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## LIGHTING COLLAR INSTRUCTIONS

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### LIGHTING COLLAR INSTRUCTIONS

**Ladderfix** Lighting Collar is a way to stabilize a ladder top on a lighting column or a flagpole. It is much more effective than conventional V's or flexible cross members. Lighting collar is not suitable for any other application, e.g. trees or corners.

No individual procedure provides absolute safety and it is essential to adopt general good ladder practice including Ladderfix Safety Guidelines.

1. Make sure all equipment is in good condition and that screw threads are lightly greased.
2. Position the aluminium hooks over the top ladder rung and pass the plated steel shroud under the next rung down.
3. Carefully centre the hooks between the ladder stiles and ensure that the top rung seats snugly into the sharp bend in the aluminium hooks.
4. Tighten the knurled nuts until hooks are no longer free to move back, forward or sideways. Do not over tighten.
5. Up-end the ladder back to front, turn it round and extend the ladder to working height.
6. Engage the prongs both sides of the lighting column.
7. Pull out the bottom of the ladder to a little more than the normal recommended 1 in 4 angle and ensure that both the top and bottom sets of prongs are firmly engaging the column.
8. Use Ladderfix Safety Base or Leveliser on sloping and uneven ground.
9. If there is a risk of ground slip tie the bottom of the ladder to the column.

#### NOTICE

PLEASE READ THE SAFETY GUIDELINES IN CONJUNCTION  
WITH THE PRODUCT INSTRUCTIONS

# SAFETY GUIDELINES

## THE WORK AT HEIGHT REGULATIONS 2005 should be observed at all times

**SECURE** ladders at the top with the appropriate Ladderfix model or by tying.

**CAUTION.** Ladderfix products are convenient and safe providing that they and your ladder are in good condition and they are used in accordance with safe codes of practice.

### FURTHER USEFUL PRECAUTIONS

**WINDS.** Avoid using ladders if winds are more severe than a light breeze and be prepared for sudden gusts.

**CARRYING LADDERS.** Keep the ladder clear of the ground and obstructions, hesitate at steps, doorways and corners, and look in all directions before changing direction.

**LOCATION.** Do not erect ladder at doorways without taking particular precautions – ESPECIALLY FIRE EXITS. Make sure that ladder can be seen and avoided by pedestrians and vehicles. Corners are particularly risky. Do not forget about blind people and children.

**UP-ENDING.** Close the ladder as much as possible. Check for overhead cables, clothes lines, trees and other overhead obstructions, then check that the ground is reasonably clear. Because you may have repositioned the ladder, do the same when bringing the ladder down. Place bottom end against wall or kerb, lift the top end and walk forward holding the middle of each rung in turn, keeping the arms stretched up high. When the top of the ladder is at rest, bring the bottom outwards.

**STABLE BASE.** Do not erect on a box or a free standing tower.

**LADDER ANGLE.** Incline ladder at 1 in 4, i.e. 1 going 4 rising. Do not alter to compensate for poor site conditions.

**OUTBUILDINGS AND SHALLOW ANGLES.** Do not use ladder at a shallow angle to get to a window above an outbuilding, staking a ladder does not prevent ladder stress.

**LADDER LEVEL.** Both bottom stile ends MUST BE on a firm level surface and the rungs should be more or less horizontal. If the ground slopes sideways use Ladderfix Safety Base or Leveliser. Do not use loose packing.

**SLIPPERY GROUND.** At angles around 1 in 4, normal exterior level surfaces even when wet are not usually a problem, especially if rubber feet are used, BUT backward slopes, ice, oil, moss and polish are dangerous. Clean up all slippery material under and around not forgetting that you also might slip stepping on and off.  
Clean and inspect Ladder feet regularly

**SOFT GROUND.** When working on soft ground or flower beds, put down a stout board with a suitable slip resistant surface.

**RUNGS AND FOOTWEAR.** Make sure that they are free of slippery material. Footwear should have a proper arch to engage the rung. Soles should be substantial to avoid discomfort. Toes should be reinforced.

**CLIMBING.** Have at least one hand free to hold on. If you are climbing “one handed” hold the stile.

**OVERLOADING.** Do not exceed limits or allow more than one person on at a time.

**HANDHOLD.** Do not climb higher than 1 metre below the ladder top.

**OVERREACHING.** Do not allow both shoulders beyond one side of the ladder.

**CAUTION.** These SAFETY GUIDELINES are not an exhaustive list of precautions. They should not be taken as a substitute for any additional measures found necessary on site, nor do they guarantee that the use of a ladder is safe without regard to local conditions and are always subject to an employers risk assessment.

Ladderfix products are covered by various international patents. Ladderfix, Microlite, and Leveliser are trade marks of Ladderfix Ltd.