

For guidance on managing construction health risks go to www.hse.gov.uk/construction



Take care when carrying the ladder that th

end does not swing out of control and iniure

someone or cause damage. When climbing up or down use both hands on

the stiles or on the rungs. Do not try to carry tools or equipment: use a toolbelt, pouch or shoulder bag. Alternatively, tools could be

lifted by rope once you are in position. Always face the ladder when working: do not

twist around to work facing away from the

When working, you must always keep one hand and both feet firmly on the ladder and work with the other hand.

Do not overreach sideways. You should climb

down and move the ladder. Whenever you move the ladder you should

check that it is set to the correct angle: one out

for four up. Do not climb higher than the fourth rung from

the top, or the ladder may become unstable. The top three rungs can be held on to, but not

Always climb down properly one rung at a

If the ladder is to remain in position when unattended, for example overnight, then you

periods, inspect it for safety and damage eac time you come to use it, and at least once

You may want to read this leaflet again. Please

should make it secure to prevent unauthori

11. If the ladder is to remain in position for long

12. If you ladder is faulty or appears to be damaged, do not attempt to repair it. Contact





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Ladder

There are rules and procedures in force that may require the person responsible for this equipment to carry out a specific risk assessment. This leaflet is not a substitute for a properly executed risk assessment.

- Plan your work and think ahead to make sure you will always be 1.
- working safely. This ladder is designed to be used only as a leaning ladder, at 2. the correct angle of "one out for four up
- Work at height should only be done by people who have the sary knowledge, skill and resources to do the job safely 4
- This ladder can cause injury or damage if it slips or if you fall. It can also cause injury or damage if it slips or if you fall. It can also cause injury or damage while it is being moved or erected. Use it in a careful and controlled way. If you have not used a ladder of this type or size before 5.
- niliarize yourself with erecting, adjusting and securing it fore you start work. 6 You must have a least the following items of personal protective
- equipment: Safety helmet (EN397 or B55240); Safety boots (EN345 or BS1870/4972) or strong shoe with soles that will not slip; Sensible clothing.
- The ladder must not busch by minors, or by anyone under the influence of drugs or alcohol. The ladder is designed for use by an able bodied adult. Anyone with either temporary or permanent disability must seek expert advice before using it.

WORK AREA AND CONDITIONS

- Make sure that the area is clear and safe and that no one is near to you or could distract you. 1. 2
- Prevent other neople or vehicles from colliding with the ladder. Warn others to keep away: put up warning signs or barriers around your work area. Check all of your work area for any overhead electric cables: you must keep well away from them. If you need to move your ladder through any area where there are overhead cables, you must carry it 3
- 4 Check for overhead obstructions high up where you will place the top of your ladder.

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If the chute is to be fixed to a scaffold, the scaffold erector must be told in advance that a rubbish chute is to be used in order that provision can be made for it. 5

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working on the ladder at any one time

You must only have one man climbing or

when you climb them they will become unstable. Contact the hire company if you

supports, or on platforms to gain extra height.

Do not erect ladder on top of blocks or

dder slipping outwards, or the top falling

four up

This angle minimizes the risk of the base of the

sure away from the

when closed allow at least tour rungs

For an extension ladder over six metres long

For an extension ladder between five and six metres long when closed allow at least three

long when closed allow at least two rui

timil etts sti beyond its safe limit.

For an extension ladder up to five metres

If you are using an extension ladder, you must

off" rung should be at the same height as the

have at least the top three rungs extending beyond the root, or platform. The "stepping

root, or on to a scatiold platform, you must

If you plan to use the ladder to get on a roof, or

or the top three rungs. Use these top rungs to

Your ladder must be long enough so that you can reach your work position without standing

o a scatfold platform, you must have at the top three rungs extending beyond the

trom the wall at the ba

above ground needs to be 1m dder that rests of a wall at 4m

wall, with the top four measures up the wall. For example, a

the base of the ladder should be

and used at the correct angle of one out for four up. This means

teaning ladders must be set

need a longer ladder or any other acc

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stood on

time: never slide or jump.

the hire company.

keep it until you finish work.

m from slipping out but is unlikely to stop the top slipping sideways.

- If tying in is impractical, use a reliable work mate to foot the ladder all the time that someone is using them. The person footing should stand facing the ladder as if to climb, placing one foot or both feet firmly on the bottom rung and grasping a stile firmly in each hand. They tay alert and attentive at all time
- A ladder which is being tied in at the top should have someone footing it while it is being secured.

CONSTRUCTION SITES

On construction sites, the Construction (Health, Safety and Welfare) Regulations 1996 place duties on the users of ladders, according to what the ladders are used for

- In all cases, the use of ladders is only allow if it is reasonable having regard to work, duration and risks. All ladders must be erected so as not to be displaced.
- When used as access to a place of work from 2 an area which is not place of work, ladders over 3m when in use should be sufficiently secured to prevent slipping and falling, or if this is not practical then they are to be footed.
- 3 When used for access from one place of work to another place of work, ladders should be sufficiently secured to prevent slipping and falling
- When used a s a place of work, ladders over 3m when in use should be sufficiently secured to prevent slipping and falling, or if this is not ctical then they are to be footed.
- 5 You must always wear a safety helmet (FN397 or BS5240) on a construction s

USING THE LADDER

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driven into the ground. This can prevent the

the structure, can help stop the ladder from

Alternatively, ropes tied one to each stille about five rungs high, then carried across and tied to

Ideally the ladder should be tied or strapped

ladders: see the section headed "Construction

I here are regulations relating to some uses of

if it is secured against movement. This may be essential in some situations or for some tasks.

move the base out to give the correct angle of

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from 1. Above for a long ladder. A rope operated extension ladder should be

extension hooks are properly engaged on the

required length, making sure that the

flat, with the base at the spot where it will be when erected. Extend the ladder to the

adder by more than 2 metres, lay the ladder

to voice tangle of one out for four up.

evel, and adjust the base to give you the

ladder by less than 2 metres, you can erect it as for a short ladder, following the instructions

IL you need to extend a push-up extension

from the ground. Never attempt to climb part way up a ladder and then extend it.

Take the ladder down by following these

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RATENSION LADDER

instructions in reverse orde

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ader must only be extende

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given from 1. above for a short ladder.

e for a short ladder, or 1 above for a long ar. You can then extend the ladder, and

Then erect following the instructions

ader will be more secure and much safer

stiles at the top to a substantial part of

The bottom of the ladder can be tied to sta

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TYING IN OR FOOTING

one out for four up.

Wear your protective equipment, including your safety helmet.

Please keep this leaflet safely. It may be required for further information



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"buitoot to ni guivt" beaded "Tying in or tooting"

You should tie or foot your ladder before use

the ladder is secure at the correct angle of one

raising the ladder upright. Rest the top against the surface and check that

your back while doing this. As soon as your work mate can reach the ladder without straining he should assist in ladder without straining he

nuli the ladder is upright. Take care not to harm

ladder by moving your hands from rung to rung

JOWN LOWARDS THE DASE, FAISING YOUR END OF THE

the bost of the bost and your head and walk top end of the ladder above your head and walk

ted. A reliable pr

sud at the base and put one toot, or both te

Lay the ladder flat with the base at the spot where it will be when erected. A

angle of one out for four by following these

and move the base out to give the correct

אסתר המיבורי

Lift the other end above your head and walk

Lay the ladder flat with the base against the wall you are going to climb.

If you are using a short ladder you can erect it yourself. To erect a long ladder safely, you need two or three people.

Where appropriate use either a BS EV 131 compliant Professional (Industrial and Trade) or a Non-Professional (domestic) type ladder.

hire company if you need this equipment. Make sure that you understand the hazards

Do not hold extra tools in your other hand: use a special tray which hooks onto the unngs to carry paint pots or small tools. Contact the

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it the top of the ladder against the surface

ards the base, raising the ladder by moving

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instructions in reverse orde

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SHORT LADDER

ERECTING THE LADDER

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Useful Reference Points • www.hae.org.uk/businessguard

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wake sure the rungs are clean, and not .2 hire company. Do not use anything found damaged - contact

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The Crescent Birmingham Business Park

vesociation ⊨urope

Check your equipment, including the stiles (the uprights of the ladder), rungs, and fittings. SELECTING

UNA PNINJAHU RADDER

- need to wear appropriate personal protective in your way when climbing and descending. Anybody who is working near to you will also כוסנעועס נעצו כסחום כצוכע סע נעפ וצממפני סג ספו
- Make sure that you have no loose or flapping °t
- B1870/4972) or strong shoes with non-slip You should wear safety boots (EN345 or 31

- or near a raised working platform. On a construction site you must wear a helmet at all

BS5240) whenever you are working at height,

You should wear a safety helmet (EN397 or

Particular jobs or environments may require a

be worn whenever you are using the ladder

The following items of personal protective equipment (ppe) are the minimum that should

Do not erect or use the ladder in windy or wet

structure that is not strong enough to support it, for example guttering. You should use a stand off - contact the hire company if you

Do not position your ladder up against any

surfaces. On soft ground place a large flat wooden board under the ladder's feet and tie moden board under the states to the states driven into the ground. This will prevent the ladder officing or cirking

vhenever possible. Do not use it on slipp

Frect the isader on titm level dry ground

nigher level of protection.

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