



RISK ASSESSMENT

RA021-CEN USE OF LADDERS

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PREFACE

This risk assessment is based on the use of ladders, a site specific/dynamic risk assessment **MUST** be conducted by the Operator before any work is undertaken when using ladders.

If any risks are identified on the site-specific risk assessment outside this generic risk assessment, then you **MUST** inform your Supervisor immediately.

If at any point throughout your work an unsafe situation is identified STOP WORK and contact your Supervisor immediately.

TRAINING REQUIRED

A competent person is required to use and source ladders, this can be recorded on the HS016-CEN H&S Product Familiarisation Authorisation Form.

LINKED DOCUMENTS

- CoverMe Leaflet May 2022 (S:\Forms\RA - Risk Assessment\User Manuals)
- HS016-CEN-Product Familiarisation Authorisation Form
- RAMS004-CEN-Use of Mobile Elevated Working Platforms
- OF022-CEN MEWP Emergency Rescue Plan
- SO003-CEN Safe Use of Ladders

WHAT THE LAW REQUIRES

The Work at Height Regulations 2005 require an assessment to be conducted before starting any work at height. If the assessment determines that the work can be conducted in a way that avoids having someone working at height, then this must be done.

However, if the assessment confirms that there is no alternative to working at height then the work must be meticulously planned and organised in advance by a competent person to ensure that the most suitable work equipment is chosen.

When choosing the most suitable work equipment, you must follow the fall protection hierarchy. This states the order in which protective measures should be considered to prevent and mitigate the risks when working at height cannot be avoided.

The Provision and Use of Work Equipment Regulations 1998 (PUWER) require the risks from using equipment at work to be prevented or controlled

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PPE

Minimum requirements on site for this risk assessment for all personnel are:

Hard Hat	Eye Protection	Hi-Vis Clothing	Safety Gloves	Safety Boots
Colour dependent on role, with 4-point chin strap that meet EN397 & EN12 492 standards. Head torch to be worn for night working and poor visibility	Safety glasses or goggles To be worn for task specific work or when required by client / site	Long sleeve Hi-Vis Jacket EN 20 471 class 3 Hi-Vis trousers EN ISO 20 471 class 1	Minimum of cut level F	(laced only) metatarsal if required by client / contractor S3 steel toe cap, midsole with ankle support

Black	White	Blue
SMSTS Managers and SSSTS Supervisors	General use, Managers, Clients and Competent Operatives	Trainee workers and Site visitors

Note 1 The above PPE requirements apply to either Yellow or Orange (this could depend on Client's requirements). PPE is to be clean, fit for purpose and identifiable with the company logo.

Note 2 Tool belts MUST be provided when undertaking work with the use of a ladder.

Note 3 Before any use of ladders to cover Traffic Signals, Level Crossing Signals, Road Signs, Belisha beacons, Push-Buttons, and streetlights, can the Cover Me System be used .

Any depot or on-site operations that are different to the risks below must be supported by an on-site risk assessment.

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RISK ASSESSMENT INFORMATION

- If ANY risk is **HIGH**, **do not proceed with the operation**, abandon the job, or look into doing it a different way.
- If ANY risk is **MEDIUM**, **proceed only with caution**, introduce additional controls, where possible.
- If ALL risk is **LOW**, **proceed with work**.

RISK ASSESSMENT KEY

Likelihood Categories		Severity Score				
Category	Description	1	2	3	4	5
A	Extremely Unlikely					
B	Unlikely					
C	Occasional					
D	Likely					
E	Expected					
Severity Score Descriptions						
1	Minor injuries/inconveniences. Employee can continue to work. Short term local damage					
2	Minor injuries. Operative requires first aid treatment. Stops work. Medium term local/short term regional damage.					
3	Reportable/LTI or illness Long term local/regional damage					
4	Major injury or illness with long term effects Long term widespread damage					
5	Fatalities Widespread permanent damage					
Action Required						
Low Risk	Check that no other risks can be eliminated by modifications of design then proceed with design. Record residual risks					
Medium Risk	Reduce risks as far as reasonably practical. Consider alternative design or construction method. If alternatives are not available, specify precautions to be adopted. Record residual risks.					
High Risk	Seek alternative solutions. If alternatives are not available, specify precautions to be adopted & advise Senior Management & Supervisor (if appropriate). Record residual risks					
Hazard Phase Codes			Examples of Persons at Risk			
SIS	Site Investigation/Survey		Inexperienced (I) Vulnerable Road Users (VRU) Public (P) Cyclists (C) Lone workers (LW) TM Operative (TMO) Site Personnel (SP) All			
OD	Outline Design					
DD	Detailed Design					
C	Construction					
CMT	Commissioning /Testing					
O	Operation					
M	Maintenance					
D	Demolition/Decommissioning/Dismantling					

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RISK ASSESSMENT

Hazard(s)	Persons at Risk	Risks	PRE-RCM			Risk Control Measures (RCM)	POST-RCM		
			Likelihood	Severity	Risk		Likelihood	Severity	Risk
Falls when climbing ladder(s)	TMO/SP	1. Fall of user during ladder use.	C	3	M	a. Ladder users to be trained/competent (HS016-CEN H&S Product Familiarisation Authorisation form to be used for competency) b. No access to unauthorised persons c. 3 points of contact to be maintained at all times. d. Ladders to be only based on level and stable ground, and to be secured. e. Ladders to be correctly positioned to avoid overreaching. (1 in 4 Angle) See SO003-CEN f. Ladders used for access & short duration work only (30 mins Max)	B	3	M
Falls from ladder(s) while working	TMO/SP	1. Fall of user during ladder use.	C	4	M	a. Ladder users to be trained/Competent (HS016-CEN H&S Product Familiarisation Authorisation form to be used for competency) b. No access to unauthorised persons c. 3 points of contact to be maintained at all times. d. Ladders to be only based on level and stable ground, and to be secured. e. Ladders to be correctly positioned to avoid overreaching. (1 in 4 Angle) See SO003-CEN f. Ladders used for access & short duration work only (30 mins Max)	B	3	M
Ladder slipping causing user to fall	TMO/SP	1. Slipping.	B	4	M	a. Ladders will be correctly secured at the top(preferred), middle or base. b. Users trained in the correct positioning and securing of ladders. c. All ladders to have non-slip feet and positioned on level and stable ground.	A	4	M
Contact with Vehicles/Plant	TMO/SP	1. Impact/contact to personnel from other site vehicles, plant or users.	B	3	M	a. Where ladders are used close to other plant or vehicles, barriers will be erected. b. Vehicle routes will be diverted, as necessary. c. Ladders not to be erected in access routes/doorways without re-routing users and using signage and barriers.	A	3	L
Falls of tools or materials	SP	1. Injury to others from falls of tools or equipment.	C	3	M	a. The use of ladders is restricted to single hand work of short duration only. b. Ladder use is restricted to tasks requiring light tools only. c. Ladder users MUST wear tool belts. d. Hooks to be used for hanging containers/signs. e. Any person working near a ladder MUST wear a Hard Hat and be made aware of overhead works	A	3	L
Struck by Ladder(s)	SP	1. Impact from Ladders causing injury.	C	2	M	a. User to ensure area is clear before carrying, erecting ladders.	A	2	L

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Hazard(s)	Persons at Risk	Risks	PRE-RCM			Risk Control Measures (RCM)	POST-RCM		
			Likelihood	Severity	Risk		Likelihood	Severity	Risk
						b. User to always be aware of what's around them and stop if personnel are passing and only continue when clear.			
Manual Handling	TMO	1. Injury to user from manual handling.	B	4	M	a. Users to be trained in Manual Handling – TBT at least. b. Users to obtain assistance with carrying ladders.	A	4	M
Incorrect use	TMO	1. Increased risk of injury to user due to incorrect use.	B	3	M	a. Ladders not to be used as working platforms. b. The use of ladders are restricted to single hand work of short duration only. c. Users of ladders have been trained in the use of ladders with records kept. Training to cover; <ul style="list-style-type: none"> The types of work that can be done from a ladder The need for a ladder to be used on a level base The correct angle for a ladder (75degrees i.e., 1:4) The need for a ladder to be tied or otherwise secured The correct number of overlapping rungs for extension ladders of various lengths The length a ladder should extend above a stepping off point The need to inspect a ladder before use and not using a damaged ladder Not overreaching when working on ladders Keeping 3 points of contact 	A	3	L
Faulty Ladder(s)	TMO/SP	1. Collapse or instability due to ladder faults	B	3	M	a. All ladders purchased or hired by the company will comply with heavy/industrial use. b. All ladders to be placed as an asset on the field service system. c. Ladders will be visually checked for defects before use. d. Regular formal ladder inspections to be carried out and records kept. e. Broken/Damaged ladders to be immediately removed from use.	A	3	L

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