**Method Statement**

**Activity Using Ladders**

**Location Theatre and workshops, indoor use only**

**Staff allowed Members of any department once trained:**

**Students allowed** Year Ones Trained students under staff supervision only

 Year Two Trained students under staff supervision only

 Year Three Trained students under staff supervision only

**Date of creation/revision of MSP** 10/09/2009; 06/01/2010; 29/09/14 (Steve Huttly);

12/11/15 (Alison Camilleri) 06 03 16 SDAH

30/03/17 Reviewed Andy Taylor

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**General**

All ladders used in the Technical Theatre Department have identification numbers and are inspected annually and their condition noted and recorded. Should you notice any deficiency in, or an accident happen to a ladder it must be reported immediately to the Production Manager who will inspect it and decide whether or not it may remain in use.

You should check that the ladder is in a safe condition before use and that it has a valid test certificate. Use Class 1, 2, or EN 1314 ladders or stepladders at work because domestic (Class 3) ones are not normally suitable for use at work.

Check that they have been maintained and stored in accordance with the manufacturer’s instructions.

**Before Use**

**Whenever possible use a MEWP instead of a ladder because it is higher up the hierarchy of Health & safety**

Consider whether work at height is necessary and whether a ladder or stepladder is the most suitable access equipment compared to other access equipment options. You do this by using risk assessment and the hierarchy of controls.

When considering whether it could be appropriate to use a ladder or stepladder, you need to consider the following factors.

**Is it a suitable activity?**

This refers to the type of work and its duration. As a guide, **only** use a ladder or stepladder:

■ in one position for a maximum of 30 minutes;

■ for ‘light work’ - they are not suitable for strenuous or heavy work. If a task involves a worker carrying more than10 kg (a bucket of something) up the ladder or steps it will need to be justified by a detailed manual handling assessment;

■ where a handhold is available on the ladder or stepladder;

■ where you can maintain three points of contact (hands and feet) at the working position.

On a **ladder** where you cannot maintain a handhold, other than for a brief period of time, other measures will be needed to prevent a fall or reduce the consequences of one. On **stepladders** where a handhold is not practicable a risk assessment will have to justify whether it is safe or not.

On a ladder or stepladder **do not**:

■ overload it - the person and anything they are taking up should not exceed the highest load stated on the ladder;

■ overreach - keep your belt buckle (navel) inside the stiles and both feet on the same rung throughout the task

When working on **stepladders** you should avoid work that imposes a side loading, such as side-on drilling through solid materials (eg bricks or concrete), by having the steps facing the work activity. Where side-on loadings cannot be avoided you should prevent the steps from tipping over, for example by tying the steps to a suitable point. Otherwise a more suitable type of access equipment should be used.

**Selecting safe ladders and stability devices**

HSE and DTI recommend Class 1,2, ‘Industrial’, or EN1314 ladders or stepladders for use at work. Make sure the ladder is a suitable size for the work

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**During use**

A second person staff or student is within sight or earshot of the task and a member of staff is present in the space.

Is it a safe place to use a ladder or stepladder?

You should **only** use ladders or stepladders:

■ where they will not be struck by vehicles or moving powered access, by protecting them with suitable barriers or cones;

■ where they will not be pushed over by other hazards such as doors or windows, by securing doors (not fire exits) and windows where possible. If this is impractical, have a person standing guard at a doorway, or inform workers not to open windows until they are told to do so;

■ where pedestrians are prevented from walking under them or near them, by using barriers, cones or, as a last resort, a person standing guard at the base;

■ where **ladders** can be put up at the correct angle of 75 degrees.

To judge the angle use the angle indicator marked on the stiles of some ladders or the 1 in 4 rule (1 unit out for every 4 units up, as shown in Figure 10);

■ where the restraint devices on **stepladders** can be fully opened. Any locking devices must also be engaged.

**A Frame Ladders**

**Avoid using A ladders for extensive periods. Consider platform based alternatives, Genie, access tower, AMP etc**

**Maintain 3 points of contact when climbing.**

* All A frame ladders should be used in accordance with the maker’s instructions.
* Ensure that the ladder stands on a level base.
* Ladders must always be fully opened before use and a check must be made to ensure that all locking restraints are in position.
* You may wish to have second person ‘footing’ the ladder depending on the height and nature of the work.
* When climbing or working on a ladder never lean sideways.
* Work within the plane of the base area of the ladder.
* Do not work at the very top of an A frame ladder. You should always have at least 2 rungs above your feet.
* Secure tools to yourself whilst working at heights.
* Never leave tools on the platform or any of the treads.
* Maintain 3 points of contact. When you need to have both hands free for a brief period to do a job using a stepladder (eg putting a box on a shelf, hanging wallpaper, installing a smoke detector on a ceiling) you need to maintain three points of contact at the working position.  This is not just two feet and one hand, it can be two feet and your body (use your knees or chest to help with stability) supported by the stepladder. Ensure a handhold is available to steady yourself before and after.

# Pole and Extension Ladders

* Pole and extension ladders should be inclined at the correct angle using the 3 to 1 ratio rule (75 degrees)
* The ladder should stand on a secure level base and not lean to the left or right.
* Always check that the surface that the ladder is leaning against is stable and able to take both the weight of the ladder, operator and any other pressure that may be put upon it.
* Where possible always have someone to “foot” the base of the ladder.
* If this cannot be done secure the base by tying or weighting it.
* Never extend a ladder to its final rungs – follow the makers instructions.
* When working at the top of a ladder always ensure that it extends upwards to waist height for you to hold on.
* Never climb a ladder with tools in your hands, always secure them to you or pull them up on a line.
* Use both hands to hold on when you climb a ladder and move up one rung at a time.

**ENSURE THAT THOSE WORKING BELOW YOU WEARING HARD HATS.**