



# RISK ASSESSMENT FORM

# 30

<b>SERVICE UNIT: Sport &amp; Culture</b>	<b>SECTION / TEAM: Mechanics Theatre / Technical</b>	<b>Ref. No. 30</b>
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**Job/ Area / Task covered by this assessment: Periodic safety inspection of ladders.**

<b>Location / site: Throughout the Burnley Mechanics building</b>	<b>Persons or groups affected: Employees</b>
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**Any special considerations needed for women of child-bearing age / young people under 18:** Yes; Pregnant women are not to be expected to handle heavy items such as large ladders, young people under 18 may not have the experience needed in order to complete the work safely, although they may be able to do so under supervision and may assist an older person.

<b>Names of all involved in assessment process:</b> Geoff Soltau (Employee & Safety rep), Lee Rothwell (Supervisor / manager) Angus Allan (Technical Apprentice), Scott Knowles (Casual Technician)	<b>Assessment date:</b> <b>12/03/2014</b>
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Hazards / Risk identified	Current precautions	Can I do anything else? (further action)	Action priority rating	Date completed
			HIGH / MED / LOW	Person responsible
General	Only trained and experienced Burlney Leisure employees are appointed to inspect ladders.	Ensure training is current and reviewed regularly.	MED	L Rothwell
Moving and handling ladders when performing inspection – injury to self	Appointed employees who inspect ladders are trained and experienced in handling ladders and have also had training in safe moving and handling.	Add reminder to inspection paperwork of the need to work safely.	LOW	R Lord
Moving and handling ladders when performing inspection – injury to others	Employees are expected to consider health and safety of others and are empowered to create exclusion areas if necessary.	As above	LOW	R Lord
Slips, trips & falls when performing inspection, especially when moving ladders.	Appointed employees are trained in safe working practices, moving and handling. They are expected to plan their work safely to avoid hazards.	As above	LOW	R Lord

<b>RISK RATING</b>	<b>LOW = Review controls to remain effective</b>
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<b>Risk Assessor / Employee PRINT NAME:</b> Angus Allan	<b>Risk Assessor / Employee Signature:</b> Scott Knowles	<b>Risk Assessor / Employee PRINT NAME:</b> Geoff Soltau	<b>Risk Assessor / Employee Signature:</b>
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<b>Manager authentication – PRINT Name:</b> Lee Rothwell	<b>signatures:</b>	<b>Date of Signing:</b> January 2018	<b>Date for review:</b> January 2019
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