

# Toolbox talks on safe use of ladders and manual handling in schools



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Supporting a whole school approach to  
Safety and Health within schools across  
Greater Merseyside and Cheshire.

***‘Because Safety Matters’***



# Safe use of ladders

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# Why safe use of ladders?

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- **147** fatalities in 2018/9 –
- **25%** were falls from height - 36 fatalities
- **43 000** non-fatalities were falls from height
- **45 000** went to A & E after being injured from a fall from height using a ladder at home

# Safe use of ladders

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- A place is 'at height' if a person could be injured falling from it, even if it is at or below ground level.
- Most injuries occur **below 2m**
- **Avoid** where possible
- Use the **right** equipment for the task
- **Dress** appropriately
- **Check** the ladder before use – see checklist
- **Follow** safe working procedures.

# Safe use of ladders

**AVOID – ALWAYS TRY TO AVOID WORK AT HEIGHT**

**How can we **avoid** working at height?**

- Restrict displays to head height – school policy
- Consider room layout to ensure that display boards are easily accessible

**If we can't **avoid** we should reduce –**

- Displays prepared as far as possible before putting them up
- Put displays on large pieces of paper so that you only have to get up the ladder once instead of lots of times.
- A colleague to pass you the display so that you can keep your hands free for climbing.

# Safe use of ladders



- **Plan** the activity
- Always check the risk assessment if you are unsure
- Always inspect the area AND equipment before starting work
- Ladder checklist – all ladders in school should be inspected and records kept. e.g. termly.

# Safe use of ladders

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- Ladders and stepladders are not banned under health and safety law.
- They can be a sensible and practical option for low-risk, short duration tasks

## **Who can use a ladder at work?**

- Ladders are common piece of equipment we all have at home
- At work before using a ladder you should be deemed to be 'competent', i.e. have had basic instruction and understand how to use the equipment safely.



# Safe use of ladders

## Rules for safe use of ladders

### 1. Use the right equipment:

- ***Ladders must be EN131 (professional) ladders in work. Not domestic ladders***
  - Use ladders and footstools for reaching high places, not a chair or other furniture.
  - **Remember children might see you standing on tables and chairs; this sets a very bad example!**



# Forge Valley science teacher dies after falling off table

A **teacher** has **died** after breaking her leg in a fall in her classroom. Lynsey Haycock, 41, was putting up a display in her classroom when she fell off a desk at **Forge Valley School** in Sheffield, South Yorkshire, on Thursday. Mrs Haycock was taken to hospital but **died** the next day as a result of medical complications.

Sep 2016

# Safe use of ladders

## 2. Carry out a pre-use check of the ladder:

- Check feet
- Check stiles/rails
- Check rungs
- Check locking mechanism
- Check platform locked into place.
- Check treads
- Check it is stable
- Check nothing overhead

**Do not use a ladder which looks unsafe or in poor condition!**





# Safe use of ladders

## 3. Use your ladder safely

- Check stepladder feet are in contact with the ground and the steps are level;
- Keep hands free- You need both hands to climb.
- Only carry light materials and tools;
- Keep **3 points of contact** when you're using a ladder to maintain your balance.
- Don't overstretch or overreach; **move the ladder or footstool**
- Always work from a step ladder with the rungs facing the work and NOT side on, as this is less stable
- Do not use the top 3 rungs of a step ladder, this will mean you can always keep 3 points of contact
- **Face forward** -Don't twist or turn on the ladder. Step up or down the ladder one rung at a time.

# Safe use of ladders

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## **Plan your work**

Try not to use a ladder if children are in the vicinity. Not only could they get hurt from falling equipment but they can also be a distraction.

**If this is unavoidable make sure they are well supervised and kept away from the ladder!**

# Safe use of ladders

## Do's and don'ts

- **Don't** use a ladder if you feel unwell
- **Don't** use a ladder if you are lone working or on your own in part of the building
- **Do** dress appropriately – shoes
- **Don't** use a ladder if you are in a rush

**And lastly.....Is it the right height for the job!**

# Practical Guidance on Manual Handling



# Practical Guidance on Manual Handling

## What is manual handling?

Any activity that involves the use of bodily force in lifting, lowering, pushing, pulling, carrying, supporting or otherwise moving a person or object with force from one place to another.





# Why manual handling?

1/ 3 of all recorded accidents in the workplace are as a result of incorrect manual handling



# Practical Guidance on Manual Handling

**What happens if you move and handle things incorrectly?**

Poor lifting techniques can cause injuries - not fatal but painful

**What parts of the body can be affected?**

Back, head, neck, shoulders, arms, hands, feet, stomach

**What types of injury can be caused by manual handling activities:**

Fractures cuts, bruises, strains, sprains, slipped discs, hernias

**Most common** - Back pain - develops over time



## High Risk Activities

Good manual handling practices can help to prevent and minimise accidents and injury.

### Main causes of injury-

- Top heavy bending - using the spine as a crane
- Holding loads away from the body
- Twisting when holding the load
- Poor posture



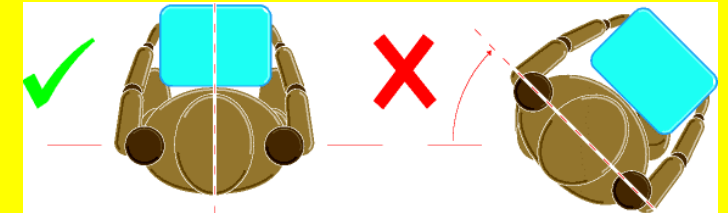
## **Practical Guidance on Manual Handling**

**Main causes of injury- Top  
heavy bending**



# Practical Guidance on Manual Handling

Main causes of  
injury- Holding  
loads away  
from the body  
& twisting



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# Practical Guidance on Manual Handling

Main causes of  
injury-  
overstretching  
and holding  
loads away from  
the body/core



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# Practical Guidance on Manual Handling

Main causes of  
injury- poor posture,  
twisting

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# Practical Guidance on Manual Handling



## How can we avoid manual handling?

- Do I have to move it?
- Can materials be delivered directly to their point of use?
- Divide loads
- Order in smaller quantities



## How can we reduce the effects of manual handling?

- Team lift
- Trolleys and trucks



# Practical Guidance on Manual Handling

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Who suffers from a bad back?

## FACTS

- 60 - 80% of adults suffer back pain at some time.
- 5 million adults consult their GP annually about back pain.
- Back pain is the nation's leading cause of disability with 1.1 million people disabled by it.
- 40% of all >7 day injuries are due to wrong muscular actions in handling materials





## Employers Responsibilities:

- To **avoid** manual handling wherever possible
- To carry out a **risk assessment**
- To provide **information, instruction and training**
- To **provide** any **aids** such as trolleys/trucks



## Practical Guidance on Manual Handling



# Practical Guidance on Manual Handling

## Employees Responsibilities

- To work **according** to the instruction and training provided in manual handling
- To **look after themselves** and others who may be affected by their actions  
- **know your limitations**
- To **advise** their employer if they have a back problem, medical condition or are pregnant
- To **use** any **equipment** which has been provided
- To **report** defective equipment
- To dress sensibly – especially footwear



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# Practical Guidance on Manual Handling

What jobs do you carry out at work that involve manual handling?

- Carrying equipment /books
- Moving equipment and furniture
- Pushing loaded trolleys or equipment
- Carrying laptops
- Rearranging classrooms/ halls



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# Practical Guidance on Manual Handling







# Practical Guidance on Manual Handling

Preventing accidents when lifting and  
Handling -

## DYNAMIC RISK ASSESSMENT

- **Assess** the risks of any lifting and handling tasks
- **Decide** if it is safe to carry out the task
- **Understanding** that if you need help to seek help
- **Wear** the appropriate clothing
- **Lift** correctly

# Practical Guidance on Manual Handling

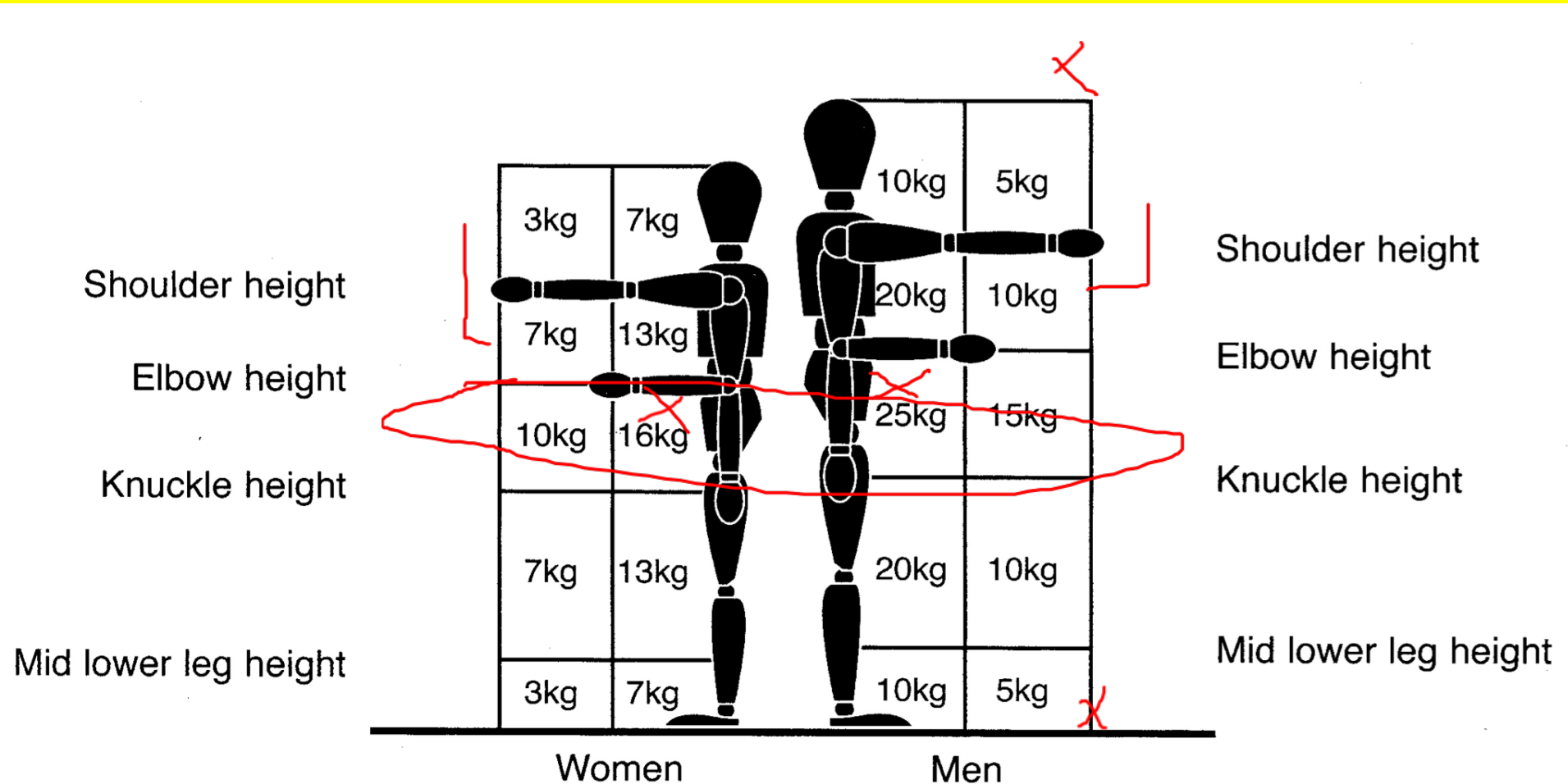
If you think you need to ask for help –

- **Team Lift - Points to consider**

- Similar size/capability
- Clear communication
- Direction of travel
- Plan the route

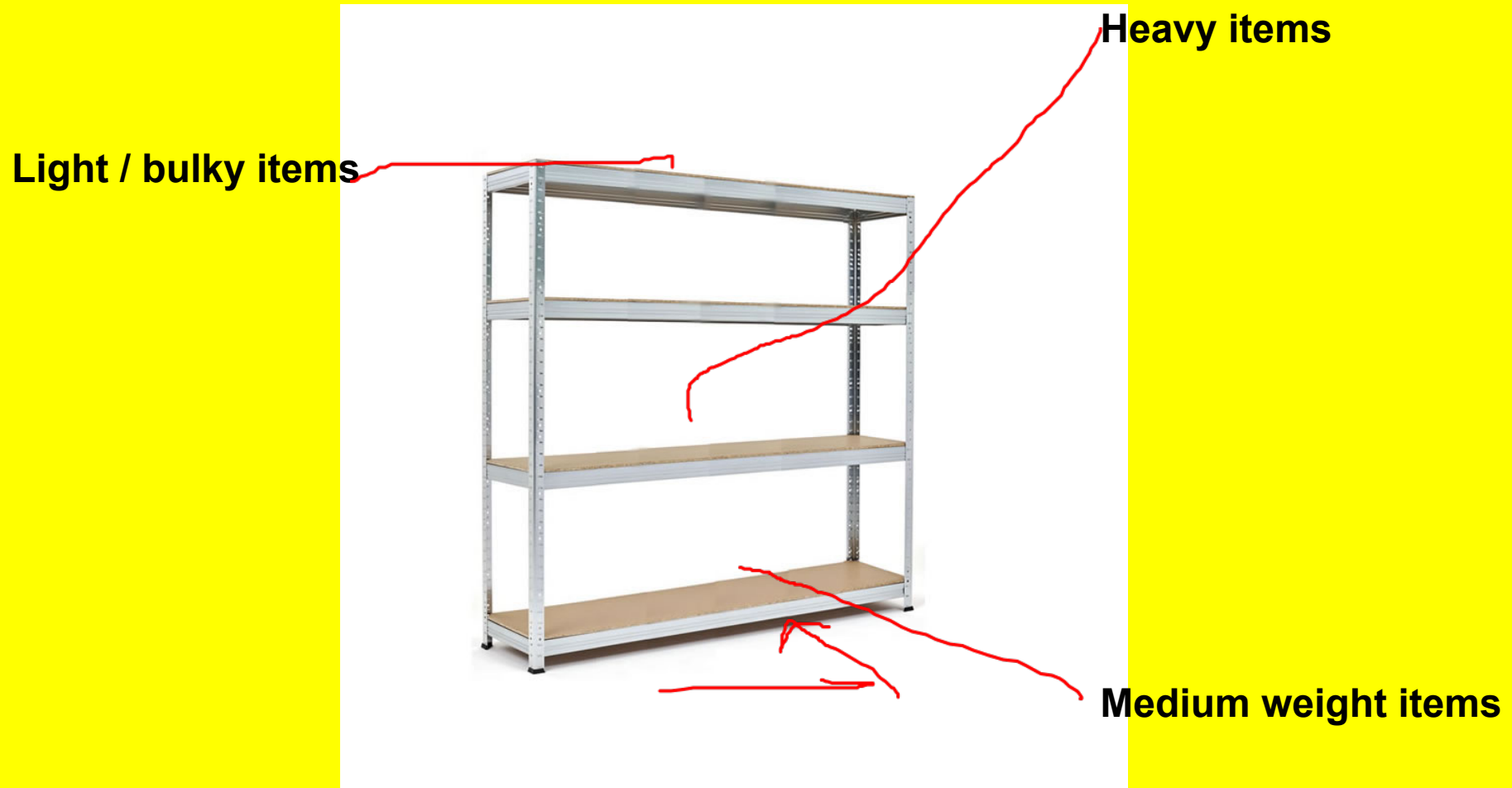


# Guidelines for Lifting





# Where do you store items ?

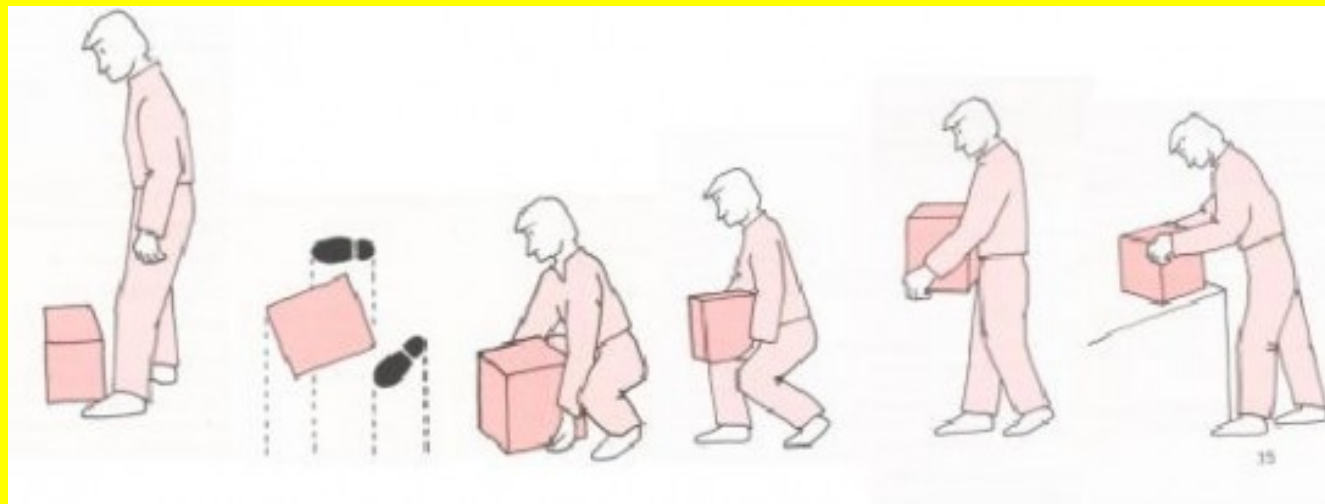


# Practical demonstration



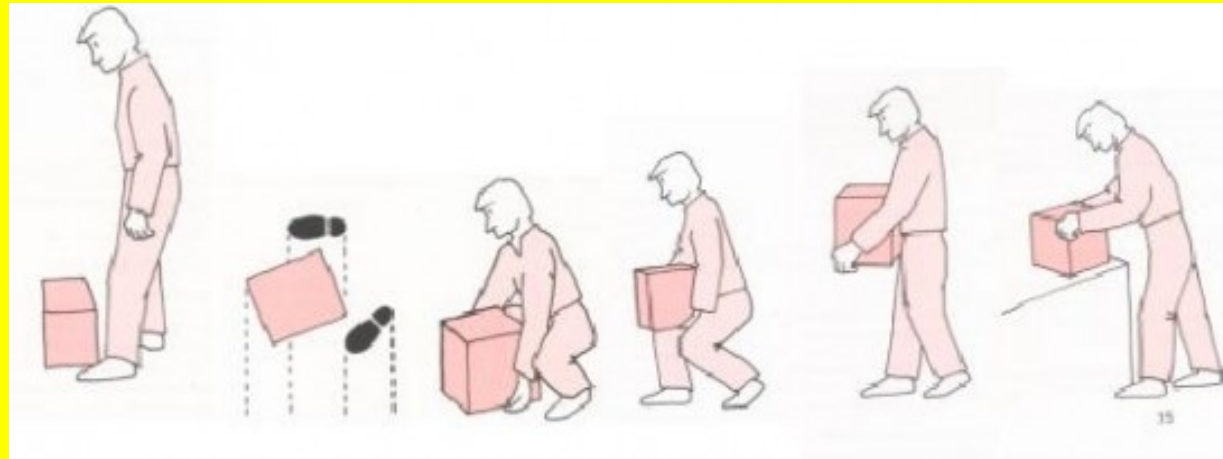
# Practical Guidance on Manual Handling

- **Step 1:** Assess the load (weight, size, sharp edges) and plan your route. Are there obstructions - you may need someone to hold open doors.
- **Step 2:** Position your feet with your leading leg forward. Position yourself so that the heaviest part of the load is next to you.
- **Step 3:** Bend your knees slowly and keep a straight back. Tuck your chin in on the way down.



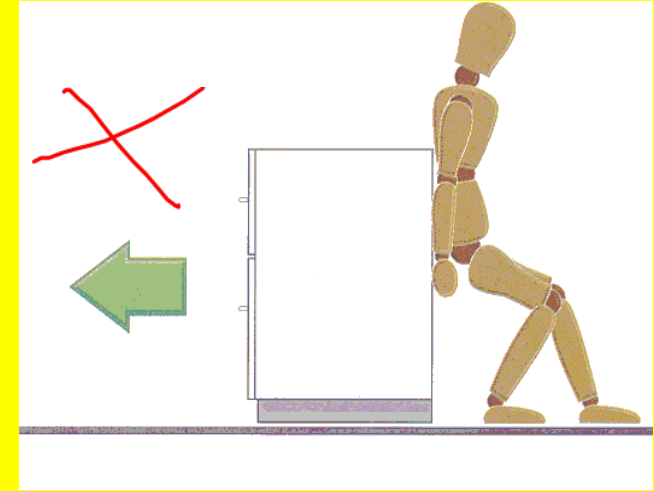
# Practical Guidance on Manual Handling

- **Step 4:** Keep your shoulders level and without twisting or turning, lift your head and stand up. Bring the load to waist height and keep the lift as smooth as possible
- **Step 5:** Make sure you can see where you are going and maintain a firm grip.
- **Step 6:** Lower the load, reversing the procedure for lifting. Position and secure the load.



# Examples of how to move objects safely

- Pushing a trolley v pulling
- Lifting v moving/pushing with your back
- Edging / walking an object v lifting



# Practical Guidance on Manual Handling

- Don't bend from the waist
- Don't lean to one side, over-reach or over-stretch
- Don't stack things too high
- Don't climb on other boxes
- Don't lift from above head height



# Practical Guidance on Manual Handling

- Use the big muscles in your legs and arms to do the lifting
- Store heavy items on middle or lower shelves
- Use a kick stool to reach items on higher shelves
- Store items safely to avoid movement during storage



# **Toolbox talks on safe use of ladders and manual handling in schools**

## **Recap and recommended actions**

- 1. Health & safety policy**
- 2. Read the risk assessment for your role and see what it says about manual handling and safe use of ladders in school**



# Health & Safety presentations

- ✓ Health & safety in school - an introduction
- ✓ Fire Safety Awareness
- ✓ Manual handling and safe use of ladders for teachers/TA's
- Infection control in school
- Accidents in school

**Once all have been completed there is a Knowledge Check**