

Produced by the Access Industry Forum (AIF) and the Ladder Association, and supported by the Home Builders Federation.

**IMPORTANT NOTE: Toolbox Talks are NOT intended to replace formal training but to supplement it.**

# HOW TO...KNOW WHEN TO USE A LADDER GUIDANCE FOR MANAGERS

## How to use this guidance

This additional guidance has been created for Managers, Supervisors, Safety Leads or any person responsible for delivering the Toolbox Talks on site. It is designed to be used alongside the Toolbox Talk and offers additional, more specific information to help you add value to the topic covered. **The Ladder Association Code of Practice serves as a supporting document for users, supervisors and managers who have completed a Ladder Association course, and is not intended to be a substitute for training.**

## What is 'short duration'?

It's important to emphasise that 'short duration' is not the deciding factor in establishing if it's right to use a ladder – a competent person must first complete a detailed risk assessment. Your risk assessment should consider **Site, Task, Equipment and People** (just remember the short acronym 'STEP'). **See Ladder Association Code of Practice Section 8.**

## Things to consider

Maintain a firm grip on the ladder, maintain three points of contact and avoid over reaching. For additional guidance on climbing, descending and working safely from a ladder **see Ladder Association Code of Practice Sections 19 and 20.**

## Know your environment

**CORRECT** - use of a stand-off device to ensure a strong resting point. Do not rest a ladder against weak upper surfaces such as glazing or plastic gutters. Follow the user instructions.



**INCORRECT** - overreaching and not maintaining three points of contact.



## What else do I need to know?

- More detailed guidance on choosing the right ladder for the task is found in the **Ladder Association Code of Practice Section 10**. Or, refer to the **AIF Toolbox Talk 'How to...Select the Right Ladder.'**
- The Ladder Association, through a network of approved training centres, offers a full range of training courses for users, managers and those responsible for inspecting ladders at work. All trained delegates will receive an industry-recognised LadderCard, valid for 5 years. Training can help demonstrate competence, as required by the Work at Height Regulations. **See LA455 Section 4.**



## Useful references:

- **LA455 'Safe Use of Ladders and Stepladders: A brief guide'** (available to download free from [ladderassociation.org.uk](http://ladderassociation.org.uk))
- **Ladder Association Code of Practice** (available from [ladderassociation.org.uk](http://ladderassociation.org.uk) or via our mobile app)
- You can find a **full list of Ladder Association Training Courses** and use a simple postcode search to **find your nearest approved training centre**, on the Ladder Association website: [ladderassociation.org.uk/training](http://ladderassociation.org.uk/training)