



1st Kesgrave Scout Group

Twelve Acre Approach, Kesgrave, Suffolk IP5 1JF

KESGRAVE SCOUT HUT				Details: KESGRAVE SCOUT HUT			
Operation:	Working at height			Actions controlled by:		Employer and employee, any volunteer	
Risk Assessment no:				Assessed by:			
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
Use of ladders/ steps at hall inside and outside	Employer and employee, any volunteer General public	Sustaining injuries. Minor to Serious injuries or death/ caused through a fall from height.	5	2	10	- Only use a ladder if it has been proven that more suitable work equipment is not justified because of the low risk and the short duration of use; or there are existing features on site which cannot be altered. - The ladder is used only for short-term work. - The Installers using the ladder should not overreach and will always keep three points of contact on the ladder at all times. - Ladder to be positioned on stable, firm, level ground wherever possible, and supported by stiles, they must be placed at an angle of 75 degrees. (1 metre out for every 4 metres in height). - Only one person to work from the ladder at any time.	5 1 5

						• Ladder to be secured at base, and top if possible, if not it must be footed by another person. • Rungs or steps must remain horizontal. • Ladders to have anti slip feet fitted where possible. • Do not use ladders in icy conditions. • Safety footwear should be kept clean and ladder steps kept clean. • Step ladders to be used on firm level ground. • Step ladders to be used facing the work. • Plastic anti slip base in store to be used if possible stored in internal store • Loft access sign put up only users trained to use. No hirers to use.			
Scaffold tower	Employer and employee, any volunteer	Sustaining injuries Minor to Serious injuries or death/ caused through a fall from height.	5	2	1	• At end of each shift, access should be closed to prevent unauthorised entry. Never climb up a scaffold, always use the ladders and access points provided. • Do not create new access points or methods. • Never alter a scaffold. • Working at height tower trained to erect. • Follow manufactures instruction. • Towers to be thoroughly inspected before use to check for any damage or defective parts, if any parts are damaged tower should not be erected. • Towers to be erected following safe procedures e.g do not access level until guard rails have been put in place from seated position. • Do not erect Tower Scaffolds on uneven/sloping ground unless adjustable base plates are used. • Tower Scaffolds are to be founded on a firm level base without loose debris hazards. • Towers must always use out riggers to ensure stability as manufactures instructions • Heights of Tower Scaffold should not exceed the limits of the specific manufacturer's instructions. • When handling parts of tower scaffold PPE must be worn minimum of gloves, Hi-Vis, safety footwear and hard hat.	5	1	5

Materials/ objects falling from heights.	Employer and employee , any volunteer		4	3	12	- Persons working around scaffolding should wear correct PPE including hard hats. - No one to be under or within the area of tower were any item could fall off. - Fence of area from general public to prevent the above statement - Hand tools carried in tool holster or shoulder tool bag, other tools to be raised by rope. - Tools and materials not stored close to edges of scaffold. - Ensure that nothing is thrown or tipped from height or stored in such a way that its movement is likely to injure someone. - Never overload a scaffold, always check the loadings prior to loading. - Distribute loads as required by the scaffold design, avoiding point loading. - Stacks of materials should be centred by the standards and not between them. - Full details of the safe working load shall be attached to the scaffolding giving details of the correct distribution of personnel, plant, and materials and the allowable depth of debris - First aid in hall	4	1	4
Adverse weather conditions/windy /icy/storms		Sustaining injuries Minor to Serious injuries or death/ caused through a fall from height.	4	3	12	- Do not use ladders in thunder/lightning weather conditions. - Do not use ladders above 28 mph (Force 6 wind – when Large branches are in motion; whistling is heard in telephone wires; umbrellas are used with difficulty).	4	1	4

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

Likelihood

Rating 1 = Very unlikely
 Rating 2 = Unlikely
 Rating 3 = Likely
 Rating 4 = Very likely
 Rating 5 = Almost certain

Severity

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

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

Please sign below confirming you have delivered and explained the risk assessment fully in accordance with company policy

Name (Print)	Signature	Date	Name (Print)	Signature	Date