

RA41

RISK ASSESSMENT



Operation/Activity:

Use of steps and Step Ladders

Site / Location:

All Sites

Categories of persons at risk (tick appropriate boxes)

Employee	✓	Pregnant person	✓	Visitor	✓	Disabled Person	
General Public	✓	Lone worker	✓	Young Person		Others	

Risk Severity

Risk Likelihood		Insignificant 1	Minor 2	Significant 3	Major 4	Severe 5
	5 Almost Certain	Medium 5	High 10	Very High 15	Extreme 20	Extreme 25
	4 Likely	Low 4	High Medium 8	High 12	Very High 16	Extreme 20
	3 Moderate	Low 3	Medium 6	High Medium 9	High 12	Very High 15
	2 Unlikely	Very Low 2	Low 4	Medium 6	High Medium 8	High 10
	1 Rare	Very Low 1	Very Low 2	Low 3	Low 4	Medium 5

Action level	Classification	Additional Actions
1-4	Acceptable	No further action
5-9	Adequate	May consider for further analysis
10-16	Tolerable	Must review in a timely manner
17-25	Unacceptable	Must Implement Cease in activities

Assessed By:	Craig Knights	Date:	04/02/2026
Reviewed By:		Date:	
Reason For Review:	Annual Review and transfer to new format of form		
Approved by:	Henry Duff	Date:	04/02/2026

RA41**RISK ASSESSMENT****Summary of detailed assessments from below**

Hazard	Who Might be harmed and how	Risk Rating (Before Controls)	Likelihood (L)	Severity (S)	Risk (L x S)	Residual Risk Rating
H1	Employee injury due to: - Falls from the Steps - Collapse of the Steps Typical injuries would be Back injury/knocked unconscious/crush injuries, ligament /tendon injuries, cuts/abrasions or bruises, muscular/nerve injuries	High	2	3	6	Medium
H2	Injuries to others due to materials falling whilst being carried	High	2	3	6	Medium

OVERALL RISK RATING PREDOMINANTLY = MEDIUM

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Hazard	Existing risk control measures in place	Residual Risk			At Review if immediate action cannot be taken		
		Severity	Likelihood	Risk	Further actions needed to control the risk	Who needs to carryout action	When action is needed by
General	- The use of step/ladders should be avoided wherever possible. - Priority should be given to safer means of access. - Operatives must be trained in the safe use of ladders/steps - Steps must not be painted or treated in any way that will prevent defects from being seen easily. - Steps must not be misused. Even work at low height can lead to significant injury.						
H1	- Operatives must maintain 3 points of contact (hands & feet) at all times. - Ensure that steps/ladders are positioned so that they cannot be struck by vehicle movement and pedestrians cannot walk under them. - Any Steps permitted for use must be free from defect. - Steps used must carry an identification mark and be inspected before use and by a competent person (maintenance) every three months.	2	3	6			
	Steps will be set on a firm level base and opened fully.						
	Only one person is permitted to be on the steps at any one time.						

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	Employees, working from a step ladder, must not over-reach. Dismount the Stepladder, then reposition it closer to the item.						
	Steps will not be used off any structure that could become overbalanced.						
	Do not use the top three rungs on ladders, or the top two on steps.						
H2	Heavy loads must not be carried when ascending or descending Steps.	2	3	6			