



App. T12.5.A Assessment and Approval of Ladder Use

Project:		Contractor:		Date:	
Task Specific Details:					
RA/MS Ref:		Task Location:			
Nature Task:		Duration Task:			
Authorised User:		Responsible Supervisor:			

Ladders or Stepladders should only be used if the following prompts can be answered correctly.

Prompt:	Correct Response:
1. Can the work be done at ground level?	No
2. Can other suitable alternatives be provided e.g. MEWP's, scaffold towers, podium steps etc.? <i>Consider risk, time and cost.</i>	No
3. Is the work duration at a specific location less than 10 mins? (incl. multiple tasks)	Yes
4. Is the ladder less than 2m high and of composite or metal construction? <i>(only composite ladders should be used near existing live services)</i>	Yes
5. Does the step ladder comply with: <i>EN13 / BSEN131 with a working platform of at least 400 x 400 mm. or BS 2037 class 1, with a sign confirming the top 3 steps must not be used? Domestic grade (Class 3) ladders are not permitted.</i>	Yes
6. Is the ladder in good condition and free from slippery surfaces?	Yes
7. Are the non-slip feet in position on the feet of the ladder?	Yes
8. Can the ladder be founded on firm and level ground?	Yes
9. Can the user reach all work positions without overreaching or working sideways?	Yes
10. Is the use location free from traffic, both plant and pedestrian	Yes
11. Can the legs of the ladder be spread fully and locked in position?	Yes
12. When working can anything fall on others?	No
13. Does the work area have overhead hazards which could injure a ladder user?	No
14. Is the work area at least 2m from an edge where people can fall more than 2m e.g. stairwells, balconies etc.?	Yes
15. Has a method statement briefing been given to the users on the conditions where the ladders can and cannot be used?	Yes
16. Has a toolbox talk been given to the users on the safe use of step ladders?	Yes

Ladder / Step Ladders Approved For Use:

I am reasonably satisfied, to the best of my knowledge, that step ladders may be used for the above task.

Signed:

Position:

Name:

Date: