

# Scouting Risk Assessment – WORKING AT HEIGHT (inside building)



Date of risk assessment	25/5/21	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?
<i><b>Hazard</b> – something that may cause harm or damage. <b>Risk</b> – the chance of it happening.</i>	<i>Young people, Leaders, Visitors.</i>	<i><b>Controls</b> – Ways of making the activity safer by removing or reducing the risk from it. For example - you might use a different piece of equipment or you might change the way the activity is carried out.</i>	<i>Keep <b>checking</b> throughout the activity in case you need to change it...or even <b>stop</b> it! This is a great place to add comments which will be used as part of the review.</i>
Use of incorrect equipment (desk, chairs etc). Falls, falling objects	Volunteers Leaders Visitors Staff Young People	<ul style="list-style-type: none"> <li>• Instructions given not to use makeshift steps (chairs/ tables etc)</li> <li>• Restrict displays to head height where practical</li> <li>• Ensure display boards are accessible</li> <li>• Kick stool/ladders provided for users to access areas safely</li> <li>• No lone working when using ladders over 1m high from floor level</li> </ul>	
Defective equipment. Falls, falling objects	Volunteers Leaders Visitors Staff Young People	<ul style="list-style-type: none"> <li>• All access equipment suitable for purpose, checked before use and maintained in good condition.</li> <li>• Reporting procedure in place for identified defective items with prompt removal /remedial action.</li> </ul>	
Inappropriate use of access equipment. Overreaching, stretching etc. Uneven floor causing instability Falls, falling objects	Volunteers Leaders Visitors Staff Young People	<ul style="list-style-type: none"> <li>• Prepare works as far as possible before accessing area.</li> <li>• Use of access equipment restricted to those trained and competent in use.</li> <li>• Re-position access equipment rather than overstretch.</li> <li>• Floor surfaces suitable to access equipment (firm and even surface)</li> <li>• Persons using access equipment to wear appropriate footwear (low heeled, non-slip soles)</li> <li>• Do not leave unattended to avoid unauthorised use.</li> </ul>	
Persons colliding access equipment (e.g. ladder) Falls / falling objects	Volunteers Leaders Visitors Staff Young People	<ul style="list-style-type: none"> <li>• Segregate work area</li> <li>• Provide warning signs, cones etc. if needed.</li> </ul>	

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

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Manual Handling Unstable / unwieldy loads Falls, falling objects	Volunteers Leaders Visitors Staff Young People	<ul style="list-style-type: none"> <li>Use additional people where necessary.</li> <li>Train in moving and handling techniques.</li> <li>Obtain help transporting ladder if needed</li> </ul>	
Contact with electricity Electrocution, burns	Volunteers Leaders Visitors Staff Young People	<ul style="list-style-type: none"> <li>Switch off electrical supply or tape off and label light switch if this is not possible.</li> </ul>	

<b>Director responsible for ensuring the risk assessment is implemented.</b>		<b>Name: Various</b>	
		<b>Role:</b>	
		<b>Date</b>	
<b>Checked by [good to have someone else look at it]</b>		<b>Name: Graeme Thompson</b>	
		<b>Role: District Commissioner South Berkshire</b>	
		<b>Date: 21/2/21</b>	
<b>Approved by</b>		<b>Name: Derek Salter</b>	
		<b>Role: Health &amp; Safety Director</b>	
		<b>Date: 25/5/21</b>	
<b>Version Control</b>	Original Date: 21/2/21	<b>What's changed?</b>	Original
	Revision 2 Date: 25/5/21		Updated following feedback received on 21 <sup>st</sup> February 21 below
	Revision 3 Date: 1/12/23		Reviewed, no changes

### Feedback

Date	Who	Feedback	Comments
21/2/21	Derek	Source for guidance	<a href="https://www.hse.gov.uk/toolbox/height.htm">https://www.hse.gov.uk/toolbox/height.htm</a> <a href="https://www.hse.gov.uk/work-at-height/index.htm">https://www.hse.gov.uk/work-at-height/index.htm</a>
21/2/21	Graeme	My only suggestion is that when working at heights indoors of greater than say 1m, then someone else should be present or nearby. So if a	

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		person were to fall from the top of a step ladder, then there was another person on hand to provide assistance.	
1/12/23	Derek S	Reviewed no changes	None