

Safe use of Stepladders Prompt List

- Check the ladder before use. Ensure the feet are not damaged and there are no cracks or splits in the frame or steps. All bolts and rivets are present and tight. **IF IN DOUBT, DO NOT USE.**
- All school ladders will be marked with a label showing the date of their next inspection – **Do not use if this date has expired.**
- The safe, maximum working load is shown as 150Kg. **Do not exceed this load.**
- Ensure floors where stepladders are to be used are clear, clean, firm and level.
- Stepladders must only be used on the floor, **DO NOT** place them on furniture or benches to gain extra height. If the stepladders do not reach use a longer ladder.
- Ensure the ladders are fully open and properly locked in place. If you are using a variety of tools then wear a tool belt or ask a colleague to pass you what you need.
- Always wear the correct personal protective equipment for the job you are doing.
- Take your time when working at height. Do not rush.
- Avoid working side on from a stepladder. If it is not possible to position the ladder facing the work and it has to be placed side on then the ladder must be lashed to a secure anchor point that will prevent it from overbalancing.
- Do not erect a ladder directly in front of or behind a door.
- Do not over reach to either side. If you need to get closer move the stepladders. You should be able to maintain three points of contact with the ladder at all times. (Two feet and one hand)
- Do not use stepladders if under the influence of alcohol, medication, drugs or if you feel unwell.