This document outlines the procedure for the inspection of ladders owned or controlled by RCSI, which maintenance staff uses in the course of their work and the maintenance of appropriate records.

**Ladder Procedure**

**Enhancing Health & Safety in RCSI**

**Procedure**

* All ladders purchased by RCSI will be “industrial” type and meet the requirements of EN131 standard. In certain circumstances it may be possible to permit the use of ladders that comply with alternative standards such as BS 2037; however this will be subject to approval by the Health & Safety Office and specific conditions.
* All new ladders will be assigned a number and will be entered on the Register of Ladders below.
* RCSI Health & Safety Office staff and / or qualified maintenance technician will carry out 6 monthly inspections of all RCSI ladders.
* A tagging system will be used to detail the date of inspection and the expiry date.
* Records of the findings of all inspections and any corrective actions if required shall be maintained on a Ladder Inspection Book, maintained by the maintenance technician.
* Prior to use employees shall inspect the ladder to ensure it is in an appropriate condition and is appropriately tagged. No RCSI staff shall use any ladder that is not identified as an RCSI ladder, tagged accordingly and has been inspected.
* Where a user finds a ladder is not in an appropriate condition, lacks a tag, or requires thorough inspection s/he shall not use the ladder and shall inform the Health & Safety Office that an inspection is required.
* All persons removing a ladder from service for disposal shall inform the Health & Safety Office and the ladder will be marked as destroyed on the Ladder Inspection Book and Register of Ladders.
* All ladders will be inspected every 6 months, the period between inspections for any ladder will not exceed 7 months.

**Roles and Responsibilities**

* The Health & Safety Office shall ensure that the required inspections will be carried out and ensure the Ladder Inspection Book and Register of Ladders is maintained.
* All users of ladders shall visually inspect the ladder prior to use and shall ensure that it is appropriately tagged and is not defective.
* All persons discovering a defective ladder shall inform the Health & Safety Office for appropriate advice.

**Register of Ladders**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **LADDER NO.** | **LADDER LOCATION** | **LADDER NAME** | **NO. OF STEPS** | **LADDER COLOUR** |
| ~~SSG 001~~ | ~~Chemistry Teaching Lab, York House~~ | ~~Tubesca Meel-7~~ | ~~12~~ | ~~Red~~ |
| ~~SSG 002~~ | ~~Basement York House~~ | ~~Clow~~ | ~~5~~ | ~~Yellow~~ |
| ~~SSG 003~~ | ~~Anatomy Basement, 123 SSG~~ | ~~Clow~~ | ~~5~~ | ~~Yellow~~ |
| ~~SSG 004~~ | ~~Mercer Library~~ | ~~ABRU~~ | ~~6 x 2~~ | ~~Grey~~ |
| SSG 005 | Mercer Library | Clon | 7 | Yellow |
| SSG 006 | Anatomy Basement, 123 SSG | Youngman | 6 | Yellow |
| SSG 007 | Anatomy Basement, 123 SSG | Clow | 8 | Yellow |
| SSG 008 | Anatomy Basement, 123 SSG | Clow | 7 | Yellow |
| SSG 009 | Anatomy Basement, 123 SSG | N7-EN131 | 8 | Blue |
| ERC 001 | Reception ERC | Werner | 6 | Yellow |
| ERC 002 | Riser at Reading Room Fire Exit | Werner | 10 | Yellow |
| ERC 003 | Plant Room | Werner | 10 | Yellow |
| ERC 004 | Plant Room | Classic | Extension ladder 8.6m | Silver / grey |
| ERC 005 | SARA Office | No name | 3 | White folding step |
| GEM 001 |  |  |  |  |
| GEM 002 |  |  |  |  |
| RHS 001 | Stationary Room, Ground Floor | Werner | 12 | Yellow |
| RHS 002 |  | GRP single sided builder steps | 8 | Yellow |
|  |  |  |  |  |