contractors	$4 \times 5 = 20$	<ul style="list-style-type: none"> <li>• Use of access equipment restricted to those trained and competent in use.</li> <li>• Maximum working height not exceeded – user's waist should not rise above top step.</li> <li>• Staff to re-position steps rather than overstretch.</li> <li>• Floor surfaces suitable to use (firm and even surface).</li> <li>• Persons using access equipment to wear appropriate footwear (low heeled, non-slip soles).</li> <li>• Stepladder securely stored when not in use to avoid unauthorised use.</li> </ul>	$2 \times 5 = 10$	Elders	Immediately
Accessing items for filing and storage on	Lifting and carrying unstable / unwieldy loads	Falls, falling objects	Members Visitors Staff Volunteers	$4 \times 5 = 20$	<ul style="list-style-type: none"> <li>• Ensure shelving is not overloaded.</li> </ul>	$2 \times 5 = 10$	Elders	Immediately

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fixed shelving (approx. 1m above average persons' height) using a step ladder.			Contractors		<ul style="list-style-type: none"> <li>Organise storage with heavy / bulky objects at lower levels.</li> <li>Frequently used items stored at easily accessible locations.</li> <li>Use team handling where necessary.</li> <li>Staff to be trained in moving and handling techniques.</li> </ul>			
Opening and closing windows / adjusting blinds	Use of incorrect equipment (ledge, desk, chairs etc.)	Falls, falling objects	Members Visitors Staff Volunteers Contractors	4 x 5 = 20	<ul style="list-style-type: none"> <li>Staff instructed not to use makeshift steps (chairs / tables / ledges etc.)</li> <li>Provide remote means of opening high windows i.e. long handled poles or mechanical openers.</li> </ul>	2 x 5 = 10	Elders	Immediately
Opening and closing windows / adjusting blinds	Defective equipment	Falls, falling objects	Members Visitors Staff Volunteers Contractors	4 x 5 = 20	<ul style="list-style-type: none"> <li>All access equipment suitable for purpose, checked before use and maintained in good condition.</li> <li>Reporting procedure in place for identified defective items with prompt removal /remedial action.</li> </ul>	2 x 5 = 10	Elders	Immediately
Opening and closing windows / adjusting blinds	Falls from unprotected window	Falls	Members Visitors Staff Volunteers Contractors	4 x 5 = 20	<ul style="list-style-type: none"> <li>Fit window opening limiters to all windows above ground level.</li> </ul>	2 x 5 = 10	Elders	Immediately

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Opening and closing windows / adjusting blinds	Poorly maintained window	Falls	Members Visitors Staff Volunteers Contractors	4 x 5 = 20	<ul style="list-style-type: none"> <li>Ensure windows are maintained in a safe condition.</li> </ul>	2 x 5 = 10	Elders	Immediately
Use of <b>stepladder</b> 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	Members Visitors Staff Volunteers Contractors	4 x 5 = 20	<ul style="list-style-type: none"> <li>Staff instructed not to use makeshift steps (chairs / tables etc.).</li> <li>User to ensure access equipment is of adequate height.</li> <li>Step ladder provided for users to access areas safely.</li> </ul>	2 x 5 = 10	Elders	Immediately
Use of <b>stepladder</b> 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	Members Visitors Staff Volunteers Contractors	4 x 5 = 20	<ul style="list-style-type: none"> <li>All access equipment suitable for purpose, checked before use and maintained in good condition.</li> <li>Frequent documented checks on stepladder to ensure safe working condition (6 monthly).</li> <li>Reporting procedure in place for identified defective items with prompt removal /remedial action.</li> </ul>	2 x 5 = 10	Elders	Immediately

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Use of <b>stepladder</b> 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	Members Visitors Staff Volunteers Contractors	4 x 5 = 20	<ul style="list-style-type: none"> <li>User trained in use of ladders for minor inspection / maintenance tasks.</li> <li>Access equipment restricted to those trained and competent to use.</li> <li>2 person job, second person available at ground level to hand diffuser / tubes to.</li> <li>Move furniture if needed to gain access.</li> <li>Maximum working height not exceeded- user's waist should not rise above top step or top of handrail.</li> <li>Staff to re-position steps rather than overstretch.</li> <li>Floor surfaces suitable to use (firm and even surface).</li> <li>Persons using access equipment to wear appropriate footwear (low heeled, non-slip soles).</li> <li>Stepladder securely stored when not in use to avoid unauthorised use.</li> </ul>	2 x 5 = 10	Elders	Immediately
Use of <b>stepladder</b> to replace defective fluorescent tube. (Task	Persons colliding with ladder	Falls, falling objects	Members Visitors Staff Volunteers Contractors	4 x 5 = 20	<ul style="list-style-type: none"> <li>Segregate work area.</li> <li>Provide warning signs, cones etc. if needed.</li> </ul>	2 x 5 = 10	Elders	Immediately

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involves brief 2 handed working to remove the diffuser and tube. Light work of short duration.)								
Use of <b>stepladder</b> 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	Members Visitors Staff Volunteers Contractors	$4 \times 5 = 20$	<ul style="list-style-type: none"> <li>• Use team handling where necessary.</li> <li>• Staff to be trained in moving and handling techniques.</li> <li>• Obtain help transporting ladder if needed.</li> </ul>	$2 \times 5 = 10$	Elders	Immediately
Use of <b>stepladder</b> to replace defective fluorescent tube. (Task involves brief 2 handed working to remove the	Contact with electricity	Electrocution, burns	Members Visitors Staff Volunteers Contractors	$4 \times 5 = 20$	<ul style="list-style-type: none"> <li>• Switch off electrical supply or tape off and label light switch if this is not possible.</li> </ul>	$2 \times 5 = 10$	Elders	Immediately

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diffuser and tube. Light work of short duration.)								
Use of <b>leaning ladder or extending ladder</b> for light work of short duration (max 30 mins).	Use of incorrect equipment (desk, chairs etc.)	Falls, falling objects	Members Visitors Staff Volunteers Contractors	4 x 5 = 20	<ul style="list-style-type: none"> <li>User to ensure access equipment is of adequate height.</li> <li>Consideration given to hiring suitable equipment for specific jobs or where work is liable to take &gt;30mins.</li> </ul>	2 x 5 = 10	Elders	Immediately
Use of <b>leaning ladder or extending ladder</b> for light work of short duration (max 30 mins).	Defective equipment, collapse of ladder	Falls, falling objects	Members Visitors Staff Volunteers Contractors	4 x 5 = 20	<ul style="list-style-type: none"> <li>All access equipment suitable for purpose, checked before use and maintained in good condition.</li> <li>Frequent documented checks on ladder to ensure safe working condition (6 monthly).</li> <li>Reporting procedure in place for identified defective items with prompt removal /remedial action.</li> </ul>	2 x 5 = 10	Elders	Immediately
Use of <b>leaning ladder or extending ladder</b> for	Inappropriate use of access equipment, overreaching, stretching etc.,	Falls, falling objects	Members Visitors Staff Volunteers Contractors	4 x 5 = 20	<ul style="list-style-type: none"> <li>User trained in use of ladders for minor inspection / maintenance tasks.</li> </ul>	2 x 5 = 10	Elders	Immediately

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light work of short duration (max 30 mins).	uneven floor causing instability				<ul style="list-style-type: none"> <li>Access equipment restricted to those trained and competent to use.</li> <li>Maximum working height not exceeded.</li> <li>Ensure correct angle of ladder (1m out for 4m up).</li> <li>Secure ladder.</li> <li>No lone working allowed when using ladders.</li> <li>Staff to re-position ladder rather than overstretch.</li> <li>Floor surfaces suitable to use (firm and even surface).</li> <li>Persons using access equipment to wear appropriate footwear (low heeled, non-slip soles).</li> <li>Securely stored when not in use to avoid unauthorised use.</li> </ul>			
Use of leaning ladder or extending ladder for light work of short duration (max 30 mins).	Persons colliding with ladder	Minor injuries	Members Visitors Staff Volunteers Contractors	4 x 5 = 20	<ul style="list-style-type: none"> <li>Segregate work area effectively.</li> <li>Provide warning signs, cones or fencing if needed.</li> <li>Schedule work to take place when persons are not in immediate area.</li> </ul>	2 x 5 = 10	Elders	Immediately

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Use of <b>leaning ladder or extending ladder</b> for light work of short duration (max 30 mins).	Lifting and carrying unstable / unwieldy loads	Falls, falling objects	Members Visitors Staff Volunteers Contractors	4 x 5 = 20	<ul style="list-style-type: none"> <li>Accompanying tools and equipment carried in tool belt. Both hands to be kept free when climbing ladder.</li> <li>Use team handling where necessary.</li> <li>Staff to be trained in moving and handling techniques.</li> <li>Obtain help transporting ladder if needed.</li> </ul>	2 x 5 = 10	Elders	Immediately
Use of <b>leaning ladder or extending ladder</b> for light work of short duration (max 30 mins).	Environmental conditions (weather, wet ground, uneven surfaces etc.)	Minor injuries	Members Visitors Staff Volunteers Contractors	4 x 5 = 20	<ul style="list-style-type: none"> <li>Consideration given to environmental conditions prior to starting work.</li> <li>No work to be undertaken in adverse weather conditions (wind, rain, snow etc.)</li> <li>Ensure rungs are clear of slippery substances, ice, mud etc.</li> </ul>	2 x 5 = 10	Elders	Immediately
Use of <b>mobile tower scaffold</b> , use of equipment other than ladders justified – no protected platform, not possible to	Use of incorrect equipment	Falls, falling objects	Members Visitors Staff Volunteers Contractors	4 x 5 = 20	<ul style="list-style-type: none"> <li>User to ensure access equipment is of adequate height and suitable for task.</li> <li>All users to be trained in work at height.</li> <li>Height of scaffold to be no more than 3 times base dimension (or in accordance with manufacturers' instructions).</li> </ul>	2 x 5 = 10	Elders	Immediately

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secure ladder.								
Use of <b>mobile tower scaffold</b> , use of equipment other than ladders justified – no protected platform, not possible to secure ladder.	Defective equipment, collapse of equipment,	Falls, falling objects	Members Visitors Staff Volunteers Contractors	4 x 5 = 20	<ul style="list-style-type: none"> <li>• All access equipment suitable for purpose, inspected before use and maintained in good condition.</li> <li>• Inspected weekly if it remains in place and after any event likely to have affected its stability.</li> <li>• Safe working load marked on equipment.</li> <li>• To be erected only by certified persons.</li> <li>• Reporting procedure in place for identified defective items with prompt removal /remedial action.</li> </ul>	2 x 5 = 10	Elders	Immediately
Use of <b>mobile tower scaffold</b> , use of equipment other than ladders justified – no protected platform, not possible to	Inappropriate use of access equipment, overreaching, stretching etc., uneven floor causing instability	Falls, falling objects	Members Visitors Staff Volunteers Contractors	4 x 5 = 20	<ul style="list-style-type: none"> <li>• All users trained in use of mobile towers for inspection / maintenance tasks.</li> <li>• Access equipment restricted to those trained and competent to use.</li> <li>• Brakes to be applied when in use.</li> <li>• Move tower from base only, all tools and persons removed from structure prior to moving.</li> </ul>	2 x 5 = 10	Elders	Immediately

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secure ladder.					<ul style="list-style-type: none"> <li>Guardrails and toe boards to be provided.</li> <li>No lone working when erecting or using tower.</li> <li>Floor surfaces suitable to use (firm and even surface).</li> <li>Persons using access equipment to wear appropriate footwear (low heeled, non-slip soles).</li> <li>Securely stored when not in use to avoid unauthorised use and remove access ladder.</li> </ul>			
Use of <b>mobile tower scaffold</b> , use of equipment other than ladders justified – no protected platform, not possible to secure ladder.	Persons or vehicles colliding with tower	Minor injuries	Members Visitors Staff Volunteers Contractors	4 x 5 = 20	<ul style="list-style-type: none"> <li>Segregate work area, create exclusion zone beneath work area.</li> <li>Provide warning signs, cones or temporary fencing if needed.</li> <li>Schedule work to take place when persons are not in immediate area.</li> </ul>	2 x 5 = 10	Elders	Immediately
Use of <b>mobile tower scaffold</b> ,	Contact with overhead electrical services	Electrocution and burns	Members Visitors Staff Volunteers	4 x 5 = 20	<ul style="list-style-type: none"> <li>Survey area prior to erection of tower.</li> </ul>	2 x 5 = 10	Elders	Immediately



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use of equipment other than ladders justified – no protected platform, not possible to secure ladder.			Contractors					
Name and position	A Booth - Elder	Signature			Date completed		8.10.25	