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| **Safety Task Card** |
| **ES12** |  **Use of Ladders** |
| **Workplace Safety Hazards** |
| What are the hazards? | How might they be harmed? |
| Falling from heightFalling objectsManual handlingOverhead electrical power lines  | Death, bruising, bone fractures, concussion, flesh wounds.Back and muscle strainDeath, Electric shock, Burns |
| **Safe System of Work** |
| Wherever possible, working at height and working from ladders should be avoided, for example, by storing items at lower levels, taking items down to ground level to repair/maintain etc. Where working at height cannot be avoided precautions must be taken to prevent a person from falling. **A ladder may only be used if:*** The maximum height is less than 5.0m.
* There is no suitable safer alternative means to access the task, e.g. fixed scaffold or tower scaffold, scissor lift, cherry picker etc; and
* The work task is of short duration and the ladder is in one position for no more than 30 minutes.
* The ladder is used for light work where a maximum load of 10kg is carried on the ladder.
* Three points of contact (hands and feet) can be maintained at the working position.
* Employees using ladders are physically fit and have been trained in the correct selection, positioning and safe use of ladders, including the carrying out of safety checks before use.
* The ladder details are entered onto the MAN12 Work Equipment Inspection Register and the ladder has been inspected accordingly.

**Ladder selection*** Ladders must be of a suitable size for the task i.e. long enough
* Ladders must be suitable for the surface conditions on which they will be used, e.g. suitable for use on smooth surfaces or floor tiles, referring to the ladder manufacturer’s user instructions for unsecured use.
* Ladders must be marked as rated Class 1 (Industrial) or to EN: 131 standard
* Where workplace conditions require the use of stability devices, only use devices supplied by the ladder manufacturer, or devices compatible with the ladder being used.
* Where stability devices cannot be used or they are not suitable, additional safety measures described in the Positioning of ladders section of this risk assessment must be applied.

**Positioning of ladders*** Ladders must only be used on firm ground or by spreading the load with the use of a suitable board.
* Ladders must not be used on sloping ground unless a levelling device is used to ensure that the rungs are level.
* When using ladders on solid surfaces, these must be clean, free of oil, moss, leaf litter or other loose materials.
* Wherever possible ladders must be tied to a suitable point, ensuring that both stiles are securely tied.
* Where it is not practicable to tie the ladder an effective ladder stability device should be used.
* If a ladder stability device cannot be used, the foot of the ladder should be securely wedged, e.g. against a wall.
* If the ladder cannot be secured in any other way it should be securely footed. Footing ladders must be regarded as a last resort measure and should be avoided, where reasonably practicable, by the use of other access equipment.
* Where ladders are used to access a higher level, they must be tied and the ladder must extend at least 1 metre above the landing point to provide a secure handhold.
* Ladders must be positioned where they are not at risk of being struck by vehicles or pedestrians. If necessary suitable barriers and warning cones must be used.
* Ladders must be positioned where they are not at risk of being pushed over by other hazards, e.g. opening doors or windows. If necessary, secure doors and windows or have a person stand guard during the task.
* Leaning ladders should be positioned at an angle of 75° or the 4 in 1 rule (1unit out for every 4 units up).
* Ladders must not be used within 6 metres horizontally of any overhead power lines, unless the line owner has made then dead, or protected them with temporary insulation.
* Ladders must not be rested against any weak upper surfaces, e.g. glazing or plastic gutters. Where necessary use effective spreader bars or effective stand-off devices.
* Ladders must not be placed on moveable objects such as pallets, bricks, lift trucks, tower scaffolds, vans, or mobile elevating work platforms.
* Ladders must not be used in strong winds or in adverse weather conditions where there is an increased risk of slipping on the rungs, e.g. heavy rain, ice or snow.

**Safe use of ladders*** The user must make a visual check of the ladder before using it. The check should ensure that the ladder is in good repair with no obvious defects, that the ladder is not loose, missing rivets, splitting or excessively worn and that the feet are clean, in good condition and in contact with the ground.
* If a ladder is found to be defective it must not be used and the fault must be immediately reported to the manager or supervisor.
* The ladder feet must also be checked after using in soft or dirty ground and, if necessary, cleaned before being used again.
* When using a ladder the user must avoid standing on the top three rungs and allow at least 1 metre of ladder length above the highest rung used.
* When positioning ladder care must be taken to avoid contact with overhead fans or rotating objects.
* The user must face the ladder at all times when going up or down and should have 3 points of contact (hands and/or feet) on the ladder at all times.
* Ladders must not be extended whilst standing on the rungs.
* Tool belts or carriers should be used to reduce the risk of dropping tools.
* Never overreach when working on a ladder – keep the belt buckle within the line of the stiles. Never straddle from a ladder to a nearby foothold, never grip on a handhold on the building and reach in the opposite direction.
* Avoid work that imposes a side loading by positioning the ladder so that it faces the work task. If side loading cannot be avoided, tie the ladder to prevent it moving.
* Never leave ladders unattended where there is a risk of unauthorised persons using them.
* Always wear suitable clean footwear when using ladders in accordance with the current safety footwear policy and procedure.
* After use, clean and return the ladder to a secure place of storage, protected from the effects of the weather.
* Implement the Safe System of Work/Control Measures in Lone Working Risk Assessment, Ref. CRA 38 and the manual handling safety precautions

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| **Site Specific Actions**List any actions required in addition to the above safe system of work |
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| The above control measures are implemented within my unit. All relevant staff are aware of these control measures and this is recorded in the training record for this safety task card. |
| Unit Manager Name | Signed | Date |

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| **Safety Card Training Record** |
| **ES12** | **Use of Ladders** |
| I confirm that I fully understand the risks and control measures associated with the taskand that I will follow the Safe System of Work at all times.  |
| Operative Name | Signature | Date |
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