

Ladder Compliance Checklist

Initial Setup

- ☐ Confirm ladder status: Is it **genuinely** emergency use only, or is it occasionally used for work access?
- ☐ If occasionally used for work: Apply FULL work ladder requirements (see [General Ladders Compliance.pdf](#))
- ☐ Install signage: "Emergency Escape Only - Not for Work Access" + "No Unauthorized Access"
- ☐ Verify ladder complies with **Approved Document B section 3.28**: NOT for public, area not normally occupied, conventional stair impractical
- ☐ Include ladder in fire risk assessment under RRF(SO) 2005
- ☐ Check adequacy of emergency lighting at ladder location
- ☐ Verify emergency exit signage is compliant and visible
- ☐ Confirm ladder access mechanism complies with RRF(SO) (can be immediately opened in emergency)

Design and Structural Compliance

For Ladders Installed Post-2005:

- ☐ Verify ladder complies with BS 4211:2005+A1:2008 or BS EN ISO 14122-4:2016
- ☐ Check rung spacing is 225-300mm
- ☐ Verify minimum width of 300mm between stringers
- ☐ Check clearances: 200mm behind rungs, 600mm on user side
- ☐ For ladders over 2.5m: Safety cage/hoops installed (strongly recommended even if not legally required)
- ☐ For ladders over 9m: Rest platforms provided at suitable intervals (recommended)
- ☐ Top of ladder has adequate landing platform with handholds
- ☐ Building Regulations approval obtained

For Existing Ladders Installed Pre-2006:

- ☐ Document original installation date (or best estimate)
- ☐ Confirm no substantial modifications have triggered need for current standards compliance
- ☐ Verify ladder remains structurally sound and safe for emergency use (via structural engineer survey)
- ☐ Maintain records of modification history
- ☐ Ensure any component replacements use appropriate specifications
- ☐ If substantial modifications planned: Determine if current standards will apply (see Section 3)

All Ladders (Regardless of Installation Date):

- ☐ Ladder is in safe, serviceable condition
- ☐ No structural deterioration that compromises safety
- ☐ All fixings secure
- ☐ No missing or damaged components
- ☐ Top of ladder has adequate landing platform with handholds
- ☐ Structural engineer confirms safe condition during 5-yearly surveys

Inspection Program

- ☐ Monthly visual checks established and assigned to responsible person
- ☐ Monthly check records maintained (logbook or electronic)
- ☐ Annual detailed inspection scheduled (every 12 months)
- ☐ Competent person appointed for annual inspections (see [Competent Person Fixed Ladder Inspections.pdf](#))
- ☐ Five-yearly structural engineer survey scheduled
- ☐ Qualified structural engineer engaged for 5-yearly surveys
- ☐ Post-event inspection procedure established (triggers defined, responsible person identified)
- ☐ Previous inspection reports retained and accessible

Maintenance Program

- ☐ Defect reporting procedure established
- ☐ Defects prioritized by severity (critical/high/medium/low)
- ☐ Remedial works scheduled and tracked to completion
- ☐ Preventive maintenance schedule established (cleaning, painting, lubrication)
- ☐ Vegetation control around ladder base
- ☐ Component replacement procedure (ensuring parts meet design specification)
- ☐ Budget allocated for maintenance and structural surveys

Signage and Emergency Lighting

- ☐ Emergency exit signage installed at ladder base (green/white, directional)
- ☐ Emergency exit signage installed at top platform/landing
- ☐ External signage (if applicable) indicating fire escape
- ☐ All signs illuminated (emergency lighting or photoluminescent)
- ☐ Emergency lighting installed at ladder base, along route, at top platform
- ☐ Emergency lighting operates on mains failure with adequate duration (3+ hours)
- ☐ Emergency lighting included in building's monthly function tests
- ☐ Emergency lighting annual full discharge tests conducted and recorded

Access and Availability

- ☐ Ladder access kept clear and unobstructed at all times
- ☐ Self-closing gate (if present) operates correctly
- ☐ Access mechanism allows immediate opening in emergency (not locked with key)
- ☐ Area around ladder base kept clear of materials, equipment, vegetation
- ☐ Onward escape route from top of ladder is clear and signed

Record Keeping

- ☐ Fire risk assessment includes emergency escape ladder
- ☐ Monthly check records maintained
- ☐ Annual inspection reports maintained and accessible
- ☐ Five-yearly structural engineer reports retained
- ☐ Emergency lighting test records maintained
- ☐ Remedial works records maintained (linked to inspection reports)
- ☐ All records readily accessible for fire authority or HSE inspection

Fire Authority Compliance

- ☐ Fire risk assessment up to date (reviewed annually or after significant changes)
- ☐ Responsible Person identified for RRF(SO) compliance
- ☐ Evidence of "sustained, suitable and sufficient" maintenance program available
- ☐ Ready to demonstrate compliance to fire inspector if inspection occurs

Ongoing Review

- ☐ Annual review of fire risk assessment (includes assessment of ladder adequacy)
- ☐ Monitoring of any near-misses or incidents involving escape routes
- ☐ Review whether changes in building use/occupancy affect ladder suitability
- ☐ Periodic review of whether ladder remains necessary (e.g., if improved primary means of escape installed)