**Ladder Register Form**

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| Identification Number | Type of Ladder | Standard | Material | Number of rungs/steps | Signature |
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* Staff using ladders should carry out a visual check for signs of damage and that the ladder is safe before use.
* Named member of staff responsible for inspecting ladders should carry out a recorded inspection of all ladders on site Termly in the case of schools and setting and 6 monthly elsewhere.
* Ensure that all ladders are secured at all times to prevent unauthorised use.
* Training will depend on the type of intended use and the results of any working at height risk assessment.