

## **Plymstock School Ladder Safety Policy**

Date for review: Autumn 2019

Principle duty holder: Premises Department/Premises Manager

This policy set out the schools guidance on the selection and management of all ladders across the site to comply with the Working at Height Regulations 2005 and the Provision and use of Work Equipment Regulations 1998.

Ladders will only be used if all other options have been reviewed and use is less than a 30 minute duration.

Any ladder or step ladder will be purchased to at least BS EN 131 standard. Consideration will be given to its required use, its weight limitations and the environment it will be used in. Ladders & step ladders will be purchased and supplied by the Premises department only.

Each ladder will have its own unique reference number, held on the site ladder safety register. All new ladders will be entered into this safety register no matter which department they are allocated to.

Suitable and sufficient training will be given to all end users of ladders/stepladders including the need to complete their pre usage log book. Only trained staff may use school ladders. A method statement for safe use of ladders will be held in the ladder safety register and with each piece of equipment. Training will be renewed in accordance with current guidance and given to all new members of staff who will need it.

Each ladder will have its own safety log book which will show its unique reference number, stored location, persons competent to inspect and check etc. This log book will also have records of full inspection including frequency.

It is the responsibility of the end user to carry out an inspection check and to report immediately any defect they feel makes the equipment unsafe to the Premises Department.

All ladders will be fully inspected at least annually by competent trained persons only. Upon completion ladders will be clearly marked with an adhesive label showing it has passed, who passed it and the date of the next inspection. Any ladder deemed unfit for purpose will be marked as such and taken out of use immediately. All ladders beyond economical repair will be destroyed by means of cutting in two and disposal via current contractual waste streams.

Any contractor on site must provide their own equipment for working at height; Plymstock employees will not borrow or use contractor ladders or step ladders and will not offer the use of a school ladder to anyone deemed not competent.

Any ladder found on site that is not on the schools register will be removed, the head of that department will be notified and further action taken as necessary e.g. reminder of this policy, removal from site, ladder training or disciplinary action.

It is the schools policy not to offer condemned ladders to employees or other external bodies for domestic use.