**Pre-use checks and detailed visual inspections for Tower Scaffolds, ladders and stepladders**

Tower scaffolds, ladders and stepladders are subject to pre-use checks and detailed visual inspections. Both are looking for obvious visual defects but differ in the detail they go into; both can be carried out in-house. Pre-use checks should be part of a user’s training and detailed visual inspections should be formally recorded.

**Pre-use Checks**

Every tower scaffold, ladder and stepladder must be checked by the user of the equipment prior to each day of intended use to make sure it is safe to use. If frequently used during a day, equipment only needs to be checked once at the start of the day, unless moving equipment from soft / dirty ground to a solid / smooth / clean area.

The following pre-use checks must be carried out:

Do the tower scaffold / ladder / stepladder have any of the following?

1. Missing, damaged or worn anti-slip feet on metal and fibreglass ladders / stepladders (essential for good grip)
2. Items stuck in or adhered to the feet such as stones, grease, dirt or other debris, preventing the feet from making direct contact with the ground
3. Mud, grease, oil or wet paint either on the rungs, stiles, steps or platform
4. Cracks, splits, bends or warps in the rungs, stiles, steps or platform
5. Missing, broken or weakened rungs or steps
6. Missing or damaged tie rods
7. Cracked or damaged welds, missing or loose screws or rivets, corrosion, sharp edges, dents
8. Painted surfaces - Ladders / stepladders should never be painted as this could hide dangerous defects from view.

If the answer to any of the above is “Yes” the tower scaffold / ladder / stepladder should be taken out of use until it is adequately cleaned, professionally repaired or replaced with a new one as appropriate. Defects should be formally reported to the Estates Department as a matter of urgency.

Stability devices and other accessories should also be pre-use checked in accordance with the manufacturer’s instructions.

**Detailed Visual Inspections**

These should be carried out by a competent person and formally recorded every six months for ladders used frequently or occasionally (daily / weekly) or every twelve months if used infrequently, say once a month. A copy of the inspection report should be retained on site. An example of a suitable inspection report follows.

**Detailed Visual Inspection Record for Tower Scaffold / Ladders and Stepladders**

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| Name of Department: ………………………………………………………………………………………….………………………………….Type and identifying number / reference of equipment inspected: ………..………………………………………………………………....Location on site: ………………………………………………………………………………………………………….………………….…….Date of inspection: …………………………………………………………….……………Name of person conducting inspection: …………………………………………....... Job Role: …………………………….…………….. |
| Checks | Y | N | N/A | Comments / Action |
| Are anti-slip feet on metal and fibreglass ladders / stepladders in-place, undamaged and not unduly worn? |  |  |  |  |
| Are the feet free of such items as stones, grease, dirt or other debris, thus preventing them from making direct contact with the ground? |  |  |  |  |
| Are the rungs, stiles, steps or platform free from mud, grease, oil or wet paint? |  |  |  |  |
| Are the rungs, stiles, steps or platform free from cracks, splits, bends or warps? |  |  |  |  |
| Are rungs or steps all in-place, unbroken and not weakened? |  |  |  |  |
| Are tie rods in-place and undamaged?  |  |  |  |  |
| Are welds free of cracks / undamaged and all screws or rivets firmly in place? |  |  |  |  |
| Checks | Y | N | N/A | Comments / Action |
| Is the equipment free of corrosion, sharp edges and dents? |  |  |  |  |
| When set up on a flat surface, is the stepladder stable? |  |  |  |  |
| Are surfaces unpainted? |  |  |  |  |
| Other issues (specify) |  |  |  |  |
| Taking into account the findings above, is the Tower Scaffold / ladder / stepladder safe to use? |  |  |  |  |
| This Tower Scaffold / ladder / stepladder has been subject to a detailed visual inspection and has been found as follows;Safe for use / In need of maintenance / Requires disposal (delete as applicable)Signed: ……………………………………………….………………… Job role: ………………………………………..……………………Maintenance carried out: …………………………………(date) Disposed of: …………………………………………..(date)Signed: ………………………………………………………………… Job role: …………………………………………………………….. |