

## Self audit checklist for ladder safety

Work through each question to help you to decide if it is right to use a ladder, and if so, if it is the right type of access equipment for your task and your work environment and if you and your staff are using it safely.

**Are you working at height?**

Consider how you store and retrieve goods, window/wall displays, access to high level storage, changing light bulbs.

**Can the work be carried out by using other methods?**

Low level storage

**Is the ladder damaged?**

Check rungs, stiles, locking mechanism, loose screws, rivets, rubber feet. Are treads clean?

Are regular maintenance checks recorded?

If you have more than one ladder- is each individually marked?

**Is the ladder suitable?**

Check it is not a domestic ladder. Must be Class 1<sup>2,3</sup> or EN 131<sup>4</sup> industrial use.

Could alternative access equipment be used? (podium steps, folding work platform, narrow aisle steps)

Can you maintain 3 points of contact? i.e. both feet and 1 hand at any one time?

**Is the work environment suitable?**

Is floor surface level, clean and firm?

Is the ladder resting on fragile surfaces?

Are lighting levels good?

**Do staff know how to use the ladder safely?**

What safety information have you given staff?

Are they wearing sensible shoes? (trainers or safety shoes)

Do you or your staff suffer any medical conditions?

**Consider the tasks that a ladder is used for?**

Manual handling risks – are items carried less than 10kg?

Is work less than 30 minutes in duration?

Is there any overreaching?