

Ladders and stepladders

This guidance highlights some of the hazards associated with the use of ladders and the steps that can be taken to reduce or mitigate the risk.

RISK ADVICE LINE

Having read this guidance should you have any additional questions on this topic or other risk related matters, as a valued Ecclesiastical customer you can contact us through our 'Risk Advice Line' on 0345 600 7531 (Monday to Friday 9am - 5pm, excluding bank holidays) and one of our in-house risk professionals will be able to assist. Alternatively you can email us at risk.advice@ecclesiastical.com and one of our experts will call you back within 24 hours.

For queries about your policy cover or claims please contact your insurance broker.



Ladders and stepladders are often used in workplaces. There is no ban on this and they offer a practical option for low risk, short duration tasks.

However, they can pose a significant risk of injury if they are not used properly. There can be a temptation to use them even if they are not quite right for the job or to just get things done quickly. Therefore, it is essential that some basic safety precautions are taken when they are used.

This note deals with pole, extension and portable ladders including stepladders. It does not include roof ladders, where additional precautions are usually required.

Legal requirements

Generally, if someone is injured you may need to show that you have met your duty of care.

In addition to this, you may have to comply with other duties set out in the Work at Height Regulations. This will be where you are an employer or have control of this work completed by others. If you control the work, you will only need to comply with the requirements to the extent of your control.

For ladders, the Regulations require that:

- they are only used where a risk assessment shows that their use is appropriate. You need only complete this if you are an employer

- surfaces supporting them are safe (i.e. stable, firm etc.)

- they are positioned to ensure their stability

- portable ladders are prevented from slipping (e.g. by adequately tying-off the stiles at the upper end; using anti-slip or other stability devices etc.)

they extend sufficiently above any landing place, unless there is provision for an adequate hand-hold

interlocking or extension ladders are only used if their sections can be prevented from moving relative to each other while in use

mobile ladders are prevented from moving before being stepped on

where a ladder (or run of ladders) extends a vertical distance of 9m or more above its base, then sufficient safe landing areas or rest platforms are provided at suitable intervals

they are used in such a way as to ensure they provide a secure handhold/support at all times for users and that a safe handhold can be maintained when carrying a load (although there are additional considerations in this respect when using stepladders).

Other additional requirements might also apply (e.g. where work equipment – such as a ladder – is used, the Provision and Use of Work Equipment Regulations would also apply) in some circumstances.

Hazards to look out for

Typical hazards include:

ladders and stepladders used when safer options would be more appropriate (e.g. completing the work from ground level, using a scaffold tower)

ladders and stepladders that are unsuitable (e.g. too short) or defective (e.g. missing or broken rungs, damaged stiles)

using equipment incorrectly (e.g. not in accordance with manufacturer's instructions, design or load capabilities; standing on the top rung, stretching or leaning too far)

failing to have appropriate weighting at the foot of the ladder or not having it tied securely at the top

inadequate information or training for those required to use them

ladders and stepladders poorly stored, particularly if unauthorised users have access to them

unauthorised alterations to equipment (e.g. ladders should not be painted as this can hide defects)

inadequate lighting

contact with overhead electricity lines

adverse weather making work at height unsafe (e.g. high winds, snow and ice)*.

*Note: this list is not exhaustive

Precautions you can take

Typical precautions include:

avoiding the need for work at height in the first place (e.g., completing it from ground level)

ensuring that work is properly planned in advance taking account of any safety precautions that are needed

using existing places at height to work from where these are suitable (i.e. they have safe access, protected edges etc.)

choosing ladders and stepladders that meet recognised standards (e.g. BS 1129, BS 2037 or BS EN 131)

making sure that ladders are suitable for the job (e.g. long enough)

securing ladders when not in use

providing information and training on the safe use of access equipment

using ladders made of non-conductive material near to overhead electricity lines

making sure no work at height is carried out when there are adverse weather conditions

making sure access equipment is inspected for wear or damage before use and periodically thereafter and is properly maintained*.

*Note: this list is not exhaustive

Make a start

Action

1. Identify circumstances where work at height may require the use of ladders.

Also, identify any fixed ladders you may have for access between floors.

Make a note of these.

2. Where you use portable ladders or stepladders, check their use is justified.

Make a note of the reasons for this.

3. Check the precautions you have taken are adequate. If they are not, identify any additional ones that are needed.

Make a note of the precautions in place and/or any additional ones that might be required.

Also, note who will be responsible for taking them.

Guidance

Where you are an employer you will need to complete formal risk assessments.

These should help you identify circumstances where work at height may require the use of ladders or where there are any fixed ladders for access between floors.

You will need to do this if you are an employer. The risk assessments you complete should help you with this.

Where practicable, it is better to avoid working at height (e.g. completing the work from ground level using extendable tools). This is not always possible and ladders or stepladders might be more practical. You may need to show that this is acceptable. Normally, this would be because of the low risk associated with the work and the short duration of their use or there are existing features in your premises that cannot be altered e.g. limits to the amount of space available for access equipment.

As a guide, 'short duration' means having to stay up the ladder for less than 30 minutes at a time. This is not the only factor you will need to consider, as ladders must only be used where they will be level, stable and properly secured.

Fixed ladders used for access between floors should only be used where a conventional staircase cannot be accommodated and their use is considered safe. This will take account of those required to use them whilst carrying loads.

Again, where you have completed formal risk assessments, these will do this for you. They will also provide a useful record of the steps you have taken to identify any necessary precautions.

Typical precautions are set out above. You can use this list to help decide if any further precautions are necessary. These will vary depending on your particular circumstances.

Action

Guidance

For portable ladders, precautions will include those required to ensure proper: :

Selection - any ladder must be the right type for the job and suitable (i.e. strong, robust and long enough) for its intended use. They should comply with relevant standards (BS EN 131). Where it is not new, only equipment which has been adequately inspected and properly maintained should be used

Use - any ladder needs to be in a safe condition, having no visible defects. This should involve checking them before use and regularly thereafter. Users will also need to take precautions, including those necessary to prevent overreaching or overloading through to ensuring that the equipment is properly positioned, footed and/or secured. Ladders and associated equipment needs to be adequately stored when not in use.

Maintenance - ladders must be properly maintained in accordance with the manufacturer's instructions. Unauthorised alterations of the equipment should be prohibited with defects being reported and repaired promptly.

Stepladders are suitable for small jobs of short duration where it is not possible to rest a ladder against a wall or other support. They should only be used for minor maintenance at low levels. The stepladder should have an 'A' frame with a small working platform at the top which can be used to hold tools and materials. The platform should never be used to stand on. There must be a mechanism to prevent the legs from spreading out and a safety catch to prevent the joint opening. They must be placed on firm, level ground. The height of the steps should not exceed three times the width of the base.

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4. Ensure that the precautions you have identified are taken and remain in place for as long as is necessary.

Make a note of any checks or inspections you make to ensure these precautions are being taken or equipment remains safe.

Where portable ladders are used, you may also need other precautions to guard against falling materials or objects; prevent unauthorised access to work areas; provide adequate lighting; ensure safety around overhead services and/or equipment etc. Ensure that pre-use checks are completed by those using the ladder. They should be provided with information and training on how to do this. Also ensure that regular, detailed visual inspections of the equipment are carried out in accordance with the manufacturer's instructions - these must be completed by a competent person and recorded by them.

5. Ensure that ladders will not be used when weather conditions make this unsafe.

Action	Guidance
<p>6. Ensure that employees and volunteers know how to use the ladders safely. Make a note of any information or training that is provided to individuals.</p>	<p>The level of information and training required will vary depending on the nature of the work and your particular circumstances. If you have completed formal risk assessments, these will help you determine what is necessary.</p> <p>This can range from simple instructions on how to use the equipment safely (such as an understanding of the user instructions affixed to the equipment) where tasks are usually low-risk, through to more formal bespoke training, refreshed periodically.</p> <p>All persons required to inspect, repair and maintain equipment should be provided with appropriate training and information.</p>
<p>7. Document your arrangements and responsibilities for using ladders.</p> <p>Review these where necessary, particularly if you suspect that they are no longer valid.</p> <p>Retain records of the notes you have made in the steps outlined above.</p>	<p>If you have prepared a health and safety policy, record your arrangements as part of it.</p> <p>In the event of a claim, evidence will be important. You should keep records of what you have done.</p> <p>This may include information gathered at the scene of an accident (e.g. sketches/photographs; witnesses statements); investigation documents (e.g. accident book); or specific health and safety documents (e.g. risk assessments; records of maintenance, inspections and other checks; records of information and training provided; policy etc.).</p>

Want to know more?

Other useful health and safety information is available at www.ecclesiastical.com/risk-management/

Further guidance and resources are also available at www.hse.gov.uk/work-at-height/index.htm in particular the leaflet 'Safe use of ladders and stepladders: A brief guide, INDG455. This is available at www.hse.gov.uk/pubns/indg455.pdf

Note: if you are in Ireland, Northern Ireland, Jersey, Guernsey or the Isle of Man, then regional variations might apply. In this instance, you should check the guidance provided by the Enforcing Agency for your region. This will be freely available on their website.

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