
Dorset
Council

Dorset Council

Health and Safety Essentials

Let’s start with Manual Handling

We all think we know what to do and how to do it safely. But actually, a refresher course is absolutely essential.

Anita has taken the council’s H and S training course and copied it into this presentation. During this process Anita agrees that even she was reminded of some safe working practices and is now always using the ATC wheelbarrows a lot more.

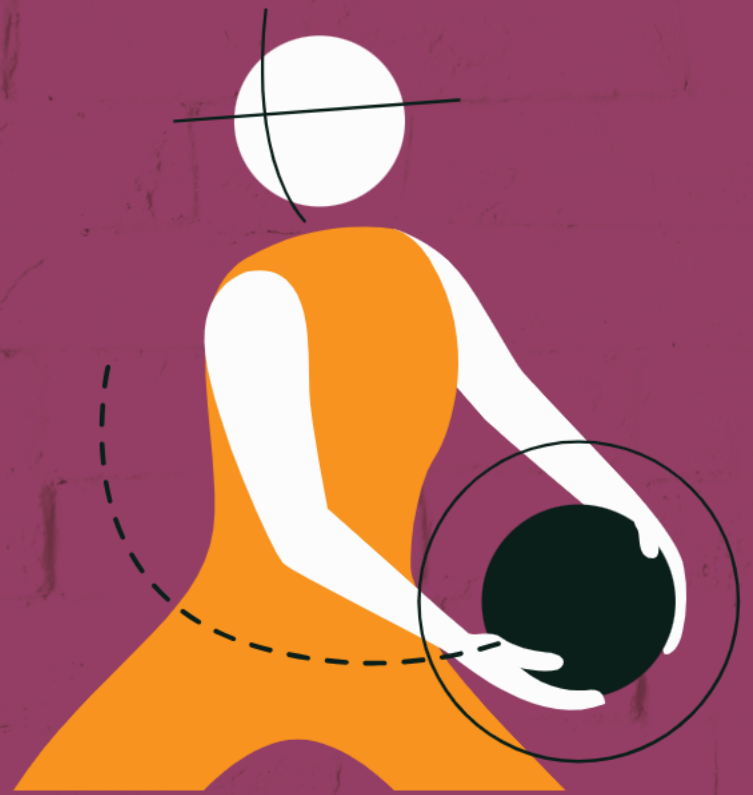
Small changes, but absolutely necessary (especially at her age, she said!)

What is manual handling?

Manual handling is:

any transporting of a load (including lifting, putting down, pushing, pulling, carrying or moving) by hand or bodily force.

If that seems really general, that's because it's meant to be. Manual handling happens everywhere: from swinging a golf club to pulling a sledge up a hill. If it's a fun activity, you might not think about how it could affect you.



Manual handling injuries are common

and they can have a serious impact on the lives of those affected

A recent study found that up to 80% of adults in Europe will be affected by a musculoskeletal disorder at some point in their lives.

Manual handling

How many of those people do you think report their pain to their doctor?

55% 65% 75% 85% 95%

In fact...

It's fewer than you think

75% of people with musculoskeletal disorders have seen a doctor about their condition. But that means **1 in 4 people** choose to ignore the pain and work through it.

This seems bonkers, as **2 in every 3 people** who suffer report a significantly lower quality of life...

...and **nearly half** of sufferers report that they're limited in the kind of work they can do.

It certainly doesn't seem wise to ignore the problem!

Good manual handling is important

Think about yourself...

More than 20% of all workplace injuries happen when lifting and handling. These range from acute (lasting less than 6 weeks) to chronic (lasting anywhere from 12 weeks to indefinitely), and can affect your ability to work and take part in active hobbies.

Think about others...

Another 10% of injuries at work are caused by a falling or flying object. Mishandling loads can be unsafe not only for you, but those around you: large, bulky objects can stop you from seeing what's ahead of you, and stacking loose objects increases their chance of falling and injuring others.

So how do you stay safe?

There are two main factors in manual handling: mind and body. Later we'll explore how to use your body correctly to handle items, but for now we'll focus on how changing your mindset can help you be safer.

Even if manual handling seems like an easy task for you, don't let that stop you from taking care. Remember that there is a difference between what you **can lift** and what you **can safely lift**.

You should never have to undertake a manual handling task that you don't feel comfortable doing - if ever in doubt, seek advice or ask for help.

Assess the situation

The best way to make sure you're in the right mindset for manual handling is to assess the situation before you begin. There are three things to consider: the load, the environment, and your ability. These should inform your decision on whether to do the task, and help you work out what you could to to make it easier and safer.

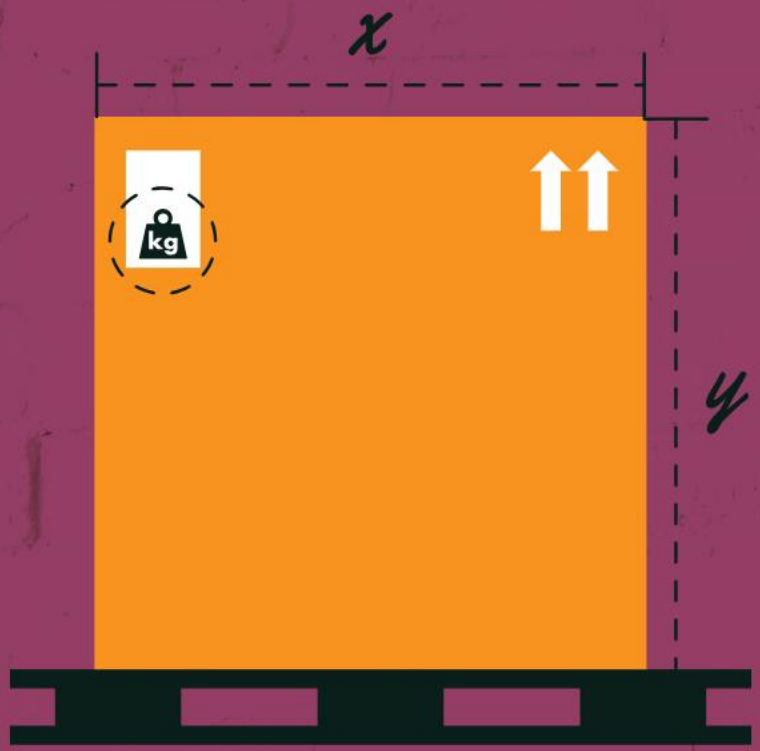
Take a good look at the load

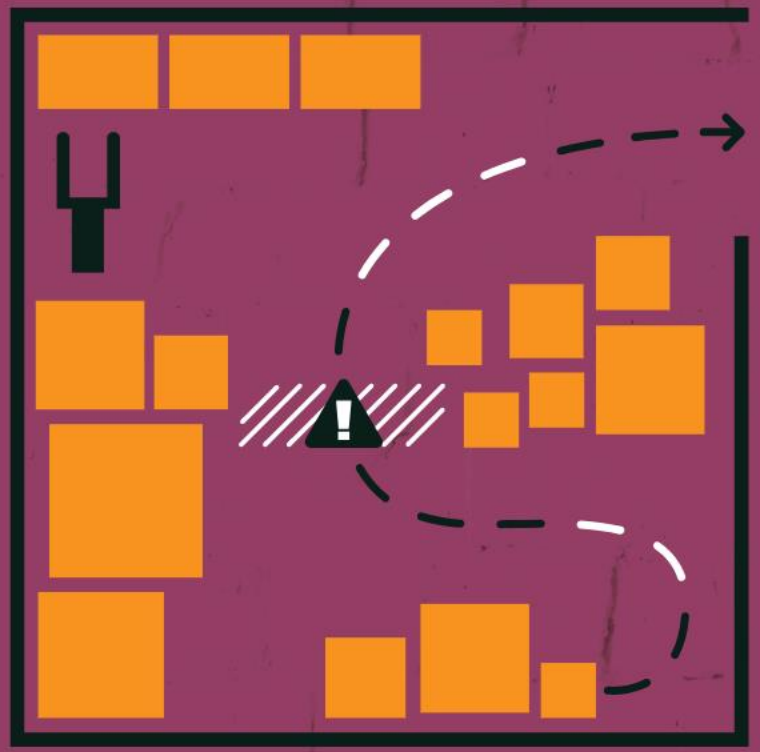
Do you know how heavy it is?

- Check the outside of the load to see how much a load weighs.
- Grab the load by two opposite corners and tilt it towards one hand. This should give you a good idea of its weight.

How easy is it to carry?

- Is it too large to hold by yourself, or too bulky? If the load restricts your vision you might not see a trip hazard.
- How could you make it easier to move? Could you lift it in several parts? If not, see if there's a trolley or cart you could use to transport the load instead.





Before moving anything, trace the route you need to take

How far do you need to carry the load?

Is the floor slippery or bumpy at all? Are there steps or changes in elevation? Look out for places where you could stop and rest the load along the way.

Is there enough space to move?

Imagine carrying the load as you trace the route. Are there any small spaces like doorways that might cause problems? Is there anything blocking your path? Watch out for places where you might need to twist your back too, as this action can cause injuries.

It's better to be honest with yourself than risk getting injured

Can you do the task safely?

If you have any injuries or impairments, it might be best to give this task to someone else. If you are having trouble keeping the load in your grasp, it's okay to stop and ask for help.

Are you prepared?

Are you wearing the right clothes? Tight-fitting clothes or unsuitable footwear can make handling difficult, or even increase the risk of injuring yourself.

Safe manual handling

Now we've discussed how the mind comes into manual handling, let's look at how to use the body to reduce the risk of injury while lifting, pushing and pulling loads.

Let's go

Safe lifting

If you've assessed the situation and decided you can lift an object, follow these steps to make sure you lift and carry in a way that keeps you and others safe. Use the five S's mnemonic to remember what to do at each step.

Step 1: Stable position

Your feet should be apart with one leg slightly forward to maintain balance (alongside the load, if it is on the ground). Be prepared to move your feet during the lift to stay stable.

1. Stable

Step 2: Straight back

Get close to the object and get a good hold. If it's on the floor, bend your knees to reach it, but keep your feet flat on the ground. The best way to get a good hold on an object is to hug it close to the body, rather than gripping tightly with both hands. **Don't bend your back over the load to lift it.**

If the object is not on the ground, don't lean forward with your back. Keep your **back straight**, put one leg forward and lunge toward the object.

Step 2: Straight back

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Step 3: Same time

Once you have a good grip, you can start to lift. Drive up with your legs and raise the load at the **same time.**

If you extend your legs on their own, or raise the load without straightening your legs, you put a lot of strain on your back. To avoid this, look forwards before you lift, then extend your legs with your back straight.

4. Stay

Step 4: Stay close

Now you have a good hold on the load, time to carry it. Hold it at waist level, keeping it **close to the body**. Keep the **heaviest side of the load next to the body.**

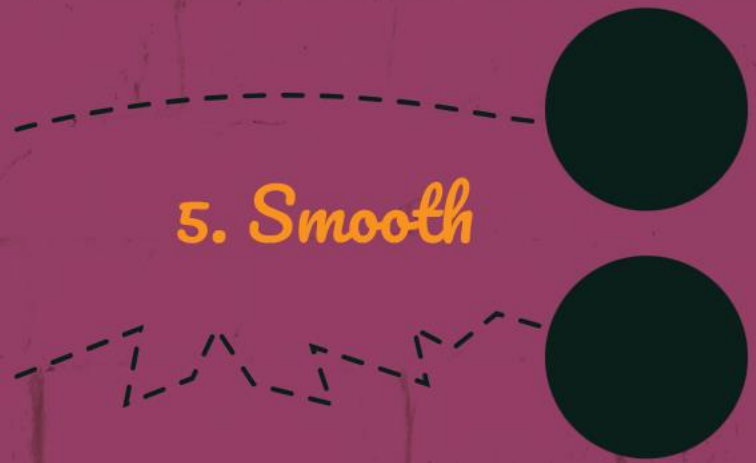
Avoid twisting the back or leaning sideways, especially while the back is bent. Shoulders should be kept level and facing in the same direction as the hips. Turning by moving the feet is better than twisting and lifting at the same time.

Step 5: Smooth movement

Keep the head up while lifting a load. Once you know the load is secure in your grasp, look ahead so you can always see where you're going.

Move smoothly. The load should not be jerked or snatched as this can make it harder to keep control and can increase the risk of injury.

Carefully set it down. If you need to position the load precisely, put it down carefully first and then slide it into position.



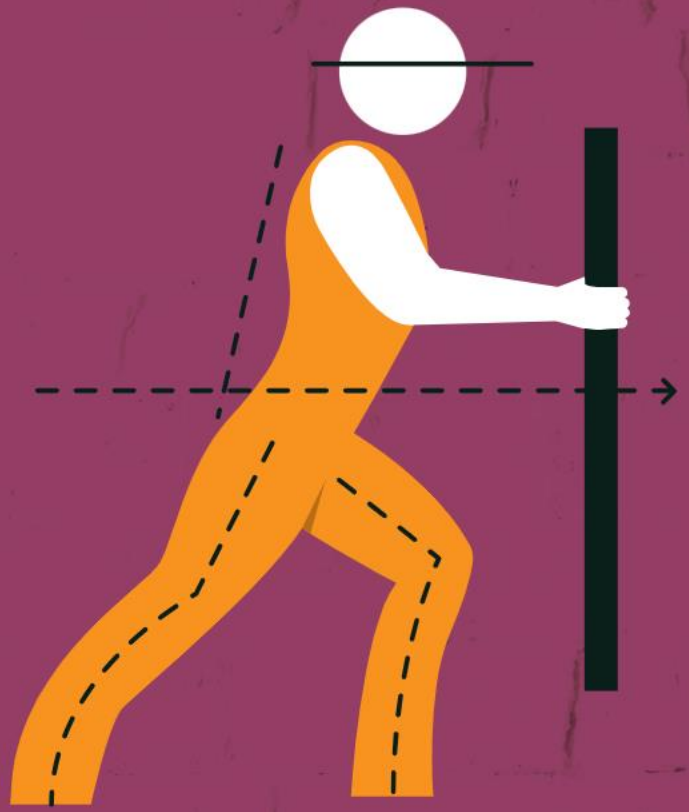
Pushing & pulling

If you need to handle objects over a long distance, see if you can push or pull a load using a trolley, cage or other device with wheels. However, you're still at risk of injury, so it's important to know how to push and pull safely and correctly.

Next

Pushing beats pulling

Your legs have more power when moving forwards and it's easier to see where you're going. When pulling you might have to twist your body to see where you're going and keep the load steady, increasing the risk of back injury.



Preparing to

Push or pull

Once you've assessed the situation, get your body into a good position to move the load.

- Plant your legs wide apart, one in front, one behind. This helps keep your balance, and makes sure your legs are doing all the work.
- Keep your back straight and upright, with a slight bend in your legs. Your back should not be putting in any of the force.
- Get a good grip on the load with both hands. Don't lock your arms, as these are for steering and not exerting force. Your hands should be no higher than elbow height.

Top tips for...

Pushing

- Lunge forwards, keeping your legs bent and your back straight.
- To stop, plant your feet, push down with your arms and wait for the load to stop moving.

Pulling

- Check your route to make sure nothing is in the way.
- Then, facing the load, push back with your legs, keeping your legs bent and your back straight.

Turning

- Keep your legs and feet facing the load. Take a step to the left or right, pivoting the load as you do so. Continue like this until you're facing the right way.

Fires can happen to anyone

This is Anita’s lounge, Christmas 2021.

The blinds were drawn as they went to bed about 10pm.

A candle in a Christmas decoration, which she thought was out, burnt slowly throughout the night until the smoke alarms went off about 1am.

Preventing fires at work

Fires are incredibly dangerous and can cause huge damage to people and places. But most fires are very easy to prevent.

First, let's find out what could cause a fire, and what we can do to remove or reduce the risk.

Let's go

Electrical fault

Broken electrical equipment is one of the most common causes of workplace fires.

If you notice electrical equipment not working the way it should, stop using it and report it.

All electrical appliances at your workplace should have a label saying when their next test is due. If an appliance is overdue a test (or hasn't been tested), report this too.

Dirt and clutter

Dirt and dust can build up on equipment and cause it to overheat. A cluttered workplace will help a fire to spread more quickly.

Keep your work area tidy and free of dust. If you notice any equipment heating up, open a window to ventilate the room. If it doesn't cool down, turn it off and let a manager know.

Human error

From using equipment incorrectly to leaving cooking food unattended, accidents can easily occur because of human error.

Fire safety begins with common sense. When leaving a room, make sure it is tidy and any appliances have been turned off. If you smoke, use smoking areas and dispose of your cigarettes properly.

Fuel on site

Flammable materials such as paper, wood and cardboard give a significant amount of fuel to any fire that may start.

Store flammable materials away from the building, and dispose of them on a regular basis. If a bin near you is overflowing, empty it!

Being prepared for a fire

Prevention is the easiest and most effective way to keep people safe from fire, but it's important to be prepared just in case...

Keep rooms tidy and corridors clear. Trip hazards are more of a risk when passages are crowded, and this could slow down evacuation or even cause injury.

Close doors behind you. Fire doors are built to slow fire down, so staff have a protected route out of the building. If they're left open, they can't do their job.

Locate your nearest fire alarm. This information should be shown on the fire safety plans dotted around your workplace (they often live near fire extinguishers). And if you don't know who your fire marshals are, find out!

What to look for on a

Fire escape plan

A good fire safety plan will show you:

- a floor plan with doors clearly indicated
- a starting point: the location of the escape plan, usually marked 'you are here'
- a clearly marked route to the nearest fire escape
- the locations of other nearby exits to the building, in case the primary exit is blocked
- the exterior of the building, with clearly marked assembly points
- fire extinguishers, alarms and first aid kits

You're helping to lead a Scout Camp this weekend...

You've been asked to look after fire safety at the camp, and you've identified three big hazards: the nightly campfire, the firewood supply and the tents. You have two kinds of fire extinguisher, but you only have room to pack one. Which do you choose?

Water (red label).
Use for: Flammable solids.
Don't use for: Electrical fires, flammable gas/liquids or cooking oil fires.

Carbon dioxide (black label).
Use for: Electrical fires & flammable liquids.
Don't use for: Flammable solids or cooking oil fires.

That's right!

A water extinguisher is best here

Water extinguishers should only be used on flammable solids, so they are normally paired with carbon dioxide to cover electrical fires.

However, carbon dioxide doesn't work well on solids like wood and fabric, which are bigger hazards at a scout camp. So if you can only take one, water is the best choice.

You're setting up an office at home...

You want to be fire safe in your new office, but you're low on budget. You spent most of it on a new computer, and a room heater for the winter. You only have enough money to buy one fire extinguisher, so which do you choose?

Dry powder (blue label).
Use for: Flammable solids/liquids and gas & electrical fires.
Don't use for: Cooking oil fires or high voltage electrical fires.

Wet chemical (yellow label).
Use for: Flammable solids, cooking oil fires.
Don't use for: Electrical fires, flammable liquids or gas.

That's right!

A dry powder extinguisher is best here

The biggest fire risk in this office is electrical fire, and both the computer and heater are low voltage, so a dry powder extinguisher is the right choice.

Wet chemical extinguishers shouldn't be used on electrical fires, as the chemical used is water-based. Also, they can be dangerous in small areas, as the chemical releases fumes that need to be ventilated quickly.

You volunteer at a local street kitchen...

The kitchen doesn't have any fire extinguishers. You ask around, and the local fire station offers to donate a brand new one. Which of these would be best for the kitchen?

Foam (cream label).
Use for: Flammable solids & flammable liquids.
Don't use for: Electrical fires or cooking oil fires.

Water mist (white label).
Use for: Flammable solids/liquids, cooking oil fires & electrical fires.
Don't use for: Flammable gas.

That's right!

A water mist extinguisher is best here

Cooking is the most likely source of a fire in the street kitchen, so a foam extinguisher would not be the most useful option.

Though water fire extinguishers should never be used on cooking oils, water mist is safe to use for this kind of fire, as the water particles inside are 'dry' and work in a similar way to a fire blanket.

The real thing

Now you know what you can do to prepare yourself and your workplace for a fire, let's take a look at what to do when there is a fire...

When you hear the

FIRE ALARM!

You should act according to the agreed fire escape strategy at your workplace, but here are some general tips...

Evacuate the building calmly, via the nearest fire exit

Don't run, and don't stop for personal items. Do not re-enter the building until you are told it's safe.

Do not use lifts or escalators

At best they might slow down your escape, and at worst you could get stuck if the electricity fails.

The Fire Service

The emergency services should be called immediately, and there should be a person responsible for this.

Always follow the rules

Evacuation rules might differ between workplaces, so make sure that you follow fire marshals' instructions.

But what if it's you who

Discovers the fire?

Shout "FIRE!" then activate the nearest fire alarm. This small red box should be close to a major exit.

If the fire is controlled and you have a clear exit, it might be safe to use a fire extinguisher to tackle the fire.

However, if your workplace tells you not to fight a fire, don't try.

If it's not safe to tackle the fire, leave the building by the nearest exit, walk to your assembly point and report the location of the fire to the fire marshal.

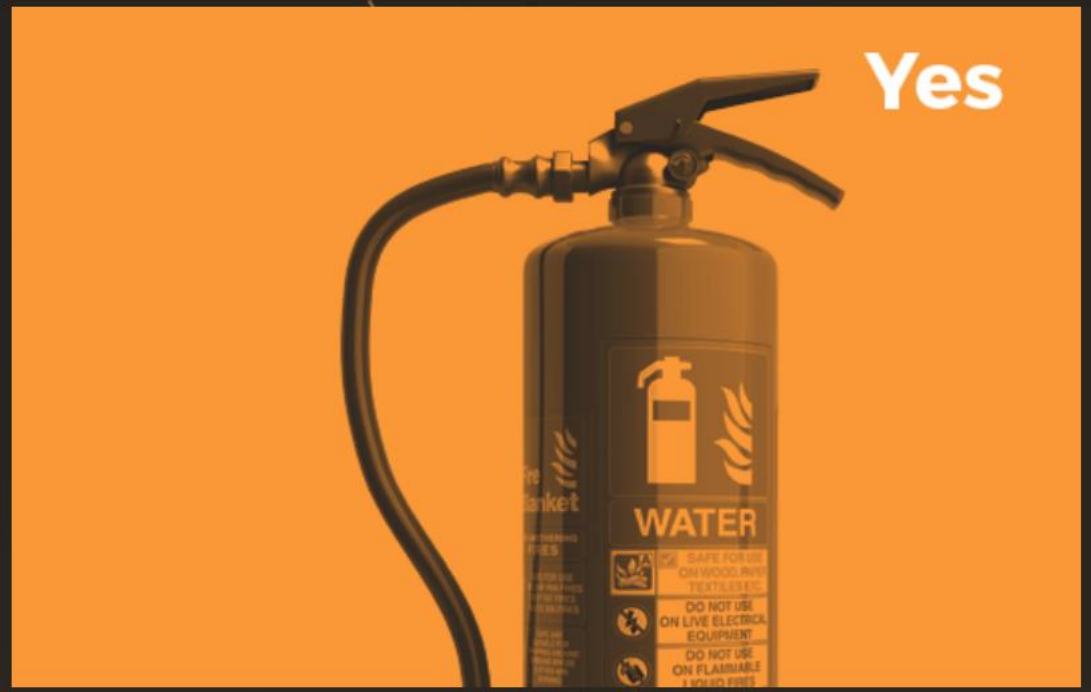
Now let's meet Sophia

She works in a department store. Having gathered the recycling at the end of the day, she takes it up to the waste area above the shop. A small fire has broken out in a pile of card and paper. Guide Sophia through her decisions in this emergency...

Facing the fire

On discovering the fire, Sophia calls out “Fire!” and presses the nearest fire alarm. There is a water extinguisher by the door. The fire is still small.

Is it safe for her to use this extinguisher?



Safety first

Sophia can use the water extinguisher on the burning card and paper, but she doesn't have to.

If you don't feel comfortable tackling a fire, do not try. Focus on evacuating safely.

Remembering her fire safety training, Sophia picks up the extinguisher, and positions herself in the doorway. Then she follows the PASS acronym to use the extinguisher.

1. **Pull the pin** at the top.
2. **Aim** the nozzle towards the base of the fire from a safe distance.
3. **Squeeze** the handles together to fire the material inside. Release the handles to stop.
4. **Sweep** the nozzle from side to side as you approach the fire.

What now?

Sophia attempts to douse the fire, but it doesn't go out, in fact it seems to be getting bigger.

What should she do?

That's right!

When Sophia discovered the fire it was small and controlled, so it was safe for her to fight. Now it's spreading, she should evacuate for her own safety.

A fire can double in size in 60 seconds.

If you are tackling a fire and you can see it spreading, or you begin to feel the heat on your skin, stop fighting it and evacuate straight away.

Time to move

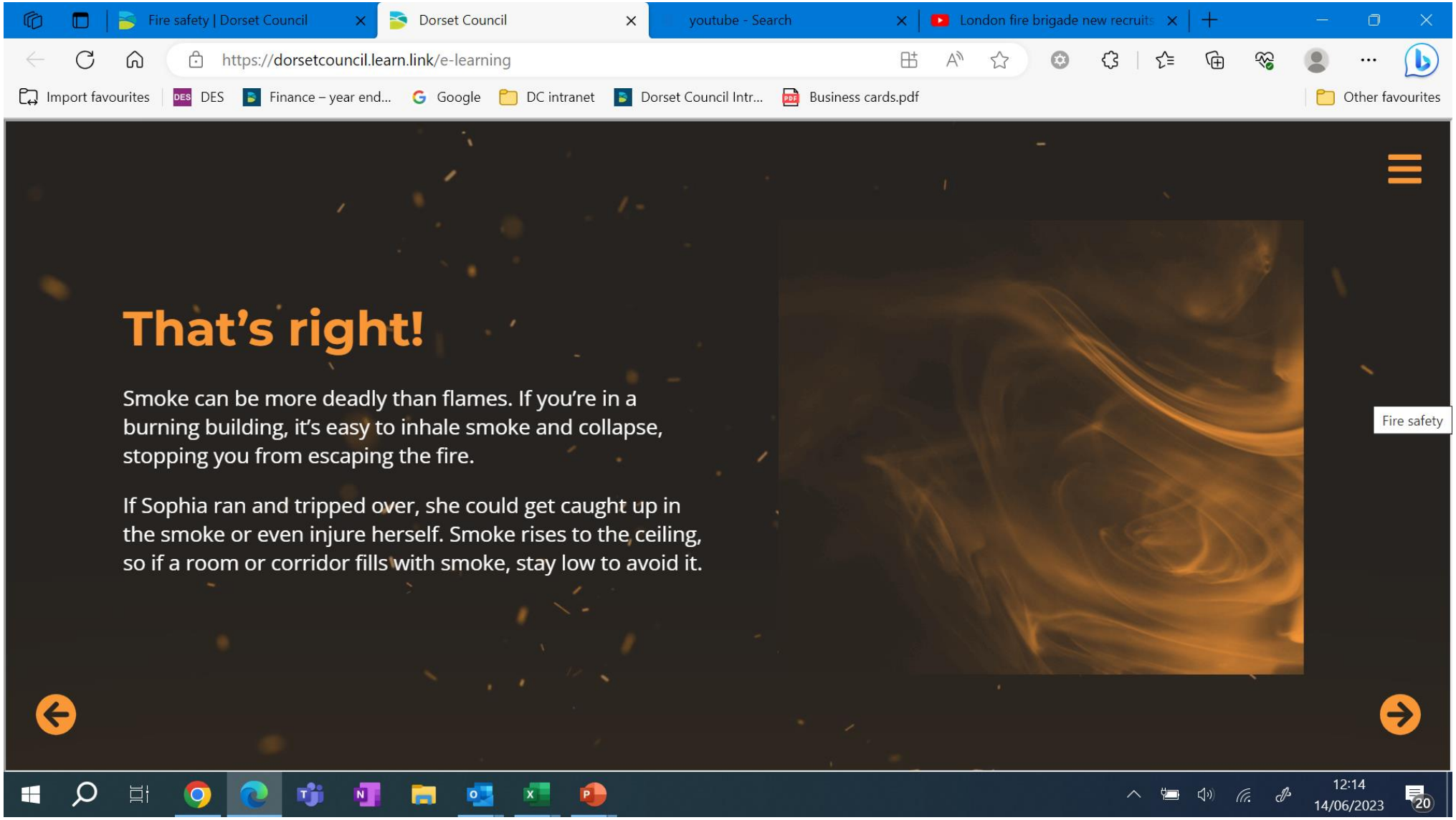
Sophia leaves the room and heads for the stairs, but the corridor starts to fill with smoke. She's very close to the stairwell.

What should she do?

Run

Crawl

Crawl!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Other favourites
That's right!
Smoke can be more deadly than flames. If you're in a burning building, it's easy to inhale smoke and collapse, stopping you from escaping the fire.
If Sophia ran and tripped over, she could get caught up in the smoke or even injure herself. Smoke rises to the ceiling, so if a room or corridor fills with smoke, stay low to avoid it.
Fire safety
12:14
14/06/2023
20

Your actions

CAN SAVE LIVES

When Sophia discovered the fire, she raised the alarm straight away. This allowed everyone in the store to evacuate safely and get out of danger in good time.

Sophia did attempt to fight the fire, but she realised when it was out of her hands and evacuated safely before it was too late.

By following fire safety, you can help to prevent or reduce the impact of a fire.

Where is the ATC assembly point?

In the car park by the refuse bins.

If you need to sound the alarm at the ATC it is 3 long blasts on a gas horn.

Or, for the Longhouse, there is a call button by the rear kitchen door.

RIDDOR

Q. What is RIDDOR?

A. Reporting of Injuries, Diseases and Dangerous Occurrences Regulations

It is the policy of Dorset Council to record all near misses and accidents on our site. There is a form in every first aid box on site. Once completed please give this form to Anita, or administrator in post.

What do we report to RIDDOR?

- **The death of any person**

- All deaths to workers and non-workers, with the exception of suicides, must be reported if they arise from a work-related accident, including an act of physical violence to a worker.

What else?

- **Specified injuries to workers**
- fractures, other than to fingers, thumbs and toes
- amputations
- any injury likely to lead to permanent loss of sight or reduction in sight
- any crush injury to the head or torso causing damage to the brain or internal organs
- serious burns (including scalding) which:
  - covers more than 10% of the body
  - causes significant damage to the eyes, respiratory system or other vital organs
- any scalping requiring hospital treatment
- any loss of consciousness caused by head injury or asphyxia
- any other injury arising from working in an enclosed space which:
  - leads to hypothermia or heat-induced illness
  - requires resuscitation or admittance to hospital for more than 24 hours

Over-seven-day incapacitation of a worker

Accidents must be reported where they result in an employee volunteer or self-employed person being away from work, or unable to perform their normal work duties, for more than seven consecutive days as the result of their injury.

This seven day period does not include the day of the accident, but does include weekends and rest days. The report must be made within 15 days of the accident.

Over-three-day incapacitation

Accidents must be recorded, but not reported where they result in a worker being incapacitated **for more than three consecutive days**. If you are an employer, who must keep an accident book under the Social Security (Claims and Payments) Regulations 1979, that record will be enough.

Non fatal accidents to non-workers (eg members of the public)

Accidents to members of the public or others who are not at work must be reported if they result in an injury and the person is taken directly from the scene of the accident to hospital for treatment to that injury. Examinations and diagnostic tests do not constitute 'treatment' in such circumstances.

There is no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.

Occupational diseases

- Employers and self-employed people must report diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by their work: These diseases include (regulations 8 and 9):
- carpal tunnel syndrome;
- severe cramp of the hand or forearm;
- occupational dermatitis;
- hand-arm vibration syndrome;
- occupational asthma;
- tendonitis or tenosynovitis of the hand or forearm;
- any occupational cancer;
- any disease attributed to an occupational exposure to a biological agent.

Dangerous occurrences

- Dangerous occurrences are certain, specified near-miss events. Not all such events require reporting. There are 27 categories of dangerous occurrences that are relevant to most workplaces, for example:
- the collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;
- plant or equipment coming into contact with overhead power lines;
- the accidental release of any substance which could cause injury to any person.

Gas incidents

Distributors, fillers, importers & suppliers of flammable gas must report incidents where someone has died, lost consciousness, or been taken to hospital for treatment to an injury arising in connection with that gas.

Registered gas engineers (under the Gas Safe Register,) must provide details of any gas appliances or fittings that they consider to be dangerous, to such an extent that people could die, lose consciousness or require hospital treatment. The danger could be due to the design, construction, installation, modification or servicing of that appliance or fitting, which could cause:

- an accidental leakage of gas;
- incomplete combustion of gas or;
- inadequate removal of products of the combustion of gas.

You can help by reporting dangerous acts

Please help us keep you and the reputation of the site safe.

If you see anything or anyone working in a way that could be vaguely dangerous please, please report it to a member of staff.

The future of us all depends on it. Literally!

Safety checks

It is the policy of Dorset Council to PAT test all electrical equipment every 2 years. Usually in November. If the equipment you are using is not PAT tested within this date please let the office know and do not use the equipment.

No staff member or volunteer can use the power tools in the workshop without having received instruction from our tool inspection company, RS Design. This is once a year. Please let the office know if you wish to be invited to the next training session.

Working at height

Please watch this short video

https://youtu.be/70Ra8J5DT7E

Our site is high risk. Watch this space for formal ladder training and also the introduction of risk assessments before any future job on site requiring the use of ladders, or standing on anything in order to reach an item.

Ladders

Please don’t think we are exempt from working at height. Whether thatching or standing on a step to reach something, it is all classed as working from height and we must be ever vigilant with our working practices.

This concludes our Health and Safety Essentials

This short video sums up the consideration needed when looking at a task and deciding if you really do need a ladder. Safe use of ladders - YouTube

Please register your name on the following link to confirm you have completed the session.

https://forms.office.com/e/2MfRirjGck