

HEALTH & SAFETY GUIDANCE NOTE No. 4 Use of Ladders and Staging (Scaffolding)

This Guidance Note is directed at Members who use Ladders and Staging (Scaffolding) in pursuit of their marine related recreational activities on Portchester Sailing Club premises and on the Slipway, Pier, Pontoons and Dolphins.

Pre-Use Checks

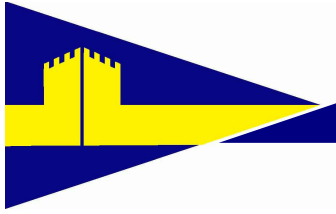
- All Equipment should be thoroughly checked before each use for damage including:-
Corrosion, rot, splits, cuts, distortion, missing fixings and fittings, and any other deterioration (i.e. ultra violet decay of plastics) that may render the equipment unsuitable for intended purpose.

Ladders Generally

- Should only be used for access and short term tasks (maximum 30 minutes).
- Use should be for light tasks only.
- Ensure ladders are used the right way round and the right way up.
- No work should be undertaken off the top three rungs (these provide hand-holds).
- Use of wooden ladders is now prohibited in many workplaces. The Club actively discourages the use of such ladders and recommends Members do not use them.

Leaning Ladders

- Ground should be firm, at least near level, clean and not slippery.
- Maximum safe ground side slope 16° (level rungs with a satisfactory device).
- Maximum safe ground back slope 6°.
- Ensure a strong stable upper resting point is provided.
- Ladder angle should be approximately 75° (1 unit out for every 4 units up).
- Secure the ladder at head and foot in such manner as to prohibit it rolling and/or slipping/kicking out at foot.



- All ladders shall project at least 1200mm (4ft) above the upper alighting (working) level to provide satisfactory hand-holds.
- Maintain 3 points of body contact at all times.
- It is preferable to use the rungs as hand-holds. (In the event a foot hold is lost it is easier to arrest a fall).
- Do not over-reach. Your belt buckle (navel) must remain between the stiles (strings).
- When working off a leaning ladder both feet must remain on the same rung and 3 points of body contact maintained throughout the task.

Step Ladders/Extending Ladders

- All relevant considerations appertaining to Leaning Ladders listed above apply.

In addition the following also apply :-

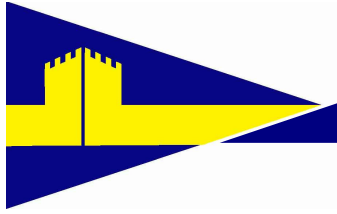
- Ensure adequate overlaps of the sections of extending ladders are maintained strictly in accordance with the manufacturer's instructions.
- All locking devices should be used.
- Do not work side on off step ladders unless the head of the ladder is satisfactorily secured to prohibit lateral movement.
- Do not work off the top 3 steps of a step ladder unless purpose-made hand rails are provided to a level of 1200mm (4ft) above the step used as the highest foothold.

Fixed Vertical Ladders

- All relevant considerations appertaining to Leaning and Step Ladders listed above apply.

In addition the following also apply :-

- Always use the rungs as hand-holds when climbing a vertical ladder.
- Never work off a vertical ladder unless wearing a suitable proprietary body harness and suitable anchorage points are provided and used for same.



Staging (Scaffolding) (Short Term Tasks)

- Ground should be firm and level or near level.
- Use only proprietary trestles, stands, towers, scaffolding and hop ups designed for the intended purpose and use them in accordance with manufacturer's instructions.
- Purpose-made scaffold boards (standard 225mm x 38mm) (9" x 1½") to BS2482 should be used. Standard scaffold boards need to be supported at maximum 1200mm (4ft) centres and well secured with minimum 50mm (2") and maximum 150mm (6") overhang at ends.
- Any other form of decking should be of proprietary origin designed for the intended purpose and used in accordance with manufacturer's instructions.
- The minimum working width of staging/scaffolding is 600mm (2'0")
- All staging/scaffolding shall be erected/maintained/dismantled/stored in manners which shall mitigate risk to the erector, user and those who have access within its immediate vicinity. Trip hazards, projections, overhangs, loose components, tools, materials etc must all be monitored and action taken by those using the equipment to mitigate risk to the greatest possible extent.
- Handrails and/or body harnesses and arrestor systems should be used for longer and/or complex operations when loss of concentration may lead to an increased risk of falling from height.

References

Health & Safety Executive INDG 402 Safe Use of Ladders and Step Ladders (an Employer's Guide).

Health & Safety Executive INDG403 a Tool Box Talk on Leaning Ladder and Step Ladder Safety.

National Access and Scaffolding Confederation New Scaffolding Guidance TG20:08 Guide to Good Practice for Scaffolding with Tube and Fittings. (This document has been issued as Technical Industry Guidance on use of the European Standard BS EN12811-1).