

# Scouting Risk Assessment – LIFTING AND HANDLING



<p>Date of risk assessment</p>	<p>6/3/26</p>	<p>Name/Role of who undertook this risk assessment</p>	<p>Derek Salter Health &amp; Safety Director</p>
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Earleywood Scout Campsite

Hazard Identified? / Risks from it?	Who is at risk?	How are the risks already controlled? What extra controls are needed?	What has changed that needs to be thought about and controlled?
<p><b>Hazard</b> – something that may cause harm or damage. <b>Risk</b> – the chance of it happening.</p>	<p>Young people, Leaders, Visitors.</p>	<p><b>Controls</b> – Ways of making the activity safer by removing or reducing the risk from it. For example - you might use a different piece of equipment or you might change the way the activity is carried out.</p>	<p>Keep <b>checking</b> throughout the activity in case you need to change it...or even <b>stop</b> it! This is a great place to add comments which will be used as part of the review.</p>
<p>The task - consider whether it involves any of the following which may incur an injury:</p> <ul style="list-style-type: none"> <li>• a load held or manipulated at a distance from the trunk</li> <li>• twisting the trunk</li> <li>• stooping</li> <li>• reaching upwards</li> <li>• considerable lifting or lowering distances</li> <li>• considerable carrying distances</li> <li>• considerable pushing or pulling of the load</li> <li>• positioning the load precisely</li> <li>• risk of sudden movement of the load</li> </ul>	<p>Leaders &amp; volunteers</p>	<p>Consider:</p> <ul style="list-style-type: none"> <li>• use mechanical aids?</li> <li>• improve workplace layout?</li> <li>• reduce amount of twisting/stooping?</li> <li>• avoid lifting from floor to above shoulder height, especially heavy loads?</li> <li>• reducing carrying distances?</li> <li>• avoid/minimise repetitive handling?</li> <li>• vary the work; allow one set of muscles to rest while another is used?</li> <li>• push rather than pull?</li> </ul>	

Additional information can be found in the [Safety Checklist for Leaders](#) and other information at [scouts.org.uk/safety](https://scouts.org.uk/safety)

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<ul style="list-style-type: none"> <li>• several risk factors</li> <li>• frequent or prolonged physical effort</li> <li>• insufficient rest or recovery periods</li> <li>• a rate of work imposed by a process</li> <li>• handling while seated</li> <li>• team handling</li> </ul>			
<p>Loads - consider whether it involves any of the following which may incur an injury:</p> <ul style="list-style-type: none"> <li>• Heavy, bulky or unwieldy?</li> <li>• Difficult to grasp, unstable or unpredictable with contents likely to shift?</li> <li>• Sharp, hot or otherwise potentially damaging?</li> <li>• Pushed or pulled?</li> </ul>	Leaders & volunteers	<p>Consider:</p> <ul style="list-style-type: none"> <li>• Adjust the lifting height</li> <li>• Reduce the weight to be lifted or have move volunteers lift</li> <li>• Unpack to make lifting of individual items easier to handle</li> <li>• Inspect before lifting and remove areas which may cause physical damage and consider wearing personal protective equipment i.e. gloves</li> <li>• Minimise extending reaching.</li> <li>• Use equipment i.e trolley, wheel barrow, etc</li> <li>• Supplier to unload onto safe level area, provide handles or pack into smaller packages</li> </ul>	
<p>Environment - consider whether it involves any of the following which may incur an injury:</p> <ul style="list-style-type: none"> <li>• Space constraints preventing good posture, uneven, slippery or unstable floor?</li> </ul>	Leaders & volunteers	<p>Consider:</p> <ul style="list-style-type: none"> <li>• Review how the manual handling is being carried out and make adjustments or if necessary stop.</li> <li>• Consider reducing the distance of the handling and break it into smaller distances.</li> <li>• Introduce ramps between levels</li> </ul>	

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<ul style="list-style-type: none"> <li>Variations in the levels of floors or work surfaces?</li> <li>Extremes of temperature, humidity, ventilation problems or gusts of wind?</li> <li>Poor lighting conditions?</li> <li>Problems in communication due to excessive noise?</li> </ul>		<ul style="list-style-type: none"> <li>removing space constraints?</li> <li>providing better flooring or using an alternative route?</li> <li>avoiding steps and steep ramps?</li> <li>prevent extremes of temperature, work in the shade?</li> <li>improve the lighting?</li> </ul>	
<p>Individual Capacity - consider whether it involves any of the following which may incur an injury:</p> <ul style="list-style-type: none"> <li>Require unusual strength, height or capability?</li> <li>Create a hazard to those who might be considered to have health problems? Or pregnant</li> <li>Require special information or training for its safe performance?</li> <li>Occur infrequently for people of an otherwise sedentary nature?</li> </ul>	Leaders & volunteers	<p>Consider:</p> <ul style="list-style-type: none"> <li>Any previous history of back pain problems or other physical restrictions.</li> <li>Observe volunteer and if clear signs of sweating and/or straining, discuss and consider rest periods or stopping.</li> <li>pay particular attention to those who have a physical weakness or are impaired i.e. wearing a cast/sling?</li> <li>take extra care of pregnant workers?</li> <li>give more information, e.g. about the range of tasks they are likely to face, so they can make an informed decision?</li> <li>provide more training?</li> </ul>	
<p>Other factors</p> <ul style="list-style-type: none"> <li>Is improvement in posture hindered by Personal Protective Equipment or clothing?</li> </ul>	Leaders & volunteers	<p>Consider:</p> <ul style="list-style-type: none"> <li>Ensure clothing &amp; footwear is appropriate and does not restrict movement</li> <li>What equipment can be used instead</li> <li>Provide personal protective equipment that is less restrictive?</li> </ul>	

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• Is it impossible to eliminate or automate the operation?			
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<b>Director responsible for ensuring the risk assessment is implemented.</b>		Name: Various Role: Date	
<b>Checked by [good to have someone else look at it]</b>		Name: Paul Stockham Role: Facilities Director Date: 25 <sup>th</sup> May 2021	
<b>Approved by</b>		Name: Derek Salter Role: Health & Safety Director Date: 25 <sup>th</sup> May 2021	
<b>Version Control</b>	Original Date: 25/5/21	<b>What's changed?</b>	Original
	Revision Date: 26/5/21		Issued
	Revision Date: 1/12/23		Reviewed, no changes
	Revision Date: 15/2/25		Annual review
	Revision Date 6 <sup>th</sup> March 2026		Annual review

### Feedback

Date	Who	Feedback	Comments
21/2/21	Derek S	Source for guidance	<a href="https://www.hse.gov.uk/pubns/ck5.pdf">https://www.hse.gov.uk/pubns/ck5.pdf</a> <a href="https://www.she.stfc.ac.uk/Pages/SC12-Appendix-3b.pdf">https://www.she.stfc.ac.uk/Pages/SC12-Appendix-3b.pdf</a>

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			<a href="https://www.cityofglasgowcollege.ac.uk/sites/default/files/hs-manual-handling-risk.pdf">https://www.cityofglasgowcollege.ac.uk/sites/default/files/hs-manual-handling-risk.pdf</a>
1/12/23	Derek S	Reviewed no changes	None

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HQ Template Published June 2020

