

Scouting Risk Assessment – WORKING AT HEIGHT (inside building)



Date of risk assessment	6/3/26	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>Hazard – something that may cause harm or damage.</p> <p>Risk – the chance of it happening.</p>	Young people, Leaders, Visitors.	<p>Controls – Ways of making the activity safer by removing or reducing the risk from it.</p> <p>For example - you might use a different piece of equipment or you might change the way the activity is carried out.</p>	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.
Use of incorrect equipment (desk, chairs etc). Falls, falling objects	Volunteers Leaders Visitors Staff Young People	<ul style="list-style-type: none"> • Instructions given not to use makeshift steps (chairs/ tables etc) • Restrict displays to head height where practical • Ensure display boards are accessible • Kick stool/ladders provided for users to access areas safely • No lone working when using ladders over 1m high from floor level 	
Defective equipment. Falls, falling objects	Volunteers Leaders Visitors Staff Young People	<ul style="list-style-type: none"> • All access equipment suitable for purpose, checked before use and maintained in good condition. • Reporting procedure in place for identified defective items with prompt removal /remedial action. 	
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"> • Prepare works as far as possible before accessing area. • Use of access equipment restricted to those trained and competent in use. • Re-position access equipment rather than overstretch. • Floor surfaces suitable to access equipment (firm and even surface) • Persons using access equipment to wear appropriate footwear (low heeled, non-slip soles) • Do not leave unattended to avoid unauthorised use. 	
Persons colliding access equipment (e.g. ladder) Falls / falling objects	Volunteers Leaders Visitors Staff Young People	<ul style="list-style-type: none"> • Segregate work area • Provide warning signs, cones etc. if needed. 	

Additional information can be found in the [Safety Checklist for Leaders](#) and other information at 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"> • Use additional people where necessary. • Train in moving and handling techniques. • Obtain help transporting ladder if needed 	
Contact with electricity Electrocution, burns	Volunteers Leaders Visitors Staff Young People	<ul style="list-style-type: none"> • Switch off electrical supply or tape off and label light switch if this is not possible. 	

Director responsible for ensuring the risk assessment is implemented.		Name: Various	
		Role:	
		Date	
Checked by [good to have someone else look at it]		Name: Graeme Thompson	
		Role: District Commissioner South Berkshire	
		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
	Revision Date: 25/5/21		Updated following feedback received on 21 st February 21 below
	Revision Date: 1/12/23		Reviewed, no changes
	Revision Date: 15/2/25		Annual review
	Revision Date: 6 th March 2026		Annual review

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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	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 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

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HQ Template Published June 2020

