

















# Use of Step Ladders

## Identified hazards:

							
New To Site	Poor Lighting	Trip Hazard	Wet Floor	Trailing Cables	Poor House Keeping	Electrical Hazard	Potential Faulty Equipment
							
People Passing	Work At Height	Falling Objects	Overhead Obstacles	Falling Tools	Manual Handling	Lone Working	Other Hazards?

**At risk:** All staff and other persons in the work area.

## Risks controlled by:

							
Sign In & Out at Reception	Induction Training Given	Operative To Be Trained	Area To Be Well Lit	Keep Area Tidy	Have What You Need?	Keep Area Clear	Always Check Routes
							
Barriers To Stop Access	Display Warning Signs	Wear Slip Resistant Boots	Avoid Trailing Cables	Use Suitable Ladders	Ensure Surface is Level	Do Not Over Reach	Carry Tools Safely
							
Avoid In Busy Periods	Be Alert To Other Hazards	Carry For Safety					

This is classed as a **LOW** risk

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## Additional Measures:

Further Measures	Person Responsible	Date for Completion
Ensure read and comply with any workplace rules, manufacturer's instructions and method statements.	FM Technician	Prior to commencing work
Only use industrial grade steps (CE or BS marked).	FM Technician	Prior to commencing work
Perform pre-use / visual checks to ensure fit for purpose.	FM Technician	Prior to commencing work
Ensure area around base of steps is firm, clean, clear and that steps can be correctly footed.	FM Technician	Prior to commencing work
Never improvise. Always use correct tool for task.	FM Technician	Prior to commencing work
Do not place items on ladders as they may fall off.	FM Technician	Prior to commencing work
Never perform live work whilst up steps and avoid all uninsulated electrical equipment.	FM Technician	Ongoing
If there is any doubt concerning the task or safety, stop work and clarify.	FM Technician	Ongoing
Maintain three points of contact	FM Technician	Ongoing
Clean tools, work area and work wear.	FM Technician	At end of task
Ensure ladders are secured.		At end of task

### Assessed by:

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