



1st Kesgrave Scout Group

Twelve Acre Approach, Kesgrave, Suffolk IP5 1JF

KESGRAVE SCOUT HUT				Details: KESGRAVE SCOUT HUT			
Operation:		Deliveries and jumble		Actions controlled by:		Employer and employee, any volunteer	
Risk Assessment no:		4		Assessed by:		Alan brown	
Reviewed by:		A brown Executive committee		Date:		4 th December 2020	
				Review Date:		Yearly or any changes 4 th dec 2020 review completed	
HAZARDS IDENTIFIED	Persons Affected	RISK(S)	Risk Rating			CONTROL MEASURES	Residual Risk
			S	L	RF		S L RF
Slips, Trips & Falls	employee, any volunteer Delivery drivers	Personal Injury – including sprains / fractures	3	3	9	- Ensure area is cleared of possible trip hazards prior to and during work. - Suitable footwear to be worn. No flip flops or high heels - Spills to be cleared up immediately. - Particular care to be taken in wet or icy conditions. - Jumble sale items should be stored safely in the appropriate area, in cages or crates to minimise trip hazards, being careful of fragile items such as glass, not overloading crates, contents not tipping out etc	3 1 3

Vehicle movements (including forklift operations)	Delivery drivers employee, any volunteer	Minor to Serious injuries or death/ damage to vehicle or property caused by vehicle movements.	5	4	20	- Only trained and competent operatives to use forklifts. Delivery drivers only. - Banksman to be used, High visibility vest / jacket to be worn during loading operations. - Sufficient lighting to be provided in loading areas. Hall lighting used - Vehicle lights, mirrors, windscreen etc to be in suitable condition - Bin company weekly collection	5	1	5
Manual Handling	Employee, any volunteer Delivery drivers	Personal Injury - including sprains / fractures Personal Injury / upper limb disorders - moving materials to and from van and loading van / unloading. Cuts ranging from minor to severe	4	4	16	- Only consider manually handle when mechanical handling is not practicable and as a last resort. (Use of PPE and mechanical aids (trolleys, etc) where practical) - Jumble items moved in cages from charity shop. Moved into hall and place items in correct area in crates, cages etc - Split loads where possible to reduce weight. - Seek assistance from other helpers where required and where loads are awkward. - Avoid awkward body posture eg twisting, over reaching. - Roll or slide an object across a surface if possible. - Make aware of Manual Handling techniques (including team lifting). This has been carried out one Friday when loading out jumble - Where required (large or unusual objects) a specific Manual Handling risk assessment to be carried out, this may be verbally completed as long as everyone is clear on what to do. - Vehicles to be backed up as near to loading / unloading area as possible. - If in any doubt do not lift a load. - Always ensure a space is available to place new items prior to lifting. - Wear footwear fit for purpose. no high heels or flip flops			

Use of Hand Tools (including Stanley knives)	employee, any volunteer Delivery drivers	Cuts ranging from minor to severe lacerations	3	3	9	- Tools to be inspected before use and removed from service if damaged / faulty or worn. - Knife blades to be retracted following use. - Tools to be safely stored when not in use. - PPE to be worn as appropriate - Scissors carried with blade within palm	3	1	3
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NB - Attached Sign off sheet must be completed and returned to office

Severity	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
<u>Likelihood</u> Rating 1 = Very unlikely Rating 2 = Unlikely Rating 3 = Likely Rating 4 = Very likely Rating 5 = Almost certain <u>Severity</u> Rating 1 = No injury Rating 2 = Minor injury or illness Rating 3 = "3 day" injury or illness Rating 4 = Major injury or illness Rating 5 = Fatality, disabling injury, etc						

<i>Please sign below confirming you have had this risk assessment explained to you and that you fully understand its contents, will comply fully with controls in place and will report any additional hazards to line Manager</i>			<i>Please sign below confirming you have delivered and explained the risk assessment fully in accordance with company policy</i>		
Name (Print)	Signature	Date	Name (Print)	Signature	Date

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