



# Leicester Forest East

Parish Council

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## Working at height and Removing Snow from Canopy Top Risk Assessment

This risk assessment covers working at height and removing snow from the top of the Parish Hall canopy when required, as advised by the canopy installer, Able Canopies.

Hazard	Who might be harmed and How?	Existing Measures	What further action is necessary?	Action by who?	Action by when?	Done
<b>Working at Height - General</b>  <u>Possible injuries</u> Fracture Head injury Spinal injury Possible paralysis Possible fatality	Councillor or staff removing the snow from the canopy	<ul style="list-style-type: none"> <li>• <b>All</b> work at height <b>MUST</b> be properly planned and organised</li> <li>• Persons selected to work at height <b>MUST</b> be <b>competent</b></li> <li>• Any fragile surfaces <b>TO</b> be identified</li> </ul>	Adherence to this risk assessment	Councillor or staff removing the snow from the canopy	Ad hoc basis as snow needs to be removed from canopy	
<b>Use of ladders</b>		<ul style="list-style-type: none"> <li>• Ensure the ladder is <b>fit for purpose</b>. Carry out the</li> </ul>	Adherence to this risk assessment	Councillor or staff removing	Ad hoc basis as snow needs to	

<p>Fall from height leading to serious or fatal injury</p>		<p>minimum checks :</p> <p>a/ <b>Check</b> the stiles - they are not bent</p> <p>b/ <b>Check</b> the feet - missing or worn the ladder may slip</p> <p>c/ <b>Check</b> the rungs - they are not bent</p> <p>d/ <b>Check</b> any locking mechanism - they are not bent or worn</p> <p>e/ <b>Check</b> the platform - split or buckled</p> <p>f/ <b>Check</b> the steps or treads on step ladders - if worn they could cause a slip.</p> <ul style="list-style-type: none"> <li>• <b>ENSURE</b> you <b>DO NOT</b> overstretch on a ladder.</li> <li>• <b>DO NOT</b> overload a ladder</li> <li>• <b>DO NOT</b> work from the top platform on a ladder</li> <li>• Ensure <b>ALL</b> feet are firmly on the ground</li> <li>• <b>Make sure</b> the ground upon which the ladder is to be erected is firm and dry.</li> </ul>		<p>the snow from the canopy</p>	<p>be removed from canopy</p>	
<p>Serious or fatal injuries from ladder overturning due to high winds and falling as a result after storms/snowfalls</p>		<p>If there are strong winds the snow should not be removed from the canopy.</p>	<p>Adherence to this risk assessment</p>	<p>Councillor or staff removing the snow from the canopy</p>	<p>Ad hoc basis as snow needs to be removed from canopy</p>	

<p>Injury caused by ladder slipping/tipping over e.g. broken limbs etc.</p>	<p>Councillor or staff removing the snow from the canopy</p>	<p><b><u>Use of Step Ladders: -</u></b></p> <ol style="list-style-type: none"> <li>1. A pre-use check of ladders should be carried out: -             <ol style="list-style-type: none"> <li>a) By the user</li> <li>b) Before the snow is removed from the canopy</li> <li>c) After something has changed e.g., if the ladder has been dropped or damaged etc.</li> </ol> </li> <li>2. Items to check: -             <ol style="list-style-type: none"> <li>a) The Stiles – ensure they are not bent or damaged, as the ladder could buckle or collapse</li> <li>b) The Feet – if they are missing, worn</li> </ol> </li> </ol>	<p>Adherence to this risk assessment</p>	<p>Councillor or staff removing the snow from the canopy</p>	<p>Ad hoc basis as snow needs to be removed from canopy</p>	
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		<p>or damaged the ladder could slip. Also check the ladder feet if moving from soft/dirty ground to smooth, solid surfaces to make sure that there is nothing embedded to prevent the feet from making contact with the ground.</p> <p>c) The Rungs – if they are bent, worn, missing or loose the ladder could fall.</p> <p>d) Any Locking Mechanisms – if they are bent of the fixings</p>				
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		<p>are worn or damaged the ladder could collapse. Ensure that any locking bars are engaged.</p> <p>e) Stepladder platform – if it is split or buckled the ladder could become unstable or collapse.</p> <p>f) Steps or treads on stepladders – if they are contaminated, they could be slippery, if the fixings are loose on steps, they could collapse.</p> <p>3. When using the step ladder: -</p>				
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		<ul style="list-style-type: none"><li>a) Pick the correct height ladder for the job intended.</li><li>b) Open the ladder fully and ensure the locks are down and locked.</li><li>c) Ensure the ladder is set up on even, solid ground with all four feet bearing down equally.</li><li>d) No ladder shall be set up or used on a scaffold.</li><li>e) Not more than one worker may stand on a step ladder at one time</li><li>f) The bracing on the back legs of step ladders is designed</li></ul>				
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		<p>solely for increased stability and shall not be used for climbing.</p> <ul style="list-style-type: none"><li>g) Never stand on the top shelf or the top step of a step ladder.</li><li>h) Never straddle a step ladder or stand on the back-support members.</li><li>i) Never use a step ladder as a straight ladder to lean against a wall or object.</li><li>j) Always climb the ladder using both hands and both feet maintaining three-point contact.</li></ul>				
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		<p>k) Lean forward and always work forward. Never work to the side or behind the vertical.</p> <p>l) Stand on the rungs with your feet apart near the outer vertical ladder support members.</p> <p>m) If the area of work is out of reach whilst leaning forward, descend and reposition the ladder.</p> <p>n) Always climb and descend a ladder facing forward using three-point contact and never jump or</p>				
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		miss any steps on descent.				
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**Adopted by Council – February 2024**