

This content is no longer current and was archived on 28 June 2016.

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>.

ANNEX A TO LEAFLET 10 TO
PART 3 TO SHEF MANUAL

HEALTH AND SAFETY EXECUTIVE – SAFE USE OF LADDERS

Basic Check List for Management, Supervisors and Users:

1. Employers and employees and all users of ladders should be able to answer 'YES' to each of the following questions, or to the alternatives given, before a task is started.

- a. Is a ladder, stepladder, etc the right equipment for the work?
- b. If so, is the equipment in good condition and free from slippery surfaces?
- c. Can the leaning ladder be secured at the top? If not;
 - (i) Can it be secured at the bottom?
 - (ii) If (i) above cannot be achieved, will a second person stationed at the base provide sufficient safety?
- d. Is there adequate handhold at the place of landing?
- e. Does the length of the ladder extend at least one metre above the place of landing?
- f. Is the ladder angle correct?
- g. Is the support for the ladder adequate at both the upper point of rest and foot?
- h. Is the ladder properly positioned?
- i. If it is necessary to carry tools and equipment, has provision been made for carrying them so that the user's hands are free for climbing?
- j. If an extension ladder is used, is there sufficient overlap between the sections?
- k. On stepladders are the stays, chains or cords in good condition?
- l. Can the stepladder be placed sufficiently near the work on a firm level surface?
- m. Is the ladder clear of overhead cables, or any other obstruction?

This content is no longer current and was archived on 28 June 2016.

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>.

Advice to Management;

2. Find out how and where ladders are being used in your premises.
3. Check whether a safer system of work can be provided.
4. Provide means whereby portable ladders can be secured at the top.
5. If this is impracticable, provide means for securing them at the base.
6. Institute a system of periodical inspections, dependent on use and keep records of purchase, repair and inspection.
7. Ensure if ladder is to be footed, this is carried out by a second person by placing a foot in front of the ladder to block the feet and not by standing on the lower/bottom rungs.

Advice to Workers;

8. Use only issued equipment.
9. Check that equipment is in a good condition and the inspection date is current.
10. See that the ladder is firmly secured at the top if the working height is 3 metres or more.
11. If this is impracticable, see that it is firmly secured at the base of foot by a second person.
12. Ensure that the ladder extends at least one metre above place of landing.
13. Set the ladder at the correct angle – one unit out to every 4 units up.
14. Stand the ladder on a firm level base and not on loose material.
15. Make sure footwear is suitable and in good condition.
16. Clean wet or greasy rungs before use.
17. Clean off mud or grease from boots/shoes before climbing.

Safe Working Method;

18. Do not use a ladder that is too short.
19. Do not stand a ladder on a drum, box or other unsteady base,
20. Do not support a ladder by its bottom rung or hang it by an upper rung.
21. Do not allow more than one person on a ladder at a time.
22. Do not overreach from a ladder, move it to a more advantageous position.

This content is no longer current and was archived on 28 June 2016.

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>.

23. Do not use metal or metal reinforced ladders near electricity cables.
24. Do not use ladders with cracked or broken rungs or other defects.
25. Do not support a scaffold board on a rung.
26. Do not use a ladder unless it is secured at either the top or the base.