

## STANDARD OPERATING PROCEDURE DOCUMENT (SOP)

Title		Working at Height - Using Stepladders or 'Step On's' in PC24		Doc. No.	
Scope		To ensure that all PC24 staff using stepladders or 'step on's' in the workplace undertake checks.		H&S 002	
Purpose		To ensure that the 'access to height' equipment is in sound condition with no faults or defects to ensure staff safety prior to and during use.			
Guidelines		This SOP sits under the Health & Safety Policy.  To ensure a safety checklist is in place prior to staff using stepladders. To ensure staff using 'access to height' equipment are aware of how to and when not to use in the workplace. To ensure records of stepladder checklists are carried out and recorded locally.			
PROCEDURE				RESPONSIBILITY	
1	<b>When using 'access to height' equipment to carry out a task (Stepladders and step on's):</b> <ul style="list-style-type: none"><li>• Check all four stepladder feet are in contact with the ground and the steps are level.</li><li>• Only carry light materials and tools.</li><li>• Don't overreach.</li><li>• Don't stand and work on the top three steps of a stepladder unless there is a suitable handhold.</li><li>• Ensure any locking devices are engaged.</li><li>• Try to position the stepladder / step on to face the work activity and not side on.</li><li>• Try to avoid work that imposes a side loading.</li><li>• Maintain three point contact on the stepladder at the working position. This means two feet and one hand, or when both hands need to be free for a brief period, two feet and the body supported by the stepladder.</li></ul>			Staff who use a stepladder on step on.	
2	<b>Weekly Stepladder Inspection</b>  A weekly stepladder inspection is required by those staff who use a stepladder to carry out their duties. <b>See Appendix 1.</b>  The inspection must be documented and copies of inspections are to be kept.			Staff who use a stepladder.	

3	<p><b>When deciding if it is safe to carry out a particular task on a stepladder or step on, where you cannot maintain a handhold, for example, to put a box on a shelf, take into account:</b></p> <ul style="list-style-type: none"> <li>• The height of the task.</li> <li>• Whether the handhold is still available to steady yourself before and after the task.</li> <li>• Whether it is light work.</li> <li>• Whether it avoids overreaching.</li> </ul>	Staff who use stepladders or step on's.
4	<p><b>Stepladder / Step On Use</b></p> <p>Carry out a weekly inspection of the stepladder / step on. See Appendix 1 for the stepladder checklist template. Record the findings and keep a copy of the record.</p> <p><b>As a guide, only use a ladder / step on:</b></p> <ul style="list-style-type: none"> <li>• On firm ground.</li> <li>• On level ground.</li> <li>• On clean, solid surface.</li> <li>• Where they won't be pushed over by another hazard such as doors.</li> </ul> <p><b>Only use the stepladder / step on if:</b></p> <ul style="list-style-type: none"> <li>• They have no visible defects.</li> <li>• They have an up to date record of the detailed visual weekly inspections carried out (stepladders only) - see Appendix 1.</li> <li>• Are suitable for the intended use, i.e. are strong and robust enough for the job.</li> <li>• Have been maintained and stored in accordance with the manufacturer's instructions.</li> </ul>	Staff who use a stepladder / step on's.
5	<p><b>Stepladder / Step On Pre-Use Check</b></p> <p>Before you use a stepladder or step on, always carry out a pre-use check to spot any obvious visual defects to make sure the ladder / step on is safe to use.</p> <p><b>A pre-use check should be carried out:</b></p> <ul style="list-style-type: none"> <li>• By the user.</li> <li>• At the beginning of the working day or prior to use if not used daily.</li> <li>• After something has changed, e.g. the stepladder / step on has been dropped or moved.</li> </ul> <p><b>Check the stiles (stepladder) – make sure they are not bent or damaged, as the ladder could buckle or collapse.</b></p>	Staff who use a step ladder or step on.

	<p><b>Check the feet</b> – if they are missing, worn or damaged the ladder could slip.</p> <p><b>Check the rungs (Stepladder)</b> – if they are bent, worn, missing or loose the ladder could fall.</p> <p><b>Check locking mechanisms</b> – if they are bent or the fixings are worn or damaged, the ladder could collapse. Ensure any locking bars are engaged.</p> <p><b>Check the stepladder platform (stepladder)</b> – if it is split or buckled the ladder could become unstable or collapse.</p> <p><b>Check the steps or treads</b> – if they are contaminated they could be slippery; if the fixings are loose on steps, they could collapse.</p> <p>If you spot any of the above defects, report it to your manager or Health &amp; Safety Officer.</p>	
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## Appendix 1

### Weekly Stepladder Inspection.

Date	Name	Signature	*if yes, please indicate the type of fault and who you reported it to	
Stiles are not twisted, bent or dented		Yes/No	*	
Rungs are not loose, bent, cracked or worn				
Cracked or damaged welded joints, loose rivets or damaged stays				

Date	Name	Signature	*if yes, please indicate the type of fault and who you reported it to	
Stiles are not twisted, bent or dented		Yes/No	*	
Rungs are not loose, bent, cracked or worn				
Cracked or damaged welded joints, loose rivets or damaged stays				

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<b>Title</b>	<b>Working at Height - Using stepladders on step on's in PC24</b>		<b>Doc. No.</b>	<b>H&amp;S 002</b>
Version	V1.0			
Supersedes	New SOP			
Approving Managers/Committee	DoN			
Date Ratified	16.12.2020			
Department of Originator	Quality Governance			
Responsible Executive Director	DoN			
Responsible Manager/Support	Health & Safety Officer			
Date Issued	December 2020			
Next Review Date	December 2021			
Target Audience	All PC24 staff who use stepladders / step on's			
<b>Version</b>	<b>Date</b>	<b>Control Reason</b>	<b>Accountable Person for this Version</b>	
1.0	16.12.20	New SOP	H&S Officer	
<b>Reference documents</b>		<b>Electronic Locations</b>	<b>Locations for Hard Copies</b>	
PC24 Health & Safety Policy Work at Height Regulations 2005 Health & Safety At Work Act 1974 Management of Health & Safety At Work Regulations 1999.		\\uc24.local\Shared\Operations\Quality Governance\Corporate Policies & SOPs\PC24 SOPs\9. HEALTH & SAFETY	Standard Operating Procedures File in the Call Centre.	
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