

|                                   |  |                         |      |                    |
|-----------------------------------|--|-------------------------|------|--------------------|
| <b>Project:</b>                   | Working at Height – Use of Podium Platform/Steps                         | <b>RA No:</b>           | 69   | <b>Review Date</b> |
| <b>Operation / Task:</b>          | Working at Height  | <b>Persons at risk:</b> | User | <b>31/01/2027</b>  |
| <b>Location / Area:</b>           | All Depots/Customer Sites  | <b>Public at risk:</b>  | No   |                    |
| <b>Monitoring Responsibility:</b> | Podium User, Workshop Manager, Workshop Supervisor, Site Management Team |                         |      |                    |

**KEY**

Most effective  
Least effective

**S = Severity Rating**

- Negligible
- Minor Injury
- Major Injury (RIDDOR)
- Fatality
- Multiple Fatality

**L = Likelihood of Occurrence**

- Improbable
- Remote 1 – 10%
- Possible 10 – 50%
- Probable 50 – 90%
- Almost certain 90%+

**RR = Risk Rating**

|          |   |            |    |    |    |    |   |
|----------|---|------------|----|----|----|----|---|
| Severity | 5 | 5          | 10 | 15 | 20 | 25 |   |
| 4        | 4 | 8          | 12 | 16 | 20 |    |   |
| 3        | 3 | 6          | 9  | 12 | 15 |    |   |
| 2        | 2 | 4          | 6  | 8  | 10 |    |   |
| 1        | 1 | 2          | 3  | 4  | 5  |    |   |
|          |   | Likelihood | 1  | 2  | 3  | 4  | 5 |

**R** Unacceptable risk, plan out or add further controls.  
**O** Acceptable only if no other method viable & with high level controls in place.  
**Y** Acceptable with suitable controls.  
**G** Acceptable, no further action required.

| Activity                                      | Hazards/Risks Identified   | Risk Rating |   |    | Control Measures  | Residual Risk |   |    | Responsibility  |
|---|--|-------------|---|----|---|---------------|---|----|---|
|   |  | S           | L | RR |   | S             | L | RR |   |
| Working at Height with podium Steps/Platforms | Overhead utilities can cause shock, electrocution.<br><br>Fall from height, slip, trip, on uneven or unstable ground. (fracture, cuts, sprains, lacerations, crush points. | 4           | 4 | 12 | <ul style="list-style-type: none"> <li>User must check for overhead hazards where work is to be carried out.</li> <li>Podium steps must be erected on a firm level base at all times.</li> <li>The podium steps MUST be erected in accordance with the manufacturer's instructions.</li> <li>Once erected, the user must check the podium steps to ensure all components, hooks and locking mechanisms fit and operate correctly prior to use.</li> </ul>   | 4             | 2 | 8  | Workshop Manager<br>Workshop Supervisor<br>HSQE Team<br>Podium User |
| Working at Height with podium Steps/Platforms | Podium turning over accessing incorrectly, during repositioning, user slipping off steps causing injury to themselves and others.  | 4           | 4 | 12 | <ul style="list-style-type: none"> <li>Access must via the steps and serrated rungs where provided. Climbing up the outside of the podium steps is not permitted.</li> </ul>  | 4             | 2 | 8  | Workshop Manager<br>Workshop Supervisor<br>HSQE Team<br>Podium User |
| Working at Height with podium Steps/Platforms | Podium turning over accessing incorrectly, during repositioning, user slipping off steps causing injury to themselves and others.  | 4           | 4 | 12 | <ul style="list-style-type: none"> <li>Podiums are provided with swivel castors. Each castor is fitted with a brake. The brakes must all be 'on' when the steps are in use. This means that men and materials must not be on the platform when the podium steps are moved.</li> <li>The user must move the podium steps by pushing horizontally near the base ensuring the route is clear at both ground level and up to the height of the steps before starting to push.</li> <li>Extra care is essential is outriggers are in use. Outriggers are only to provide extra stability to the podium steps. Only raise outriggers</li> </ul> | 4             | 2 | 8  | Workshop Manager<br>Workshop Supervisor<br>HSQE Team<br>Podium User |

|   |              |             |
|---|--------------|-------------|
| Owner: Head of HSQE   | Version: 3   | LF263       |
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**KEY**

**S = Severity Rating**

**L = Likelihood of Occurrence**

**RR = Risk Rating**

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|---|---|----|----|----|----|---|
| 5 | 5 | 10 | 15 | 20 | 25 | <b>R</b> Unacceptable risk, plan out or add further controls.<br><b>O</b> Acceptable only if no other method viable & with high level controls in place.<br><b>Y</b> Acceptable with suitable controls.<br><b>G</b> Acceptable, no further action required. |
| 4 | 4 | 8  | 12 | 16 | 20 |   |
| 3 | 3 | 6  | 9  | 12 | 15 |   |
| 2 | 2 | 4  | 6  | 8  | 10 |   |
| 1 | 1 | 2  | 3  | 4  | 5  |   |
|   |   | 1  | 2  | 3  | 4  | 5   |

Severity

Likelihood

| Activity                                      | Hazards/Risks Identified  | Risk Rating |   |    | Control Measures  | Residual Risk |   |    | Responsibility  |
|---|---|-------------|---|----|---|---------------|---|----|---|
|   |   | S           | L | RR |   | S             | L | RR |   |
|   |   |             |   |    | by the minimum amount possible when moving the steps. If in doubt about stability, get assistance to steady the frame whilst moving the steps.<br>Work end on if possible and NEVER overreach when working.   |               |   |    |   |
| Working at Height with podium Steps/Platforms | Overloading Podium or working platform collapse causing injury, tools falling from height causing injury to others. | 4           | 4 | 12 | <ul style="list-style-type: none"> <li>Check safe working load for the working platform. Do NOT overload the steps - one man and hand tools. User <b>NOT TO</b> store materials on the steps.</li> <li>User to always work with the guard rail gate fully closed in the locked position. Never work with the gate open, there is a high risk of falling from height.</li> <li>Ladders must not be leant against podium steps or stood on the platform to gain extra height.</li> <li>Never stand on the frame to gain extra height.</li> <li>When working on podium steps, pushing or pulling work actions such as heavy spanners with torque need to be undertaken with due thought as to where you are to avoid the risk of overturning.</li> </ul> | 4             | 2 | 8  | Workshop Manager<br>Workshop Supervisor<br>HSQE Team<br>Podium User |
| Working at Height with podium Steps/Platforms | Other precautions to avoid injury.  | 4           | 4 | 12 | <ul style="list-style-type: none"> <li>Do not use another contractor's podium steps. It may not be correctly erected, it may be damaged or incomplete, etc. Use only podium steps provided by your company and erected by the user.</li> <li>If in doubt about any application, refer to the supplier or manufacturer for advice.</li> </ul>  | 4             | 2 | 8  | Workshop Manager<br>Workshop Supervisor<br>HSQE Team<br>Podium User |

|   |                     |             |
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|----------|--------------------------|-------------|---|----|--|---------------|---|----|----------------|
|          |                          | S           | L | RR |  | S             | L | RR |                |
|          |                          |             |   | 15 | <ul style="list-style-type: none"> <li>PPE to be worn as per work activity risk assessment.</li> </ul> |               |   | 10 |                |

**Risk Assessment Prepared By:** Paul Lynch      **Signature:**      **Date:** 31/01/2026

**Risk Assessment Reviewed By:** Daniela Rizvan      **Signature:**      **Date:** 31/01/2026

