

Risk Assessment -Maintenance and Lone Working Brickhill Scouts

All Risk Assessments are undertaken in accordance with the Group and Scout Association's Safety Policy.

Activity:	Maintenance and Lone Working (Inc. DIY Projects and Using Contractors)	Location:	HQ and Storage Area s	Last review date:	Oct 2025	Produced by:	Dawn Stapleton GSL
				Next review date:	Oct 2026	Quality Assured by:	

- TSA Guidance on Lone Working - <https://www.scouts.org.uk/volunteers/staying-safe-and-safeguarding/safety/planning-and-assessing-risk/lone-working-within-scouting/>
- TSA Falls from Height - <https://www.scouts.org.uk/volunteers/staying-safe-and-safeguarding/safety/managing-a-safe-scout-premises/maintenance-and-compliance/falls-from-height/>

What are the hazards?	What are the risks?	Who is most at risk?	What control measures will be put in place?
Maintenance Management	Mismanagement. Unsafe working.	Workers.	<ul style="list-style-type: none"> • Where possible appoint one person to manage the undertaking of any work being done, e.g. Group Scout Leader / Group Chair, even if others are carrying out the work. • Infor Trustees of any work or maintenance carried out.
Manual Handling	Strains or Sprains Dropped loads	Workers.	<ul style="list-style-type: none"> • Ensure the use of good lifting techniques, lifting from the knees, not from the waist. Keep back straight. • Advise not to attempt to carry more than capable of. • Check the route is clear before attempting to move the object. • Ask for additional support to lift the object, if possible. • Where possible, break loads down to make them lighter and easier to move. • Make sure loads are packed into boxes or bags to be more secure. • Use wheels, e.g., a trolley or wheelbarrow, where possible, or get more people to help.

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<p>Using Tools (e.g. Hammers, Screwdrivers, Spanners etc.)</p>	<p>Injury Sprains</p>	<p>Workers.</p>	<ul style="list-style-type: none"> • Only should be used by competent users or under supervision of a competent person. • Correct PPE should be worn as directed information provided with the tool/tools. • Tools only should be used for their intended purpose. • Tools should be checked for damage prior to use.
<p>Use of Power Tools (E.g., Drills, Powered Saws, Grinders etc.)</p>	<p>Injury</p>	<p>Workers.</p>	<ul style="list-style-type: none"> • Only should be used by competent users or under supervision of a competent person. • Correct PPE should be worn as directed information provided with the tool/tools (e.g., Gloves, Safety Glasses, Ear protection etc.) • Tools only should be used for their intended purpose. • Tools should be checked for damage prior to use. • If using extension leads, ensure they do not cause a trip hazard and any sockets are covered to protect from debris. • Other persons in the vicinity are to be warned prior to using any power tools.
<p>Working at Height</p>	<p>Falling</p>	<p>Workers</p>	<ul style="list-style-type: none"> • Young people should not work from height unless properly supervised. • Avoid being at height, where possible.
<p>Ladders</p>	<p>Falling</p>	<p>Users.</p>	<ul style="list-style-type: none"> • Young people should not use ladders unless properly supervised. • Use ladders or stepladders only for light work for short periods. • Ladders should only be used for light work for no more than 30 minutes in any one position. • Ladders should be in good condition with feet in good order. • Ladders must be secured before being used. • Both feet of the ladder must be in contact with the ground/surface which is not slippery. • Rungs and footwear should be checked for grease and wetness before use. Clean as required.

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			<ul style="list-style-type: none"> • Do not over-reach. Always keep your knees within the uprights of the ladder. The user's body is kept within the uprights. • Users should not stand above the top three rungs of the ladder. • Only one person is to be on the ladder at any one time. • The users should ensure three points of contact are maintained [e.g., two feet, one hand]. • Don't carry heavy or awkward-shaped loads on a ladder.
<p>Stepladders</p>	<p>Falling.</p>	<p>Users.</p>	<ul style="list-style-type: none"> • Ensure all locking devices are in working order before use. • Do not work off the top three steps unless a safe handhold is available. • Avoid side-on working. • Do not overreach
<p>Lone Working</p>	<p>Injury Security. Non-communication.</p>	<p>Lone worker.</p>	<ul style="list-style-type: none"> • Youth Members should not carry out lone work. • Some tasks may be too difficult or dangerous to be carried out unaccompanied – these should be undertaken alone. • Ensure lone adults leave details with an appropriate person of where they plan to go, approximate times of when they are expected to undertake the activity, and details of any meetings they have arranged, including the name of any people they are meeting. • Ensure there is an appropriate means of communication. If taking a mobile phone, check it is fully charged. • Consider weather conditions. • Consider locking premises when working or volunteering alone. • Leave immediately or not enter any situations or premises if feeling unsafe. • Report any concerns, lone working incidents or near misses to the Group Board of Trustees • Report any safety practices that need to be improved, or risks not otherwise identified.

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