



For guidance on managing construction health risks go to

www.hse.gov.uk/construction



end does not swing out of control and injure

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 each time you come to use it, and at least once

You may want to read this leaflet again. Please

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

should make it secure to prevent unauthori

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 allov

- 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
- 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. When used for access from one place of work
- to another place of work, ladders should be sufficiently secured to prevent slipping and
- 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. You must always wear a safety helmet (FN397

USING THE LADDER

Wear your protective equipment, including your safety helmet.

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







2450 Regents Court



stood on

time: never slide or jump.

the hire company.

keep it until you finish work.





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driven into the ground. This can prevent the The bottom of the ladder can be tied to sta

the structure, can neip stop the ladder from Alternatively, ropes tied one to each stile about five rungs high, then carried across and tied to einionus filmioddns eu

to the top to a substantial part of ideally the ladder should be tied or strapped ladders: see the section headed "Construction

inere are regulations relating to some uses or if it is secured against movement. This may be essential in some situations or for some tasks. TYING IN OR FOOTING

one out for four up.

move the base out to give the correct angle of erected following the instructions given from 1 above for a long above for a short ladder, or 1 above for a long ladder. You can then extend the ladder, and from 1. Above for a long ladder.

A rope operated extension ladder should be a rope operated extension ladder should be a rope of the longer o

Then erect following the instructions 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 when erected. adder by more than 2 metres, lay the ladder correct angle of one out for four up.

If you need to extend a push-up extension ladder by more than 2 matres, lay the ladder.

should then extend the ladder from ground level, and adjust the base to give you the given from 1. above for a snort ladder. ladder by less than 2 metres, you can erect it as for a short ladder, following the instructions given from 1 above for a short ladder. You It you need to extend a push-up extension from the ground. Never attempt to climb part way up a ladder and then extend it.

der must only be extende

EXTENSION LADDER

Take the ladder down by following these

- e the section headed "Tying in or footing" you should tie or foot your ladder before use rne iadder 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 unithout straining the should sasist in until the ladder is upright. Take care not to harm

ladder by moving your hands from rung to rung and to brief base, raising your end or the firmly on the bottom rung. You should then lift the top end of the ladder above your head and walk and at the base and put one foot, or both te Lay the ladder flat with the base at the spot where it will be when erected. A reliable spece and it will be when erected.

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instructions in reverse orde angle of one out for four up.

and move the base out to give the correct t the top of the ladder against the surface your nands from rung to rung unui the ladders

ards the base, raising the ladder by moving Lift the other end above your head and walk Lay the ladder flat with the base against the wall you are going to climb.

ЗНОВТ LADDER

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

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

and precautions before you start work. hire company if you need this equipment. Make sure that you understand the hazards and proparties before you start work.

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

1207 Safety Guidance

VP Hire Station

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 working safely.
 This ladder is designed to be used only as a leaning ladder, at
- 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
- 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
- niliarize yourself with erecting, adjusting and securing it fore you start work. 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 be used 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.
- Prevent other people 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
- Check for overhead obstructions high up where you will place the top of your ladder.
- 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.

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effort has been made by HAE/EHA to ensure that the information is accurate and not misleading. HAE/EHA cannot accept responsibility for any lt to have arisen from the use of any such document/material. Only Acts of Parliamen have the force of law and only the courts can authoritatively interpret the law.

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make sure the rungs are clean, and not

Do not use anything found damaged – contact Check your equipment, including the stiles (the uprights of the ladder), rungs, and fittings.

SELECTING

CHECKING AND

LADDER Jeed to wear appropriate personal protective

in your way when climbing and descending.

Anybody who is working near to you will also
to you will also ciorning triat could catch on the ladder, or gen Make sure that you have no loose or flapping

BS1870/4972) or strong shoes with non-slip You should wear safety boots (EN345 or

or near a raised working platform. On a construction site you must wear a helmet at all SS5240) whenever you are working at height, You should wear a safety helmet (EN397 or

nigner level of protection. 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

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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

elipping or sinking.

whenever possible. Do not use it on slipping Erect the ladder on 11rm level dry ground

working on the ladder at any one time. You must only have one man climbing or

need a longer ladder or any orner 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

This angle minimizes the risk of the base of the from the wall at the ba



above ground needs to be 1m the wall. For example, a 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 All leaning ladders must be set when closed allow at least rour rungs

For an extension ladder over six metres long rungs overlap.

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

For an extension ladder up to five metres extend it beyond its safe limit. If you are using an extension ladder, you must

orr rung snould be at the same height as the have at least the top three rungs extending beyond the roof, or platform. The "stepping the roof, or platform after a stepping the step the step that are a step to the step that are a step that root, or on to a scanoid piatrorm, you must o a scaffold platform, you must have at the top three rungs extending beyond the

If you plan to use the ladder to get on a roof, or on 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 Do not erect or use the ladder in windy or wet need to nire one.

surfaces. On soft ground place a large flat wooden board under the ladder's feet and tie fine bothoms of the stilles to the stakes driven into the ground. This will prevent the ladder offening or einking or ei

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