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For latest information from DCYP please visit:

<https://www.gov.uk/government/groups/directorate-children-and-young-people>.

For latest information from SCE please visit:

<https://www.gov.uk/government/collections/service-childrens-education>.

LEAFLET 10 TO PART 3 TO SHEF MANUAL

WORKING AT HEIGHT

1. Working at height is defined as working anywhere with a potential to fall to a lower level e.g. at the edge of a large hole or standing on a low platform. Under Section 2 of the Health and Safety at Work etc Act 1974 it is the duty of employers to ensure, so far as reasonably practical, the Health and Safety and Welfare at Work of all employees.

2. For that reason no equipment for working at height other than equipment specifically designed for that purpose is acceptable. It must be noted that chairs and tables etc are not designed for that purpose and must **not** be used as alternatives to ladders/stepladders by SCE employees. If any equipment for working above floor level, other than ladders, steps or step ladders is required to be used by SCE employees, and agency SHEF Advisor must be consulted first.

3. Falling off ladders is a common cause of accident and therefore employers must take particular care to ensure that they are properly constructed, stored, maintained and properly used. Employees should be trained, instructed and given information about the safe use of ladders and the associated risks/control measures (risk assessments).

4. An HSE Information Sheet giving advice on safe use of ladders can be found at Annex A.

5. The Provision of Use of Work Equipment Regulations (PUWER) requires all types of work equipment, including that used for working at height, ie kick steps, mobile safety steps, ladders etc to be registered and subjected to inspections. The ladder and step ladder register can be found at Annex B.

6. All ladders and steps must be inspected by the user each and every time prior to use. If any faults are noted, or the user is unsure, it must be put out of use until the matter is resolved. Please note that painted ladders should not be used as the paint can hide deficiencies. No equipment for working above floor level, other than ladders, steps or step ladders, should be used by SCE employees without consulting an Agency SHEF Advisor.

7. For the regular checks please note the following;

- **Frequency:**

These checks must take place every 6 (six) months.

- **Ladder register;**

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Each ladder and stepladder must be marked with an indelible identification number and the details entered on the LADDER REGISTER.

- **Checks**

Ladders and stepladders must be formally examined to ensure that they are maintained in a safe condition. Ladders must be checked for:

- a. Wear, decay, corrosion, cracks, splits or distortion of rungs or stile (vertical pieces).
- b. Loose rungs or chains.
- c. Presence of non-slip feet and in good condition.

Step ladders must be checked for:

- a. Condition of stile (vertical uprights).
- b. Condition of steps and rungs.
- c. Stability of top platform.
- d. The feet, are the rubber covers fitted, if not the steps must be taken out of use until new rubber covers are fitted.
- e. The mechanism which stabilises the steps when they are extended/open.

- **Results**

These should be entered on the register, together with the date of the inspection.

- **Ladder storage**

- a. Ladders and steps MUST NOT be stored by hanging vertically from one of the rungs/steps.
- b. They should be kept away from children.
- c. They should not be exposed to the weather.