

## 23. The Control & Use of Ladders

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### **Policy**

The Board of Directors and the Chief Executive of the Society recognise the dangers which can arise through the use of ladders in the workplace, and their legal duty to have an adequate system of control and inspection in order to prevent misuse and ensure that ladders are in a safe condition. To meet their responsibilities, they have adopted the following.

### **Identification**

All ladders, including folding stepladders, will be:

- Of sound construction, suitable material and adequate strength for the purpose for which they are to be used.
- Properly maintained.
- Clearly identified with a unique number which will be entered onto a site ladder log. The unique number should be made up by using the site number followed by an A-Z sequence, (e.g. Site 001a)

### **Inspections**

All ladders will be subject to quarterly inspection by the site manager and results must be recorded in the Site Ladder Log - *Located on the Health & Safety Intranet page*. Retail will continue to record ladder checks on a monthly basis as part of their Safety and Fire Compliance audit.

### **Protection of Pedestrian**

Where there is a danger to pedestrians from falling objects, or a danger to persons using ladders from in plant vehicles etc., the area where the ladders are to be erected will be cordoned off.

### **Securing of Loads**

Where practicable, ladders must be secured or lashed at the top – they must not be secured by their rungs. Alternatively, a second person must foot the ladders whilst they are in use. Footing of ladders is only acceptable where the ladder height is less than five metres.

### **Access / Egress**

Where ladders are being used for access purposes the ladder height must extend not less than 1.25 metres above the stepping off point.

### **Personal Protective Equipment (PPE)**

All persons, when using or footing ladders where work is to be carried out at a height of two metres or more, must wear a hard hat.

## **Electrical Work**

Aluminium ladders must not be used by persons carrying out electrical work on or in the vicinity of live electrical conductors.

## **Visual Inspection of Ladders by Competent Persons**

The following will be checked, and results recorded on the site audit forms, no less than once per quarter by a person recognised as competent to carry out the task by the business:

- The ladder is clearly numbered and lettered with its site reference code.
- Damaged or worn stiles, particularly at heads and feet.
- Mud or grease on rungs.
- Decayed timber corrosion of fittings.
- Insecure tie rods.
- Condition of ropes, pulleys, cords and hinges and other fittings.
- Broken, missing, loose or worn rungs and treads.
- Any other defects.

Should any faults be identified relating to the above, the ladders must be secured or removed from the working area to prevent use and the details of the faults must be brought to the attention of the site manager.

Please also see [Section 24](#) Work at Height for further guidance.