



# 123rd Manchester Scout Group (Chorlton)

## Manual Handling & Working At Height

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## Manual handling overview

<b>Why correct manual handling is important:</b>	
A common cause of injury in workplaces is through back injuries through incorrect handling. It is easily done but has large impacts. More information can be found in the HSE guide in the HQ Safety folder but a general run through and rules is included here.	
<b>Before moving:</b>	
<b>Do I need to move it?</b>	
Can the job be done where the item currently is? Can it be delivered to the final place? Can I use any equipment to help you such as a trolley or cart?	
<b>Prepare for the move:</b>	
Make sure the place you are moving the object to is clear so it can be easily put down. If you are putting it down can it be put on a surface off of the ground? Is the floor around it clear and dry to avoid slips and trips?	
If the load is large, heavy or bulky can it be broken down into smaller parts? Do you need a team of people to help you?	
<b>Handling technique:</b>	
<ol style="list-style-type: none"> <li><b>1. Think before lifting:</b> follow the steps above.</li> <li><b>2. Adopt a stable position:</b> feet apart, one leg slightly forward for balance. Get ready to move feet once lifting starts.</li> <li><b>3. Keep a good posture while lifting:</b> use knees and feet to lift and avoid flexing back.</li> <li><b>4. Hold close to body:</b> we can carry much heavier loads safely when carried closer to the body. Avoid twisting when moving.</li> <li><b>5. Good posture when lifting:</b> avoid twisting when moving and keep your head up. Move smoothly to avoid jerk and make easier to carry.</li> <li><b>6. Put down:</b> use same posture when lifting to put down. Adjust afterwards if needed.</li> </ol>	
Written by:	
Jonathan Allerton - Group Scout Leader	
Date written:	Review date:
6 <sup>th</sup> August 2019	August 2020

# Risk Assessment – Manual handling

Date written: 6<sup>th</sup> August 2019

Review date: August 2020

Hazards identified		Who's at risk		Existing risk controls		Risk rating	Likelihood rating	Additional controls required?
<b>Incorrect posture</b> - back strain or injury through carrying heavy loads incorrectly.	Users carrying.	<ul style="list-style-type: none"> <li>HSE and simplified guidance provided in HQ Safety folder on how to maintain good posture.</li> <li>Information has been brought up in recent executive committee meetings for cascade.</li> <li>Poster in the cleaning cupboard on correct method.</li> <li>Many of the adults involved in the group have received training through their occupations.</li> </ul>	3	2	<ul style="list-style-type: none"> <li>Bring up again in all leader meeting to ensure all know how to do this.</li> </ul>			
<b>Heavy items</b> – injury through carrying excessively heavy items or foot injury if dropped	Users carrying.	<ul style="list-style-type: none"> <li>Equipment to be broken down into manageable chunks where possible.</li> <li>Use of teamwork to manage loads. In particular when loading and unloading from camps or moving equipment down from the balcony.</li> <li>Do not expect young people to carry equipment, regardless of how willing they are. If they do, ensure they do not exceed their limits.</li> <li>Storage of heavy items at an appropriate height in storage spaces e.g. do not store heavy items above head height without appropriate equipment to reach the height.</li> </ul>	3	2	<ul style="list-style-type: none"> <li>Investigate if any moving equipment needs to be acquired for use by the group.</li> <li>Check if regular users of the stores have manual handling training.</li> </ul>			

Risk assessment written by Jonathan Allerton - Group Scout Leader



**Working  
At  
Height**

## Working at Height overview

### About working at height and this overview:

Falls from height are one of the biggest causes of serious injuries and fatalities in workplaces often because the risks are under-estimated and how serious injury can occur from even the most minor of errors. Falls from ladders and falls through a fragile roof are often the most common cause of these serious injuries.

The Scouts' guidance on working at height is laid out in FS 320009 – *Falls from Height* and follows the guidance from the Health and Safety Executive. Both these sources of guidance can be found in the HQ Safety Folder. Following the guidance is, in the HSE's own words, 'normally enough to comply with the Work at Height Regulations 2005'.

The full risk assessment is available in the HQ Safety Folder. This overview lists the equipment we have and how it use it safely.

### Before working at height:

#### Do I need to work at height?

Quite a lot of jobs can be carried out at ground level, either by moving what you need to do to the ground or by carrying it out from the ground. For example, changing a clock battery can be done at ground level rather than at the top of a ladder or cleaning of cobwebs can be done with a long, extendable pole.

#### What equipment should I use?

Most jobs at our HQ are going to be short term in nature. Large maintenance jobs at height occur only sporadically in the building's lifespan and thought should be made to what measures and equipment are required to prevent a fall or to minimise the risk of a fall. For short term jobs, these considerations are less likely.

The law says ladders can be used for work at height when a risk assessment has shown using equipment with greater fall protection is not justified due to low risk AND short duration of use. As a guide, if your task requires staying up a ladder for 30 minutes at a time then alternatives should be used. Ladders should only be used if they can be used safely – on a flat and stable floor and where it can be secured. (Source: HSE *Safe use of ladders and stepladders*)

#### Competence to work at height:

People working at height should be competent to do so. In the case of the short-term jobs likely to be undertaken in the HQ this will largely involve being aware of the contents of this risk assessment and of the specific rules for the equipment being used.

## Risks common to all equipment:

### Fragile surfaces

People can fall through fragile roofs or a ladder may move if leant against a fragile surface that subsequently breaks. Working on fragile surfaces such as roofs should be avoided if possible. Try and identify if any surfaces in the work area are fragile and plan how that risk is going to be managed.

### Slips

Slippery treads on ladders could cause falls. Treads should be checked for any spillages before use and ladders should not be used outside in poor weather. Appropriate footwear should always be worn.

### Falling objects

Ensure any objects such as tools are kept secure where they are unlikely to fall onto others below. If appropriate, clear the area below and create an exclusion zone until the work is complete.

## Big stepladder use:

The big stepladder is not kept on site - usage can be arranged via the GSL

The ladder should only be used for low risk work that will require less than 30 minutes up the ladder. For higher risk work or work that will require longer than 30 minutes up the ladder, alternative arrangements should be sought.

Conduct a quick visual inspection before use and a detailed recorded inspection at least once every year. For things to inspect on a step ladder, see the checklist below.

- All four feet must be level on a flat and stable floor clear of dirt and debris.
- A second person must be footing the ladder at the bottom.
- Only carry light materials and tools.
- Keep three points of contact at all times when on the ladder.
- Don't over-reach outside of your base of support.
- Position the ladder facing the task at hand to avoid side-leaning.
- Don't stand on the top three steps of the ladder.
- Ensure the locking device is secure before use.
- Cordon off the area beneath the ladder to prevent people walking beneath it.
- Ensure the ladder is placed away from anything, such as doors, which might bump into it and disrupt the person working above.

## Loft ladder use:

The ladder is fixed in place to the attic access. Users should conduct a quick visual inspection before use (see below). Formal recorded inspections to be recorded every year.

- Both feet must be level on a flat and stable floor clear of dirt and debris.
- Keep three points of contact at all times when on the ladder.
- Don't over-reach outside of your base of support. Avoid side-leaning.
- Ensure the ladder is stable before use
- The ladder should be the correct length so the angle is correct. One locking device should be on the bottom catch, the other should be in the first catch.
- Always climb and descend the ladder facing the ladder body.

### Small stepladder use:

The small step ladder is normally stored in the camp store. The ladder should only be used for low risk work that will require less than 30 minutes up the ladder. For higher risk work or work that will require longer than 30 minutes up the ladder, alternative arrangements should be sought.

Conduct a quick visual inspection before use and a detailed recorded inspection at least once every year. For things to inspect on a step ladder, see the checklist below.

- All four feet must be level on a flat and stable floor clear of dirt and debris.
- Only carry light materials and tools.
- Keep three points of contact at all times when on the ladder.
- Don't over-reach outside of your base of support.
- Position the ladder facing the task at hand to avoid side-leaning.
- Don't stand on the top step of the ladder.
- Ensure the locking device is secure before use.
- Ensure the ladder is placed away from anything, such as doors, which might bump into it and disrupt the person working above.

### Scaffold tower use:

The scaffolding tower is ideal for longer periods of work at height as it elevates the user up to the correct height and is equipped with guard rails to prevent falls.

- Scaffolding tower only to be used by trained individuals.
- Tower to be constructed following instructions by a person trained in how to safely put it together. It should not be used if the users and assemblers have insufficient training.
- It should be visually checked after assembly, after any event likely to have affected its stability or before use when an inspection last occurred more than 7 days ago.
- Tower only to be used on a solid level surface.
- Appropriate footwear to be worn.

Written by:

Jonathan Allerton, Group Scout Leader

Date written:

6th May 2020

Review date:

May 2021



# Risk Assessment – Working at Height

Date written: 6<sup>th</sup> May 2020

Review date: May 2021

Hazards identified

Existing risk controls

Risk rating

Likelihood rating

Additional controls required?

## Equipment condition and use:

Who's at risk	Risk rating	Likelihood rating	Additional controls required?
<p><b>Poor maintenance of access equipment</b> (ladders, scaffolding tower etc.) Risk of personal injury through equipment failure.</p>	<p>Users, those around or under equip.</p>	<p>3</p>	<p>2</p>
<p><b>Inappropriate use of scaffold tower:</b> Risk of personal injury or fall as a result of incorrect set up, placement or use of tower.</p>	<p>Users, those around or under equip.</p>	<p>3</p>	<p>1</p>
<p><b>Inappropriate use of ladders or stepladders:</b> Risk of personal injury or fall as a result of incorrect set up, placement or use of ladder.</p>	<p>Users, those around or under equip.</p>	<p>3</p>	<p>2</p>
<p><b>Environmental risks</b></p>			
<p><b>Fragile surfaces:</b> Risk of falling through fragile surfaces (e.g. roof) or from equipment resting against fragile surfaces (e.g. fascias).</p>	<p>Users, those around or under equip.</p>	<p>3</p>	<p>2</p>

Risk rating: severity of injury/damage on scale of 1-5, 1 = superficial, 5 = fatal. Likelihood rating: likelihood of it happening on scale of 1-5, 1 = highly unlikely, 5 = highly likely.

"It is the responsibility of all those involved in Scouting to ensure, so far as is reasonably practical, that all activities are conducted in a safe manner without risk to the health of the participants." (Scout Association's Safety Policy; POR 2.3a). Risk assessment made with reference to FS 320009 – Falls from Height and advice from the Health and Safety Executive. Advice consulted available in HQ Safety Folder.

<b>Poor weather:</b> Risk of slips and falls due to poor weather.	Users, those around or under equip.	<ul style="list-style-type: none"> <li>• Visual check of all surfaces prior to use for any spills or substances which might cause a spill.</li> <li>• Do not use equipment to work at height outdoors during poor weather.</li> </ul>	3	1	•
<b>Personal risks:</b>					
<b>Falls:</b> Risk of serious injury through falling from height.	Users, those around or under equip.	<ul style="list-style-type: none"> <li>• Avoid working at height if possible, for example using long handled tools for some jobs.</li> <li>• Ensure equipment used is suitable for the job and designed for working at height.</li> <li>• Consider if any specialist PPE is required for specialist jobs.</li> <li>• 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.</li> <li>• Condition of removable balcony wall to be inspected periodically and defects reported.</li> </ul>	4	2	•
<b>Carrying:</b> 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"> <li>• Some users trained for working at height through occupations.</li> <li>• Instructions provided for each ladder reminding of base of support and three points of contact.</li> <li>• Weight limits for ladder are clearly displayed on ladder.</li> </ul>	4	2	• Ensure heavy items are not stored in locations requiring a ladder to access them.
<b>Objects falling from height</b>	Users of HQ.	<ul style="list-style-type: none"> <li>• See HQ Risk Assessment.</li> <li>• Objects should not be thrown down from height.</li> <li>• Areas where there is a risk of objects falling through works should be kept clear from other users.</li> <li>• Area around top of ladder to balcony to be kept clear at all times.</li> </ul>	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 Jonathan Allerton, Group Scout Leader



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