

Forkway Risk Assessment – RA 002



Task/ Activity	This assessment covers Forkway Engineers working at height from a ladder.			Persons Exposed		
Location	Forkway locations and customer sites throughout the UK and Republic of Ireland.			Forkway Employees	Customer Employees	Members of Public
Name of Assessor(s)	Vic Hargreaves (Regional SHEQ Advisor)	Date of Assessment	12/04/2024 (V2)	1 - 2	May be in area	May be in area
		Date of Next Review	12/04/2025			
Stop and Think						
Before undertaking any task/ activity it is essential that you have read and understood all of the control measures in this document and are satisfied that the control measures herein are suitable and sufficient. If you find the control measures are not suitable and sufficient, contact your line manager before proceeding.						
The personal protective equipment required at all times throughout the task is Safety Boots, Overalls, Nitrile Gloves and Safety Glasses. Where additional PPE is required it will be identified at the relevant points in this risk assessment, supporting risk assessments, supporting safe working methods and relevant COSHH assessments.						

Hazard	Initial			Control Measures	Residual		
	Likelihood	Severity	Rating		Likelihood	Severity	Rating
1. Manual handling injury when transporting, folding or positioning the ladder;	3	3	9	Engineers have been trained in the correct manual handling methods. Locate service vehicle as close to work location as possible to reduce travel distances. Ladders are made from aluminium to reduce weight. Use mechanical handling devices or share load where possible. Utilise wheels fitted to ladders when transporting.	2	3	6
2. Striking another person or object with the ladder when transporting, folding or positioning the ladder;	3	2	6	Ladder must only be transported in its closed/ folded position. It must only be folded out at the location of the task. Engineers must take care when transporting, folding or positioning ladders, especially in areas where clearance is tight. Avoid using ladders in areas with high volumes of pedestrian or vehicle traffic. If this cannot be avoided ensure a suitable work area is cordoned off preventing access.	1	2	2
3. Jamming your fingers or hands between the moving parts of the ladder when folding or positioning the ladder;	4	3	12	Only one person should be involved in the folding or positioning of the ladders. Do not rush when folding or positioning the ladders and keep fingers and hands clear of all trap points at all times. Do not attempt to move the ladder unless it is locked into a position. Users must possess and follow manufacturer's instruction manual.	2	3	6
4. Jamming your fingers or hands between the ladder and the	3	3	9	As above. Ensure equipment being worked on has been isolated with brakes on and keys removed. Chock wheels where necessary and support/ isolate any parts of equipment that could move before attempting to position the ladder.	1	3	3

MULTIPLY THE LIKLIHOOD AND SEVERITY TO GET THE RISK RATING

Likelihood - (5=Very Likely, 4= Likely, 3= Possible, 2= Unlikely, 1= Highly Unlikely)

Severity - (5=Very Severe, 4= Severe, 3= Moderate, 2= Slight, 1=Negligible)

0- 5 = Low Risk - No Action Required.

6-15 = Medium Risk - Ensure adequate controls are in use.

16-25 = High Risk - Stop operation and implement adequate control measures

Hazard	Initial			Control Measures	Residual		
	L	S	R		L	S	R
equipment being worked on when positioning the ladder;							
5. Ladder collapsing due to a defect;	3	5	15	Ladder must be Thoroughly Examined by a competent person at least once every 12 months. User must undertake pre-use checks on all equipment before use. If any items are found to be defective the equipment must not be used.	1	5	5
6. Ladder collapsing due to overloading;	3	5	15	Maximum weight limits specified by the manufacturer must not be exceeded. Maximum weight limits must be stated on the ladder. Only one person should be on the ladder at a time. Users must possess and follow manufacturer's instruction manual.	1	5	5
7. Ladder becoming unbalanced and toppling over when working in the A-frame position;	3	5	15	Ladder must only be used on firm, level and solid ground surface. You must never use ladders on surfaces that are loose, uneven or sloping as this could lead to the ladder slipping or tipping over. Secure a ratchet strap around the style of the ladder onto a strong and substantial part of the equipment which will not be able to move in any way. Ladder must always sit securely on its own feet. Ladder should be positioned so you can work face on to task where possible. If working side on caution must be taken not to lean/ overreach off the side or make any forceful movements which could cause the ladder to move. Similarly, you must not exert any lateral forces onto the ladder. The Safe System of Work outlining the correct safe working method for using ladders must be followed.	1	5	5
8. Ladder falling due to it slipping at the feet or where it makes contact with the equipment when working in the extended position;	3	5	15	As above. The ground surface and equipment contact surface must be clean and free from any slippery chemicals, substances or residues. Ideally you should only use ladders on dry ground conditions however if work on damp surfaces cannot be avoided caution must be taken to ensure that the natural slip resistance of the surface has not been affected in any way. When using in the extended position the ladder must be secured using a ratchet strap at both the bottom and the top. Forceful movements must be avoided. A Safe System of Work outlining the correct safe working method for using ladders must be followed.	1	5	5
9. Falling from the ladder due to users' feet slipping on the rungs;	3	5	15	Ladders must not be used in the rain - seek more suitable access equipment or postpone the work at height element until the rain has stopped. User must ensure that the rungs of the ladder and the soles of his/ her feet are clean, dry and free from any slippery chemicals, substances or residues before using the ladder. User must maintain three points of contact at all times when using the ladder. Take time and caution when moving up and down the ladder and take only one rung at a time.	2	5	10
10. Ladder falling, or user falling from ladder due to equipment being worked on or parts of the equipment being moved;	3	5	15	Equipment must be isolated with brakes on, and keys removed before positioning ladder. Chock wheels where necessary and support/ isolate any parts of equipment that could move. When securing ladder to the equipment with ratchet straps ensure you solid and substantial parts of the equipment which cannot move under any circumstance.	1	5	5

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11. Falling due to loss of balance when moving up or down the ladder;	3	5	15	Maintain 3 points of contact at all times when moving up or down a ladder. Avoid carrying multiple items or large, awkward or heavy items (avoid anything over 10 KG). You must not use a ladder when strong winds are present.	2	5	10
12. Falling due to losing balance when working on the ladder;	3	5	15	As above. Your feet must never be positioned on or above the top 2 rungs of the ladder in any formation. Once you have reached your desired position on the ladder you must secure yourself to the ladder using the ladder harness belt and snap hook. You must never make any forceful movements when working on a ladder. A Safe System of Work outlining the correct safe working method for using ladders must be followed.	1	5	5
13. Falling from ladder due to a distraction;	2	5	10	All distractions must be avoided when moving or working on a ladder. Do not get involved in unnecessary conversations. Never use mobile phones or other communication devices whilst working on a ladder, unless in the event of an emergency where assistance must be sought.	1	5	5
14. Being struck or knocked off a ladder by vehicles or pedestrians;	3	5	15	Avoid work in areas where vehicles or pedestrians may be present. If work in these areas cannot be avoided, work area must be cordoned off with barriers. Where possible, use your service vehicle as an additional barrier.	2	5	10
15. Items dropped from ladder striking persons or vehicles below;	2	5	10	As above. No person may be allowed to stand in cordoned area when ladder is in use. Avoid carrying multiple items or large, awkward or heavy items (avoid anything over 10 KG). Any person left at ground level must wear a hard hat.	1	5	5
16. Being struck or knocked off a ladder by a moving obstruction (crane, conveyor system, production line, etc.);	3	5	15	Before task ensure you assess the risk of moving obstructions which could impact you. Avoid work in any area where a moving obstruction could be present. If work in these areas cannot be avoided, the moving obstruction must be isolated and locked off before the task begins.	1	5	5
17. Ladder moving, slipping or falling due to sources of vibration;	2	5	10	Before task ensure you assess the risk of sources of vibration which could impact your work area. Avoid work in any area where a source of vibration could be present. If work in these areas cannot be avoided, the source of vibration must be isolated and locked off before the task begins.	1	5	5
18. Ladder falling or collapsing due to being set up incorrectly (not at the correct angle, locking points not secured);	3	5	15	All users must familiarise themselves with the ladder before using it for the first time. Users must possess and follow manufacturer's instruction manual. Users must have been presented Forkway TBT on ladder safety.	2	5	10
19. Falling from the ladder due to loss of consciousness or balance	2	5	10	If you suffer from any form of health condition, whether short term or chronic, which can affect consciousness or balance in any way you must contact and notify your line manager before proceeding. Similarly, if you are using any	1	5	5

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induced by a medical condition or the use of medication;				form of medication or have been feeling, dizzy, drowsy or unwell in any way you must also contact and inform your line manager before proceeding.			
20. Contact with electricity when transporting, folding, positioning or working from the ladder;	2	5	10	Before task ensure you assess the risk of contact with electricity. Avoid work or travel through any area where high voltage electricity is nearby. Ladder must only be transported in its closed/ folded position and must be kept well clear of sources of high voltage electricity throughout full task. When transporting the ladder, it must be carried horizontally by your side. If work near live electricity/ electrical items or components cannot be avoided, the electricity must be isolated, fully discharged and locked off by a competent person before work begins. You must never use your ladder where thunder and lightning is present or expected.	1	5	5
21. Lack of assistance in the event of an emergency situation or following a fall from the ladder;	3	5	15	You must never use your ladder in a lone working situation. Always ensure when using the ladder that other people who could assist in the event of an emergency are readily available nearby. All engineers carry mobile phones which can be used to contact help in the event of an emergency situation.	1	5	5

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