


# Ladder and Kick Stool Inspection Checklist version 1.0

It is recommended that ladders and kick stools should be inspected at least every 12-months. If used as part of a scaffold system, the ladder must be inspected every 7-days. Users should complete pre-use checks of ladders before the working at height.

<b>School/Function name:</b>					<b>Ladder/Kick Stool ID:</b>				
<b>Location of Ladder/Kick Stool (building/room):</b>					<b>Inspection date:</b>				
					<b>Inspection by:</b>				
<b>Kick Stool Checklist</b>									
<b>Description</b>	<b>PASS</b>	<b>FAIL</b>	<b>n/a</b>	<b>Description</b>	<b>PASS</b>	<b>FAIL</b>	<b>n/a</b>		
K1 <b>Movement:</b> freely?				K4 <b>Base rubber ring and surfaces:</b> intact, undamaged, uncontaminated, securely affixed?					
K2 <b>Casters:</b> all present, undamaged, free turning, uncontaminated, securely attached?				K5 <b>Fixings between lower and upper step:</b> all present, intact and secured, free of corrosion?					
K3 <b>Caster springs:</b> casters will freely depress, free of corrosion and contamination?				K6 <b>Kick stool stable:</b> does the stool evenly engage with the ground when stood on?					
<b>Ladder Checklist</b>									
<b>STEPLADDERS</b> <input type="checkbox"/> step ladder <input type="checkbox"/> podium ladder <input type="checkbox"/> platform ladder <input type="checkbox"/> aluminium, <input type="checkbox"/> fibreglass					<b>LADDERS</b> <input type="checkbox"/> extension <input type="checkbox"/> telescopic <input type="checkbox"/> combination <input type="checkbox"/> multipurpose <input type="checkbox"/> aluminium, <input type="checkbox"/> fibreglass				
<b>Description</b>	<b>PASS</b>	<b>FAIL</b>	<b>n/a</b>	<b>Description</b>	<b>PASS</b>	<b>FAIL</b>	<b>n/a</b>		
L1 <b>Rating:</b> EN131 professional / industrial				L17 <b>Rating:</b> EN131 professional / industrial					
L2 <b>Ladder tag:</b> present, readable?				L18 <b>Ladder tag:</b> present, readable?					
L3 <b>Instruction label:</b> present, readable?				L19 <b>Instruction label:</b> present, readable?					
L4 <b>Feet:</b> not missing, not worn or split?				L20 <b>Feet:</b> not missing, not worn or split?					
L5 <b>Stiles:</b> not bent or damaged?				L21 <b>Stiles:</b> not bent or damaged?					
L6 <b>Rungs:</b> all present, straight, undamaged?				L22 <b>Rungs:</b> all present, straight, undamaged?					
L7 <b>Fittings:</b> steps/rungs securely fastened, no cracks to welded joints, no loose rivets or damaged to standoff items?				L23 <b>Fittings:</b> steps/rungs securely fastened, no cracks to welded joints, no loose rivets or damaged to standoff items?					
L8 <b>Treads:</b> not worn, missing or contaminated to create slip risks (e.g. paint, glue etc)?				L24 <b>Treads:</b> not worn, missing or contaminated to create slip risks (e.g. paint, glue etc)?					
L9 <b>Surfaces:</b> no sharp edges or surfaces?				L25 <b>Surfaces:</b> free of sharp edges or surfaces?					
L10 <b>Locking mechanisms:</b> undamaged and able to fully engage?				L26 <b>Extension sections:</b> fly section fully secured to base section?					
L11 <b>Spreaders:</b> unbent, free of damage, and the locking devices function correctly?				L27 <b>Sliding:</b> guides, brackets and rung locks free of damage, securely attached and correctly functioning?					
L12 <b>Hand rails:</b> unbent, undamaged, secured?				L28 <b>Extension locks:</b> undamaged, can fully engage?					
L13 <b>Platform ladders:</b> elephant feet depress to the ground evenly, wheels not worn or damaged, brakes function correctly?				L29 <b>Pulley system:</b> good condition, fully operational?					
L14				L30 <b>Telescopic ladders:</b> each extension mechanism operates correctly, and each locking mechanism functions correctly? <i>Risk of finger trapping.</i>					
L15				L31 <b>Combination and multipurpose ladders:</b> each locking mechanism functions correctly? 					
L16 <b>Stable:</b> is the ladder completely stable on an even surface?				L32 <b>Stable:</b> is the ladder completely stable on an even surface?					
<b>Any other safety concerns?</b>					<b>Any other safety concerns?</b>				
<b>Inspection Actions (insert rows as needed)</b>									
<b>Item number:</b>	<b>Corrective action required:</b>				<b>By who:</b>				
					<b>By when:</b>				