



The University of Sheffield

Risk Assessment Form

PERSONS AT RISK : (*) Employees () Contractors () Public (*) Visitors () Others		Reference No:	
Risk: (H) High (M) Medium (L) Low (O) No Risk.		Environment: Indoors, above floor level	
TASK or ACTIVITY: Replacing a glass light bulb in a ceiling fitting using a step ladder designed for work at height - 2 MAN JOB		INITIAL RISK	FINAL RISK
SIGNIFICANT HAZARD	POTENTIAL CONSEQUENCES OF HAZARD	RATING	EXISTING CONTROL/PROPOSED CONTROL MEASURES
1. Falling from a step ladder due to	1. Personal injury	H	1. The following checks & safe operating practices must be implemented: -
a. Ladder damage or failure			a. Check step ladder condition before use for cracked, bent or warped uprights
b. Inappropriate ladder length			or treads; loose, defective or missing feet; cross member supports are present
c. Soft / rough ground or slope			and sturdy. If evidence of damage to any part - DO NOT USE
d. Ladder tread contamination			b. Ensure ladder is long enough to allow 1 m of ladder above highest tread used
e. Incorrect positioning of ladder			c. Use on flat, hard surfaces only & ensure step ladder has anti-slip feet
f. Over-reaching / overstretching			d. Ensure step ladder treads are clean and not slippery
g. Unsuitability for the job			e. Ensure step ladder is sturdy and stable when positioned for the job and
			use with the steps facing the work activity to avoid imposing a side loading,
			unless there is no side load or to improve access to the task.
			f. If task necessitates over-reaching or over-stretching from the ladder, then
			alternative safe means of access to the tasks must be used.
			g. If a stepladder cannot access the work safely - DO NOT USE.
			SECOND MAN TO HELP STABILISE LADDER AND PROTECT WORK AREA
2. High level hazards e.g items stored above head height	2. Head injury and possible fall	M	2. Check for hazards at head height in the work location, move or secure them
3. Public entering work area - ladder contact or falling objects	3. Injury to public or person on ladder / falls	M	3. Use barriers & signs around work area to warn pedestrians & minimise risk
			of collision with step ladder or people being injured by falling tools or objects
4. Electricity	4. Electrical shock and falls	H	4a. Electrical supply to fitting to be switched off for duration of the replacement
			- DO NOT stick finger or ANY tools into light plug socket after removing bulb
			4b. Means of preventing power supply to fitting being switched on during task
			e.g. use of tape over switch or similar means.
5. Inadequate lighting	5. Failure to undertake work safely or correctly	M	5. Inform Supervisor immediately, supplementary lighting may be required and
			assistance of a second person to illuminate work area
6. Broken glass	6. Lacerations to hands, or other body parts / pain and	H	6a. Instruction on handling glass light bulbs and wear cut-resistant gloves

	possible falls		6b. Check whether replacement fitting is "bayonet" or "screw" type, remove old fitting accordingly. If old bulb does not loosen immediately DO NOT FORCE - leave barriers, remove ladder and report to Supervisor.	L
Comments: All step ladder users to be familiar with Ladder Safety Guidance on Safety Services web site			Overall Risk:	L
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Additional References, Tasks etc			Page 2 of 2	
1. All step ladder users must be trained and instructed on the safe use of step ladders - attend mandatory HSE Toolbox Talk presentation				
Undertaken By:				
Other Persons Consulted:				
Date:			Revision Date:	