

GENERAL RISK ASSESSMENT

Great Dawley Town Council

Dawley Town Hall, New Street,, Dawley, Telford, TF4 3JR

Location: Any area where working at height is necessary

Title : Working at height	Date of Assessment : 04/05/2018	Risk Assessor : Claire Morris
Risk Assessment Reference : GDTC017	People involved in making this assessment : Chris Woodman, Shelley Everton, Chloe Whitehouse, Colin Smith, Sarah Houlston, Clare Turner, Paul Murray, Graham Weston, Simon Eccleston, Amelia Finn (Great Dawley Town Council, Volunteer)	
Task/ Process : The use of ladders or step ladders when the task deems absolutely necessary	People at Risk : Employees, Contractors, Members of the Public, Volunteers, Service Users	

Hazard : Work at height Risk of death or serious injury
Control Measures:
1. Employee to stop work if environmental factors are not safe.
2. No overreaching or using the top 2/3 rungs of the ladder.
3. Operator pre visual checks to be done and recorded.
4. PPE to be provided if necessary.
5. A safety zone of 5m to be used.
6. Thorough site assessment to take place prior to work starting.
7. No more than 30 minutes of ladder use by any one employee.
8. Manual handling training provided (Olly)
9. Communication with persons in the vicinity.
10. Ladders not to be rested against weak surfaces.
11. Ladders to be used on firm ground or the load spread and the ground to be clean/free from loose materials.
12. Ladder not be left unattended.
13. Three points of contact to be maintained at the working position.

Documents Associated with this Risk Assessment:	Ladder Training documents.pdf(Ladder training)
Review Date : 03/05/2021	Reviewer : Claire Morris