## Generic Risk Assessment for use of: Kick-steps and Step stools (FMRA 0005) July 2017

A kick-step or step stool is not a ladder and does not have stability issues such as a free standing ladder. You therefore do not need to attend the College ladder or other safety course in order to use one. However there are hazards of which you should be aware. This Risk Assessment should be read in conjunction with [Estates Facilities’ Manual Handling Code of Practice](http://www.imperial.ac.uk/estates-facilities/health-and-safety/safety-guidance/).

British Standard EN 14183:2003 applies to step-stools.

For a kick-step or Step stool to be used safely and in accordance with Estates Facilities’ policy, the ‘controls’ below **must** be applied by employees:

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| Hazard | **Persons at Risk** | **Existing Controls** | **Action Needed** |
| Lack of familiarity with equipment | Users | A step stool is designed not to move when you apply weight to it.  An employer has a duty to ensure that his workforce is competent in working at height and in using work equipment for use in such work. | It is sensible to examine your step stool or read any manufacturer's instructions that came with it to become familiar with its operation. As with any work equipment, you should be familiar with it before you use it, and if you are not sure, then you should seek advice from your supervisor. |
| Poor condition of steps/stools | Users | Rubber grips on base of equipment. Locking mechanisms.  The kick stool should not be used if the rubber is damaged as this increases the risk that the equipment could move when in use. | If you are using a kick stool it normally has rubber on the base to present a uniform, stable surface for contact with the floor. This reduces the likelihood that the kick stool will slip on the flooring. If the rubber is damaged to the extent where it might compromise this facility then it should be replaced. |
| Inappropriate footwear or clothing | Users |  | You should wear shoes that will not slip on the stool’s surfaces, and you should avoid wearing clothes in which you could catch your heel when mounting the step. |
| Over reaching | Users | Kick-steps and step stools are designed to be moved with ease. | Be prepared to move the step into a new position rather than risk overreaching for access to an item, and subsequently losing your balance. Use alternative access equipment if you cannot comfortably reach and handle the materials being stored at height. |
| Over balancing; falling | Users/others | Use any handrail provided. | Don't carry items in both hands when mounting the step. |
| Falling objects | Users/others | Ideally heavy and difficult to handle objects should not be stored at height. Store items which are frequently needed at levels which do not require access equipment for retrieval. | Plan storage to minimise working at height and manual handling risks. |

I have read and understood the above risk assessment and received appropriate relevant training:

Employee’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Employee’s Name (print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Risk Assessment Signed Off by: Steve Hughes Date: July 2017 Next review date: July 2018.