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| STEPLADDERS – 6 MONTHLY DETAILED VISUAL INSPECTIONTo be completed by a group representative or member of staff responsible for or based at the property |
| **Group/ directorate:** | **Type of property:** |
| **Address:** |
| Groups should complete only the checks that are relevant to their property. All records must be available for review at the annual health and safety audit or on request. |
| Visual checks to be carried out every six months. | Put a √ in column if ok and an X if there is a defect. |
| Number or mark on each set of ladders or stepladders: | Date | Feet do not need replacing | The treads still provide a good level of grip | Locking devices are not rusty | Locking devices move easily | There are no loose or missing rivets from locking devices | Fastenings are secure once attached | Fastenings are secure once the stepladders are extended | Signature |
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