

Ladder and stepladder pre-use check

Blank sheet for a week of daily pre-use checks on one ladder, with a record of detailed inspections.

The person using the ladder checks it at the beginning of the working day, and again after something changes, for example if it is dropped or moved from a dirty area to a clean one.

If you find a defect, do not use the ladder. Tell the person in charge of the work.

Pre-use checks do not need to be recorded. Use this sheet if you want a record of them.

Ladder ID or description _____

Type (leaning ladder, stepladder or other) _____

Site _____

Week beginning _____

Daily pre-use checks

Check	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Stiles not bent or damaged							
Feet not missing, worn or damaged, and clean							
Rungs or steps not bent, worn, missing or loose							
Locking mechanisms work, and locking bars fully engaged							
Stepladder platform not split or buckled							
Steps or treads clean, with tight fixings							
Checked by (initials)							

Detailed visual inspections

The employer arranges detailed visual inspections at fixed intervals, by a competent person in line with the manufacturer's instructions, and keeps a record of them.

A ladder that is part of a scaffold is also inspected every 7 days, as part of the scaffold inspection.

Date	Ladder ID	Feet	Stiles	Rungs or steps	Tie rods, joints, rivets and stays	Pass or fail	Inspected by

Date	Ladder ID	Feet	Stiles	Rungs or steps	Tie rods, joints, rivets and stays	Pass or fail	Inspected by

Based on: HSE, Safe use of ladders and stepladders, sections 3 (how to check your ladder is safe before you use it) and 7 (inspecting the condition of ladders); the Work at Height Regulations 2005, regulation 12.

- HSE, Safe use of ladders and stepladders: how to check your ladder is safe before you use it: <https://www.hse.gov.uk/work-at-height/ladders/how-to-check-ladder-is-safe-before-use.htm>
- HSE, Safe use of ladders and stepladders: inspecting the condition of ladders: <https://www.hse.gov.uk/work-at-height/ladders/inspecting-condition-of-ladders.htm>
- Work at Height Regulations 2005, regulation 12: <https://www.legislation.gov.uk/uksi/2005/735/regulation/12>

Blank template from The Site Book, October 2026. Fill it in for the actual job and site.