

Cleaning - No.9 Work at Height - Ladders (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Unsafe use of ladders and step ladders		Falls from height	H	Ladders are only used for short duration work (less than 30 minutes) and where the risk of injury is low				
Unsafe storage of ladders			H	Ladders are only used for light work and not for work that involves carrying heavy or awkward items				
Unsecured ladders			H	Ladders are stored safely and unauthorised use is prohibited				
			H	Ladders are set out on a firm base and leaning at the correct angle 75 degrees (1:4) ¹				
			H	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 person				
			H	Ladders are not placed on a drum, box or other unstable base				
			H	Ladders are removed to storage at the end of each working day to ensure that unauthorised access to roof etc. by others, particularly pupils, is prevented				
			H	Footwear is free from mud/grease before climbing a ladder				
			H	3 points of contact are maintained at the working position				

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).

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Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M=Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Defective ladders		Falls from height	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. Employees do not use the ladder if it is damaged in any way and report defects immediately to appropriate contact				
			H	Wooden ladders should not be painted See Schedule 7 of the Work at Height Regulations				
Overreaching		Fall from a height resulting in serious injury or death	H	When using ladders employees do not work on top 3 rungs, or top 2 steps for step-ladders.				
			H	Where possible an alternative method of working is used, e.g. using extendable poles to clean high level areas				
			H	Ladders are properly set up to avoid overreaching				
			H	Mobile towers are used where practicable See 'Use Ladders Safely - Information Sheet' available at www.hsa.ie/ publications				

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.

Risk Assessment carried out by: _____

Date: / /