

Risk assessment



Activity / Event name: Cleaning high parts of church – ie any area requiring a ladder to reach it Date of risk assessment: July 2023 Review Date: July 2024			Assessor Name: H&S Officer Name: Brian Cook		Signed: Signed:
Activity	Who might be harmed?	What are the hazards?	What do you need to do to control this risk?	Action by who?	Action when?
Climbing a ladder to undertake tasks within the ability of volunteers	Church volunteers	Falling from a height/insecure ladder	For straight ladders: Ladder to be positioned so both feet are equally supported on a firm footing and cannot slip. The ladder must be angled to minimize the risk of slipping outward. An angle of 75° for a base to height ratio of 1:4. A second person must foot the ladder all the time it is in use. All church volunteers must be aware of the safe use of ladders and hazards which are to be avoided/ladders to be labelled with 'safe-use guidelines' Three points of contact with the ladder should be maintained, primarily two feet and one hand. Ladders are secured. No over reaching.	All using ladders in church	Whenever using ladders in church
Falling objects, e.g. tools, dust, trip hazards – cables etc.	Church volunteers, general public	Injury, choking from dust/trips	Lock outside doors whilst doing the cleaning and put a notice on the doors that cleaning is in progress. Afterwards put a notice on the doors that cleaning is in progress and the air / surfaces are full of dust.	The organiser of the cleaning	Quarterly

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Faulty ladders	Church volunteers	Falling, injury	Ladders to be checked before use to ensure they are the correct type for the job and in a safe condition, i.e. no worn, split or damaged rungs and stiles.	All using ladders in church	Before each use
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