



Use of Step Ladder Risk Assessment

Location: Various client premises

Date: 18/8/25

Persons affected: Spotless staff, client and/or client staff, members of the public

Risk Assessment carried out by Peter Hill

Signature:

IMPORTANT NOTE: YOU ARE NOT PERMITTED TO USE STEPLADDERS WITHOUT COMPLETING LADDER SAFETY TRAINING. YOU MUST ALSO INSPECT LADDERS BEFORE USE, COMPLETING THE LADDER INSPECTION FORM ON CONNECTTEAM. Stepladders **must not** be used for work of a duration greater than 15 to 30 minutes and **may only** be used for low risk tasks.

Emergency contact details

In the event of an emergency contact the office on 01283 599219. If you do not receive a response call Peter Hill on 07725 349613 immediately. If Peter is not available call Lisa Hill on 07498753530.

Hazard/consequences		Control Procedures
Equipment quality Injury from falling/slipping		Check condition of steps prior to working – Check treads, feet of steps, rivets, screws, platform, locks, handholds, etc. Company must ensure the correct grade of ladders are purchased for the task at hand.
Hazard/consequences		Control Procedures
Uneven, sloping or soft ground Injury from falling/slipping		Do not use steps on uneven, sloping or soft ground. If access is required on uneven ground call your line manager or the office for advice first.
Hazard/consequences		Control Procedures
Height Injury from falling/slipping		Do not use steps for works higher than that recommended for the steps supplied. If going above 4 steps high, steps to be footed by second person. Operators are advised not to use the top two rungs of the steps and are not to use the top platform for work unless it is designed with special handholds, and avoid over-reaching as the stepladder is liable to overturn if you do.
Hazard/consequences		Control Procedures
Slippery ground Injury from falling/slipping		Do not use steps if possible on slippery ground or floors – dry them where possible.
Hazard/consequences		Control Procedures
Overloading Injury from falling/slipping		Only one person on the stepladder at any one time, do not exceed loading rating of steps.
Hazard/consequences		Control Procedures
Lighting Injury from falling/slipping		Do not carry out operations in poorly lit areas. If necessary request additional lighting.
Hazard/consequences		Control Procedures

Falling Objects Injury from being struck by falling objects	Be aware of falling/dropped objects from above. Cordon off working area if necessary.
Hazard/consequences	Control Procedures
Protection/slipping Injury from falling/slipping	Wear appropriate Personal Protective Equipment (PPE) and sturdy footwear.
Hazard/consequences	Control Procedures
Over-reaching Injury from falling/slipping	Do not over-reach. Work only within safe reaching distance and keep your belt buckle within the styles of the stepladder.
Hazard/consequences	Control Procedures
Obstacles – overhead or in close proximity to the ladder Injury from falling/slipping	Correct stepladder positioning. If possible remove obstacle prior to equipment use.
Hazard/consequences	Control Procedures
Carrying items (e.g. goods/tools) up step ladder Injury from falling/slipping	Steps to be footed by second work person. Use a tool belt or pockets if necessary. Be wary of awkward/heavy loads, changes to centre of gravity as load is raised.
Hazard/consequences	Control Procedures
Ladders disturbed Injury from falling/slipping	Avoid placing stepladders where they may be struck by doors opening, persons passing, vehicles etc. Step ladders can tip over <i>very</i> easily if struck on the side.