

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^{2,3} or EN 131⁴ 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?