Ladders must be stored appropriately when not in use:

• Stepladders must not be hung vertically from one step.

• Free standing ladders should be stored horizontally supported at minimum 2m intervals to prevent sagging or twisting

• There should be no materials stored on top of the ladder

**Pre-Activity checks**

Owing to the dangers inherent in working on or from ladders, the following check must be made before deciding to use the ladders:

| **Checks to be carried out before deciding to work on a ladder** |
| --- |
| Alternative methods of work have been considered (especially if the work is likely to take longer than 30 minutes) and working at height is the most appropriate option for the circumstances. |
| Specific risks identified in the Site Risk Assessment have been reviewed and taken into account. |
| Specific risks identified for the work activity at height (eg harvesting, pruning) have been reviewed and taken into account. |
| Specific risks from the weather conditions have been taken into account (working from ladders is not permitted in heavy or gusty winds, heavy rain or snow). |
| Volunteers have been briefed in the appropriate safety measures outlined in this Risk Assessment. |
| Volunteers (or their carers) have been asked to inform the supervisor of any pre-existing medical or other condition which would put them at increased risk when working at height. |

Having decided to use the ladder, the following checks need to be made by a competent person, prior to use (NB our ladders are used only infrequently, so pre-use checks are considered more appropriate than regular monthly checks).

| **Ladder checks required (visual and tactile inspections)** | |
| --- | --- |
| **Integrity of parts** | Check that all parts of the ladder are in sound condition – no splits, damage or loose connections: Rungs; stiles; platforms; hinges; restraining chains; locking mechanisms; handrails and feet. |
| **Metal fatigue/wear** | Check aluminium ladders for signs of metal fatigue or wear |
| **Contamination** | Check that the ladders is free from oil, grease, mud or other slippery substances, and clean if required. |

| **Record of ladder use** | | | | |
| --- | --- | --- | --- | --- |
| **Competent Person(s) undertaking check:** | | | **Actions required as a result of the check** | |
| **Name** | **Signature** | **Date** | **Action required** | **Action completed** |
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