

# Ladder Policy



## Oastlers Policy

<b>Approved by Governing Body On</b>	<b>19 January 2017</b>
<b>To be Reviewed On</b>	<b>January 2019</b>
<b>Signed on Behalf of the Governing Body</b>	

## **LADDER POLICY**

### **OVERVIEW**

In this school we place the greatest importance on the safety of all. This policy is set out to ensure that ladders are used safely.

### **OBJECTIVES**

1. To keep staff safe and to prevent accidents.
2. To ensure that ladders are used properly and safely.
3. To ensure that only those who have been trained to use ladders will do so.

### **STRATEGIES**

1. Only staff who have completed their Working from Heights training are allowed to use ladders.
2. All members of staff must apply their common sense when deciding to use a ladder.
3. Only approved ladders may be used in school.
4. Furniture, tables and chairs must never be used in place of ladders.
5. Ladders will be checked regularly by the site staff to ensure that they are in good condition and safe to use.
6. Site staff will be trained in the use of ladders and will be responsible for their safe keeping and safe use.
7. A risk assessment must be carried out by site staff before a ladder is used and site staff will transport, put up, and take down, ladders.
8. Other members of staff seeking to use a ladder should seek permission from their line manager and then should ask a member of the site staff to advise them on the safe use of the ladder.
9. Staff, other than trained site staff, may only use 'A' framed step ladders that are no higher than 1 metre.
10. There must always be a second member of staff present to support the base of a ladder when it is being used.
11. Learners must never be allowed to climb ladders.
12. Site staff must not use ladders to climb on to the roof of the school buildings.
13. All staff will follow this ladder policy.
14. All staff are aware of the Working from Heights Guidance Document.

### **OUTCOMES**

This policy will ensure that sensible and safe procedures are applied when a ladder is used. It will contribute to our health and safety strategy and it will prevent accidents and keep staff safe.