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Electrical Testing Surveyors Limited is Registered in England  
 No: 4342678 Registered Office: as above



**SMS**

390 PINHOE ROAD EXETER EX4 8EF

**SAFETY MANAGEMENT SERVICES**

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***RISK ASSESSMENT / METHOD STATEMENT***

**CONTRACT:** \_\_\_\_\_

**SITE:** \_\_\_\_\_

**OPERATION**

**USE OF STEPS**

**HAZARDS**

**RISKS**

1. Falls from steps.
2. Steps collapsing.

1. Serious injury

**PERSONS AT RISK**

1. Persons using the equipment and those nearby.

**HAZARD POTENTIAL**

MEDIUM

**RISK POTENTIAL**

MEDIUM

**RISK LEVEL = HAZARD POTENTIAL x RISK POTENTIAL**

MEDIUM

**CONTROLS**

1. The use of steps should always be the last option wherever a safer means of access can be use.
2. Class 1, heavy industrial or class 2, light industrial, quality steps only will be used and maintained free from defect.
3. Steps to be inspected before use and attention paid to the fixing of the hinges and spreader bars, also the condition of the stiles treads and ropes or other form of stabilisers.
4. Steps will be set on a firm level base.
5. The ground that a set of steps is erected on must be clean, level and void of rubbish or other materials which may lead to the steps becoming unstable.
6. Steps will not be misused.
7. Only one person to be on a set of steps at any one time.

**P.T.O.**

***Specialist Electrical Testers.***

**Risk Assessment / Method Statement USE OF LADDERS cont:**

8. Both hands to be free when ascending or descending a set of step.
9. Heavy tools must not be carried either ascending or descending a set of steps.
10. Steps must only be used in the fully open position and not lent against wall or other obstacle and used in the closed position as if they were a ladder.
11. Operatives, working from a set of steps, must not over reach or jump the steps to reposition them.
12. Steps will not be erected off scaffolds, tower scaffolds or trestles.

**Review of Risk Level following application of this Method Statement;**

**LOW**

1	2	3	4
Written By: Peter Nordqvist.	Person accepting responsibility and authorised to make any changes they may decide relevant.	Date amended by person in Col. 2	Date written 140109

**OPERATIVE TO CARRY OUT ABOVE OPERATION IS TO COMPLETE AS HAVING  
READ AND UNDERSTOOD.**

PRINT NAME	SIGNED OPERATIVE	DATE