

Action to be accessed		Who carried out assessment	Date	Review date
Working at Height		Alastair Barrett	2 nd July 2026	Yearly or as change occur
General Information:				
The area where the hazard is present: The following Risk Assessment covers employees and others effected by works undertaken. The hazards below identify anticipated risks and wherever appropriate recommend a safe system of work regarding working at height. Employees will assess area of operation before undertaking the task. Employees to always wear appropriate PPE including non-slip footwear. Barriers or lookouts will be posted to prevent persons passing under ladders. Employees will be trained in the use of ladders via eLearning courses. • Work at height – restricted to stepladders and low-level ladder work. • Manual handling training provided. • Spot checks to be carried out to ensure safety measures are being employed. • Employee to report any health problems they consider may result from contact with any substances • Access to first aid kits and washing or wipe facilities Employees are only expected to work at height from ladders or step ladders, should working at height require the use of mobile elevated working platforms, mobile towers, scaffolding etc. then contractors who are competent to use such equipment will be employed by the Council.				
What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who? Action by when?
Use of ladders/stepladders	Operative may fall from height and incur serious fall injuries, potential fatality.	• All ladders and stepladders confirm to BS EN 131. • Ladders inspected before they are used and 6 monthly which is logged in the ladder register. • Planning of work to ensure that ladders are the most suitable form of access.		

		• Planning of work to avoid traffic routes, positions where they may be struck by moving vehicles, opening doors or members of the public. • Staff trained in the correct use of ladders including how to carry them erect and climb. • Ladders and step ladders footed on level and firm ground. • Step ladders only used when fully open. • One in four rule (1 out:4 up) for ladders. • Ladder should be secured by tying off at top or footed by a second person if there is a risk of it sliding. • At least three rungs should be above the highest point used for work • Where ladders are used for access to staging a minimum of 1.05m should extend above the level of the platform. • Loads carried up ladders should be kept small and manageable. • Tools kept in pockets, on belts or in trays properly attached to the ladder. • Overreaching from ladders will be avoided by planning the work and repositioning the ladder. • Ladder training provided every 3 years.		
Use of ladders / stepladders	Collapse of ladders causing serious fall injuries, potentially fatality	• Ladders regularly inspected to identify any structural weaknesses (e.g. cracking or distortion). • Visual checks before use to identify any obvious damage. • Ladders and step ladders footed on level and firm ground. • Step ladders used fully opened. • Extended ladders properly interlocked before use.		
I the undersigned state that I understand the information above and will stop and reassess should working conditions change.				
Sign and print name				Date