**Location: ……………………………………………….……………………………………..**

**Nature of work ……………………………………………………………………………….**

**Check completed by: …………………………………. Date: ……………………………**

All users of ladders should be able to answer ‘yes’ to each of the following questions, or to the alternatives given, before starting a job.

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | Yes |  No |
| 1 | Have alternatives to working at height been considered? |  |  |
| 2 | Is there an appropriate risk assessment in place for this task? |  |  |
| 3 | Is a ladder the right equipment for the job? |  |  |
| 4 | If so, is it in good condition and free from slippery substances? |  |  |
| 5 | Are weather conditions suitable for ladder work at height? |  |  |
| 6 | Can the leaning ladder be secured at the top? |  |  |
| 7 | If not, can it be secured at the bottom? |  |  |
| 8 | If not, will a second person stationed at the base of the ladder provide sufficient safety? |  |  |
| 9 | If not, can a ladder stability device be used? |  |  |
| 10 | Is the support for the ladder now adequate at both the upper point of rest and the foot? |  |  |
| 11 | Is a ladder ‘stand-off’ device needed due to fragile nature of surface at contact point of ladder, such as plastic guttering or fascias? |  |  |
| 12 | Is the angle of the ladder correct? |  |  |
| 13 | Is there at least 1m (3 rungs) above the landing platform? |  |  |
| 14 | Is there adequate handhold at the place of landing? |  |  |
| 15 | If it is necessary to carry tools and equipment, is there a way of carrying them that allows the user to keep their hands free for climbing? |  |  |
| 16 | If an extension ladder is used is there sufficient overlap between sections? |  |  |
| 17 | On step ladders, are the stays, chains or cords in good condition? |  |  |
| 18 | Can the ladder be placed sufficiently near the work on a firm, level surface? |  |  |
| 19 | Is the ladder clear of overhead electric power lines? |  |  |
| 20 | Is footwear in good condition and free from mud or grease? |  |  |
| 21 | Is the working area free from hazards? |  |  |
| 22 | If not, have suitable precautions been taken? |  |  |

**Do Not:**

* use a make-shift ladder
* use a ladder which is too short
* support a ladder by its bottom rung or hang it by an upper rung
* stand a ladder on an unsteady base
* allow more than one person on a ladder at a time
* over-reach from a ladder
* use metal, metal reinforced or wet ladders near electrical conductors
* use ladders with cracked or broken rungs or other defects
* support a scaffold board on a rung
* erect a ladder in high wind conditions
* perform ladder work in front of a door which may be opened