

## **Use of Ladders and Stepladders (Including Combination Ladders)**

May 2021

Only industrial grade stepladders, which have been inspected and included on a Ladder Register, are to be used around the College. Stepladders should comply with the Class 1 requirements of British Standard BS EN 131-:2015+ A1:2019 Ladders. Terms, types, functional sizes; BS 8630:2019 Portable stagings and folding trestles. Specification; BS EN 131- :2010+A2:2017 BS EN 131-2+A2/COR1 Ladders. Part 2: Requirements, testing, marking maximum static vertical load of 150 kg). Any exceptions to this must be agreed with the Safety Department.

All users of ladders must be trained in their use.

Users must ensure that the ladder/stepladder is suitable for the intended purpose, of adequate height, and fit for use. In some cases, it may be more appropriate to use a mobile scaffold tower. When deciding if it is safe to carry out a particular task using a ladder/stepladder, evaluate the following:

- The height of the task
- Whether a handhold is still available to steady yourself before and after the task
- Whether is light work
- Whether it avoids side loading
- Whether it avoids overreaching

### **General guidance**

- Wear flat, firm-soled shoes.
- Check that there are no overhead hazards near where you are going to work.
- Conduct a pre-use inspection; refer to the ladder/stepladder inspection checklist for details. If there are any signs of damage do not use it. Report any damage to your supervisor/line manager.
- Check that the ladder/stepladder is locked into its correct position. If it is a multi-way design, make sure that it is in the right configuration for the job you are doing. Always follow the manufacturer's instructions.
- Set the ladder/stepladder up on a firm and level base.

- Position the stepladder front-on to the work – never work sideways.
- Make sure that the steps are clean and dry.
- Keep a secure grip at all times when climbing the ladder.
- Don't put loose tools where they could move or fall and cause an injury.
- Always have both your feet on a step. Never stand on the top handrail to gain extra height – for stepladders without a handrail do not go above two steps from the top.
- Do not over-reach. If necessary, re-position the ladder/stepladder or use another (safer) means of access.

First Prepared	1 <sup>st</sup> Review	2 <sup>nd</sup> Review	3 <sup>rd</sup> Review	4 <sup>th</sup> Review
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