



Owner: SFG (NW) Ltd – Shopfront Group Health and Safety.  
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Target: All SFG work at height colleagues.

## Safe Use of Ladders and Stepladders – Pre-Checks

### Check your ladder before use.

Before carrying out any task from a ladder or step ladder, it should be checked before use. This is particularly important if it is not your own ladder or is shared among various workers, and it should include a pre-check.

### When to check.

At the beginning of the working day, or on first use of the day.

If something has changed, such as its general condition (being used in a muddy or wet environment), or if it has been dropped, knocked over, struck by a vehicle etc.

### What to check.

- **Check the feet.** Are they missing, worn, damaged, dirty, oily, or embedded with stone chips that could cause the ladder to slip?
- **Check the stiles.** Check they are not damaged or bent in any way that could cause the ladder to buckle under your weight.
- **Check the rungs.** Are they showing any signs of damage or giving way?
- **Locking mechanisms.** Can they engage freely. Are they damaged or missing?
- **Check treads or steps** on stepladders. Are they properly fixed, do they have contamination such as grease, mud or water that will make them slippery?
- **Stepladder platform.** Is it damaged, bent or cracked in any way that could cause the stepladder to collapse?

Any damage or defect would require you to take the ladder out of service and have it repaired or replaced. Do not attempt to use it or let anyone else use it. (Even if they insist it'll only be for 2-minutes!)

**Safety First.** If in any doubt over the safety of the ladder/stepladder or any components – DO NOT USE and seek advice.

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Information and credit: Ladder Association ~ <https://ladderassociation.org.uk>