

Risk Assessment – Working at Height

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Review date: March 2022

Hazards identified	Who's at risk	Existing risk controls	Risk rating	Likelihood rating	Additional controls required?
Equipment condition and use:					
Poor maintenance of access equipment (ladders, scaffolding tower etc.) Risk of personal injury through equipment failure.	Users, those around or under equip.	<ul style="list-style-type: none"> Defects noticed in access equipment reported. Visual check given prior to use. Ladders formally inspected at least annually. Ladders recommended for replacement if damaged or defective to prevent injury. Shortened version of safe use for each piece of equipment and the visual checks that should be performed are attached to the equipment or located next to its storage place for reference prior to use. 	3	2	<ul style="list-style-type: none"> 'Formal' inspection to be carried out before HQ reopens at Amber phase. Source replacement for smaller step ladder.
Inappropriate use of scaffold tower: Risk of personal injury or fall as a result of incorrect set up, placement or use of tower.	Users, those around or under equip.	<ul style="list-style-type: none"> Scaffold tower only used by trained persons. Tower dismantled and stored when not in use in location where it is unlikely to be tampered with. Visual check made prior to use. Tower only used when there is a firm level surface including outside. 	3	1	<ul style="list-style-type: none">
Inappropriate use of ladders or stepladders: Risk of personal injury or fall as a result of incorrect set up, placement or use of ladder.	Users, those around or under equip.	<ul style="list-style-type: none"> Ladder to balcony secured at the top to the balcony floor preventing slippage. Basic maintenance carried out to balcony ladder when required – footing and handle. Clear rules created and communicated. Located near to ladder's storage place. Top three steps not to be used – written on these steps. 	3	2	<ul style="list-style-type: none">
Environmental risks					
Fragile surfaces: Risk of falling through fragile surfaces (e.g. roof) or from equipment resting against fragile surfaces (e.g. fascias).	Users, those around or under equip.	<ul style="list-style-type: none"> Avoid working on fragile surfaces if at all possible e.g working from below if required. Need to go on roof is remote. When carrying out this work a more specific risk assessment should be completed prior to work starting. 	3	2	<ul style="list-style-type: none">

Risk rating: severity of injury/damage on scale of 1-5, 1 =superficial, 5 = fatal. Likelihood rating: likeliness of it happening on scale of 1-5, 1 = highly unlikely, 5 = highly likely.
 Risk assessment made with reference to The Scouts Safety policy (POR Ch. 2), FS 320009 – Falls from Height and advice from the Health and Safety Executive. Advice consulted available in HQ Safety Folder.

Poor weather: Risk of slips and falls due to poor weather.	Users, those around or under equip.	<ul style="list-style-type: none"> • Visual check of all surfaces prior to use for any spills or substances which might cause a spill. • Do not use equipment to work at height outdoors during poor weather. 	3	1	•
Personal risks:					
Falls: Risk of serious injury through falling from height.	Users, those around or under equip.	<ul style="list-style-type: none"> • Avoid working at height if possible, for example using long handled tools for some jobs. • Ensure equipment used is suitable for the job and designed for working at height. • Consider if any specialist PPE is required for specialist jobs. • Only authorised users allowed on the balcony. No Beaver, Cub or Scout is allowed on the balcony and signs are in place to communicate this. • Condition of removable balcony wall to be inspected periodically and defects reported. 	4	2	•
Carrying: Risk of falls from equipment through too few points of contact or through moving outside of support base.	Users, those around or under equip.	<ul style="list-style-type: none"> • Some users trained for working at height through occupations. • Instructions provided for each ladder reminding of base of support and three points of contact. • Weight limits for ladder are clearly displayed on ladder. • 	4	2	<ul style="list-style-type: none"> • Ensure heavy items are not stored in locations requiring a ladder to access them.
Objects falling from height	Users of HQ.	<ul style="list-style-type: none"> • See HQ Risk Assessment. • Objects should not be thrown down from height. • Areas where there is a risk of objects falling through works should be kept clear from other users. • Area around top of ladder to balcony to be kept clear at all times. 	2	2	•

This risk assessment is a general assessment for working at height in the HQ. Prior to completing a specific job, you will need to determine what equipment is required for the job and how you will control the risks. For a complicated or long-lasting job, you may wish to create your own specific written risk assessment for the job.

Risk assessment written by Steven Osborn, Beaver Scout Leader & Executive committee member.