

STEPS & LADDER INSPECTIONS

Signed _____ Print _____

All steps/ladders must be uniquely traceable with this register being completed weekly by a competent and authorised person (Form HSF/5/1).

Enter step/ladder reference and tick for yes or cross for no

Components	Step/Ladder reference									
Steps										
Are treads all secure & in good order (no splits, etc.)?										
Is anti-spread device (e.g. rope) in good order?										
Are all four stiles in good order?										
Are hinges complete and secure?										
Are steps non-metallic (excluding treads)?										
Are feet all intact (rubber feet fitted etc.)?										
Steps have no repairs & are 12 treads high or less										
Steps are not painted & carry a unique reference										
Ladders										
Are stiles in good order?										
Are securing devices for extensions in good order?										
Are rungs in good order?										
Feet attached (wood/rubber section at base of stiles)										
Are rungs secure (not loose or rotating)?										
Ladder is not painted & carries a unique reference										
Ladder is securely padlocked if not in use										

Steps/ladder	Location	User/Company	Deficiencies/Comments

All deficiencies must be rectified and this register signed off prior to the steps/ladder being used.

Inspection carried out by _____ Signature _____ Date _____