

Scouting Risk Assessment – WORKING AT HEIGHT (outside building)



Date of risk assessment	15/2/25	Name/Role of who undertook this risk assessment	Derek Salter Health & Safety Director
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Earleywood Scout Campsite

Hazard Identified? / Risks from it?	Who is at risk?	How are the risks already controlled? What extra controls are needed?	What has changed that needs to be thought about and controlled?
<p><i>Hazard – something that may cause harm or damage.</i></p> <p><i>Risk – the chance of it happening.</i></p>	<p><i>Young people, Leaders, Visitors.</i></p>	<p><i>Controls – Ways of making the activity safer by removing or reducing the risk from it.</i></p> <p><i>For example - you might use a different piece of equipment or you might change the way the activity is carried out.</i></p>	<p><i>Keep checking throughout the activity in case you need to change it...or even stop it! This is a great place to add comments which will be used as part of the review.</i></p>
<p>Use of incorrect equipment Falls, falling objects</p>	<p>Volunteers Leaders Staff</p>	<ul style="list-style-type: none"> User to ensure access equipment is of adequate height. Consideration given to hiring suitable equipment for specific jobs. 	
<p>Defective equipment Falls, falling objects</p>	<p>Volunteers Leaders Staff</p>	<ul style="list-style-type: none"> All access equipment suitable for purpose, checked before use and maintained in good condition. Frequent documented checks on ladder to ensure safe working condition (6 monthly / termly) Reporting procedure in place for identified defective items with prompt removal /remedial action. 	
<p>Inappropriate use of access equipment Overreaching, stretching etc. Uneven floor causing instability Falls, falling objects</p>	<p>Volunteers Leaders Staff</p>	<ul style="list-style-type: none"> User trained in use of ladders. Access equipment restricted to those trained and competent in use. Maximum working height not exceeded. Ensure correct angle of ladder (1m out for 4m up) Secure ladder using identified fixing points. No lone working when using ladders. Re-position ladder rather than overstretch. Ground surfaces suitable to use (firm and even surface) Persons using access equipment to wear appropriate footwear (low heeled, non-slip soles) Securely stored when not in use to avoid unauthorised use. 	

Additional information can be found in the [Safety Checklist for Leaders](https://scouts.org.uk/safety) and other information at scouts.org.uk/safety

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Persons colliding with ladder	Volunteers Leaders Staff	<ul style="list-style-type: none"> • Segregate work area effectively. • Provide warning signs, cones or fencing if needed. • Schedule work to take place when persons are not in immediate area. 	
Manual Handling Unstable / unwieldy loads Falls, falling objects	Volunteers Leaders Staff	<ul style="list-style-type: none"> • Accompanying tools and equipment carried leaving both hands to be kept free when climbing ladder. • Use team handling where necessary. • Training in moving and handling techniques. • Obtain help transporting ladder and equipment, if needed 	
Environmental conditions (weather, wet ground, uneven surfaces etc.) Falls, falling objects	Volunteers Leaders Staff	<ul style="list-style-type: none"> • Consideration given to environmental conditions prior to starting work. • No work to be undertaken in adverse weather conditions (wind, rain, snow etc.) • Ensure ladder is clear of slippery substances, ice, mud etc. 	
Access to roof by unauthorised persons Falls, falling objects	Volunteers Leaders Staff	<ul style="list-style-type: none"> • Facilities Director is the only authorised person to permit access to roofs • No lone working when using ladders. 	
Fragile roof/skylights Falls, falling objects	Volunteers Leaders Staff	<ul style="list-style-type: none"> • Fragile roof / skylights are either covered, signed as hazardous or have physical barriers around them. In some instances access to the location is restricted to those using fall restraint / arrest equipment. • Where skylights exist avoid these hazard areas where possible. 	
No edge protection Falls, falling objects	Volunteers Leaders Staff	<ul style="list-style-type: none"> • A safe system of work which sets out the precautions to be taken by users. • No person to be within 2 metres of an unprotected roof edge unless they are using fall arrest / restraint apparatus. • Users to give full regard to weather conditions when planning works on unprotected roofs. 	
Sloping Roof Falls, falling objects	Volunteers Leaders Staff	<ul style="list-style-type: none"> • Sloping roofs are not to be walked on unless they are using fall arrest / restraint apparatus. 	
Slippery roofs Falls, falling objects	Volunteers Leaders Staff	<ul style="list-style-type: none"> • Wear appropriate footwear when accessing roofs and exercise caution where roofs are wet or icy. 	

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Overloading roof Falls, falling objects	Volunteers Leaders Staff	<ul style="list-style-type: none"> Where heavy plant or materials are to be placed on a roof consideration must be given to the safe working load of the roof. Where there is any doubt the Facilities Director must be consulted. 	
Poor or no lighting Falls, falling objects	Volunteers Leaders Staff	<ul style="list-style-type: none"> Do not carry out work operations in poorly lit areas. Provide additional lighting – extension leads, torches if required etc. Beware of trip hazards presented by extension leads. 	
Falling objects Injury	Volunteers Leaders Staff	<ul style="list-style-type: none"> Where tools or equipment are being used adjacent to a roof edge and there is a risk of them falling and injuring those below those items must be attached to a safety lanyard. Be particularly mindful of the ‘sail’ effect which large work materials can produce e.g. plywood, glazing. This sail effect can be extremely hazardous even in light winds blowing material off towers 	
Head height obstructions (trees) Falls, injury	Volunteers Leaders Staff	<ul style="list-style-type: none"> Be aware of overhanging tree branches, place physical barriers around them. Limit access to the location is restricted to those using fall restraint / arrest equipment. 	

Director responsible for ensuring the risk assessment is implemented.		Name: Various	
		Role:	
		Date	
Checked by [good to have someone else look at it]		Name: Andy Gorham	
		Role: Bookings Director	
		Date: 21/2/21	
Approved by		Name: Derek Salter	
		Role: Health & Safety Director	
		Date: 21/2/21	
Version Control	Original Date: 21/2/21	What's changed?	Original

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	Revision Date: 25/5/21		Updated following feedback received on 12th and 15th January 21 below
	Revision Date: 1/12/23		Reviewed, no changes
	Revision Date: 15/2/25		Annual review

Feedback

Date	Who	Feedback	Comments
21/2/21	Derek	Source for guidance	https://www.hse.gov.uk/toolbox/height.htm https://www.hse.gov.uk/work-at-height/index.htm
21/2/21	Andy G	The only amendment I can think of is for outside use need permission from the Facilities Director to go on the roof of any building, but the user is responsible for their own training. Do we need to make this clear it only applies to EMB supplied ladders? I have seen leaders use their own ladders for pioneering projects when camping.	
1/12/23	Derek S	Reviewed no changes	None

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HQ Template Published June 2020

