

MACCLESFIELD AND CONGLETON SCOUT DISTRICT HQ MAINTENANCE RA

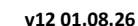
v12 01.08.26

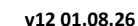
Hazard	Who Harmed	Controls already in place	Rating Likelihood (Scale 1-3 Low to High)	Rating Consequence (Scale 1-3 Low to High)	Risk Factor	Further controls	Action by	Date By	Date Completed	Residual Rating
Slips, Trips and Falls	All users	Housekeeping maintenance	2	1	2	Removal of non essential equipment from building and cellar	Ian Mackintosh	1.9.21	1.8.21	1
		Moss Control Car Park				Jet Wash Car Park to remove moss	Ian Mackintosh	1.4.21	1.19.21	
		Suitable footwear to be worn				Monthly Review of external area of building	Ian Mackintosh	Jan-21	Jan-21	
		Work areas to be kept clean and tidy taped/barriered off if required				Routine clearing of debris and weeds instigated	Ian Mackintosh	Ongoing		
		Slips due to flooding in Car Park				Additional Drainage to be installed in Car Park	Ian Mackintosh	Ian Mackintosh	1.5.26	Jun-26
		Monthly building audit carried out including housekeeping standards				Rock Salt available for Winter Months	Ian Mackintosh	Nov-22	Nov-22	
Manual Handling	All users	Safety brief at start of activity by leader of the activity	1	2	2	Review equipment available	Ian Mackintosh	1.5.21	1.8.21	1
		Ensure that proper lifting techniques used								
		Assess the weight of any lift and ensure it is within the capacity of individuals to lift safely using appropriate techniques. Instigate a Gang Lift if above personal capacity								
		Use passenger lift to move heavy equipment upstairs within the SWL of the lift								
Heights	All Users	No working at Heights if lone working	2	3	6	All work at heights to be authorised by DLV or Representative	Ian Mackintosh	1.4.21	1.8.21	2
Use of ladders		Where ladders are to be used, must be footed or ladder secured to the building								
		Ladders should only be used for light work for no more than 30 minutes in any one position.								
		Ladders should not be used for work which requires effort or force such as use of electric drill, pulling cables / wires etc.								

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		Ladders must be good condition with feet in good order. Users must conduct a visual check before using ladder.								
		Ladders must be secured before being used. Preferably use a securing hook to secure before climbing. In absence of securing hook, ladders should be secured by lashing at top [or bottom] before being used or by footing by a second person								
		Position ladder 4:1 [75 degree] angle.								
		Both feet of 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.								
		Do not overreach – make sure that your belt buckle stays with the up-rights and that both feet are kept on the same rung throughout the task.								
		Users should not stand above the top three rungs of the ladder.								
		Only one person to be on the ladder at any one time.								
		Three-points of contact must be maintained at all times [e.g. two feet, one hand]								
		Don't carry heavy or awkward shaped loads on a ladder.								
		Never carry loads heavier than 25kg – anything over 10kg should be avoided if possible.								
		A non-conductive ladder must be used when sources of live electricity are likely to be present.								

[illegible]

[illegible]

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Fire incl Hot Working	All users	No hot working to take place in the building without a Permit to Work and RAMS. Check to take place 1 hour after completion of hot work to ensure no fire risk or smouldering	2	2	4					
		FRA and Controls detailed in the Buildings RA								
Hand/Power Tools	All users	Ensure correct tools are used for the jobs	2	1	2					
		Ensure that hand tools are maintained in good condition. All cutting tools to be kept sharp								
		Sharp tools such as Saws to be kept masked when not in use								
		Ensure PAT Testing is carried out on all electrical hand tools								
		Ensure leads are not a trip hazard, barrier off work area/notices if necessary								
Isolation of Services, electricity, gas, water	All users	Location of cut off points published on noticeboards and in the building manual								

Written	Ian Mackintosh	11.3.21
Revised v2	Ian Mackintosh	4.8.21
Revised v3	Neil Raval	4.8.21
Revised v4	Ian Mackintosh	8.8.21
Revised v5	Ian Mackintosh	17.9.21
Revised v6	Ian Mackintosh	9.6.22
Revised v7	Neil Raval	14.6.22
Revised v8	Ian Mackintosh	19.6.22
Reviewed and Revised v9	Ian Mackintosh	18.6.23
Reviewed and Revised v10	Ian Mackintosh	4.7.24
Reviewed and Revised v11	Ian Mackintosh	17.7.25
Reviewed and Revised v12	Ian Mackintosh	01.08.26