**RISK ASSESSMENT & METHOD STATEMENT (RAMS)**

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| Name of Assessor: | David Shaftoe | Date: | 10th March 2022, Version 2 |
| Task Being Assessed: | **ALLOTMENT WORKING, fully-inclusive, Open Country’s allotment, year-round** | | |
| Other RAMS to refer to: | **COVID-19, FIRE SAFETY, MINIBUS, WORKING WITH DISABLED PEOPLE** | | |
| Risk v Benefit analysis: | Working on our allotment is good for you, both mentally and physically. It allows us to encourage healthy eating and to work in a vibrant community space. There are some risks, mainly due to the incorrect use of hand tools or slips, trips and falls, but these can be avoided with care. Our work will also have a fantastic benefit for wildlife that frequents the site. | | |

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| What is the hazard? | Who might be harmed | How might people be harmed | Existing risk control measures | Risk Rating | | | Additional Controls | New risk rating (Residual) | | | Action / monitored by whom? | Action / monitored by when? |
| L | C | R | L | C | R |
| **Manual handling** | Staff  Members  Volunteers  Carers | Cuts, bruises, slips, trips & falls  Musculo – skeletal injury | Minibus seats are carried using the sack barrow or with help from a colleague  People being helped across uneven ground must be informed if they are causing discomfort to their supporter  Obstacles around the work site to be removed safely  Use of lifting aids e.g. wheelbarrows when transporting materials  Use proper lifting techniques | 2 | 4 | 8 | Materials, such as manure, delivered straight to site | 1 | 4 | 4 | Activity leader | Every day |
| **Tools and equipment** | Staff  Members  Volunteers  Carers  Public | Injury | Tools regularly maintained or replaced  Toolbox talk prior to working  Red-risked tools only to be used by trained, signed-off people  Safe storage of tools in a visible place, set apart from main work site  Tools counted at start / end of the day  Increased supporter ratios, use of a Spotter and other control measures applied when machinery in use  Maintain safe working distances  Do not use swinging tools in wet weather  Use of PPE including gloves, hard hats, goggles and ear defenders | 2 | 4 | 8 | Machinery maintenance schedules to be checked | 1 | 4 | 4 | Chief Officer  Activity leader | Annually  Every day |
| **Cooking & eating outdoors** | Staff  Members  Volunteers  Carers | Food poisoning | Make participants aware of dangers of consuming raw, unwashed or poisonous plants  Hand cleaning facilities available  Staff have Food Hygiene Level 2 | 1 | 5 | 5 | None identified | 1 | 5 | 5 | Activity leader | Every day |
| **Injury due to exercise** | Staff  Members  Volunteers  Carers | Cuts, bruises, slips, trips & falls  Exhaustion  Muscle & ligament soreness | Staff training  Participant screening & taster sessions prior to joining activity  Participants advised to work within their comfort zone  Equipment e.g. strong boots checked for suitability  First Aid kits carried / Welfare Kit kept in the minibus. Injured parties not to be left unaccompanied  Briefing at start of the activity, mentioning any known hazards | 2 | 5 | 10 | Toolbox talk before starting work  Warm-up exercises | 1 | 5 | 5 | Activity leader | Every day |
| **Participant fitness & competency** | Staff  Members  Volunteers  Carers | Cuts, bruises,  slips, trips &  falls  Exhaustion /  Dehydration  Muscle & ligament soreness  Late return so misses medication | Staff training  Referral induction / Taster sessions  Participant screening prior to commencing activity. Leader is empowered to refuse a service to anyone who is not fit enough or suitably equipped  Ongoing supervision  Programme to remind participants to bring sufficient food and drink  Encourage short breaks / rest periods | 1 | 4 | 4 | None identified | 1 | 4 | 4 | Activity leader | Every day |
| **Allotment fixtures** | Staff  Members  Volunteers  Carers | Falling through greenhouse  Eye injury on end of canes  Falling in pond | Glass is currently safety glass. Site rules say panes to be phased out in favour of polycarbonate.  Bicycle tyre prophylactics to be put on the end of each cane  Pond to be fenced off and identified in briefing | 1 | 4 | 4 | None identified | 1 | 4 | 4 | Activity leader | Every day |
| **Adverse weather conditions** | Staff  Members  Volunteers  Carers | Extreme weather  Sunburn / heat exhaustion / heat stroke  Dehydration  Hypothermia / hyperthermia  Slippery surfaces  Getting lost in poor visibility  High winds | Staff training  Note weather report prior to setting off  Carry suitable equipment e.g. sun hats or spare woollies  Adjust session or cancel if the weather becomes dangerous  Check participants have suitable clothing and footwear  Bring sun cream for workers to self-administer | 2 | 3 | 6 | None identified | 1 | 3 | 3 | Activity leader | Every day |
| **Environmental hazards** | Staff  Members  Volunteers  Carers | Poisoning by poisonous plants e.g. bittersweet  Illness due to contact with micro-organisms such as leptospirosis toxocara  Rash from plants | Staff and volunteer training  Advise participants on environmental dangers and the need for current tetanus cover  Verbal warning of any foreign objects and poisonous plants e.g. bittersweet (woody nightshade) and foxglove  Insect repellant carried for self-administration  Warn about dangers of drinking unfiltered water e.g. from water butts  Hand cleaning facilities available  Wear long sleeves when working amongst vegetation | 1 | 5 | 5 | Poisonous plant ID cards carried in the task folder | 1 | 5 | 5 | Activity leader | Every day |
| **Fire** | Staff  Members  Volunteers  Carers  Public | Injury from touching the incinerator bin or fire pit | Site Safety talk  Burns kit supplied  Supply of extra water  No fires in high winds  Flammable material stored well away  Fires extinguished at end of the day | 1 | 5 | 5 | None identified | 1 | 5 | 5 | Activity leader | Every day |
| **Dogs** | Staff  Members  Volunteers  Carers | Members bitten or frightened by dogs | No dogs are permitted except assistance dogs  Ask public to put dogs on a lead if it is scaring members | 1 | 5 | 5 | None identified | 1 | 5 | 5 | Activity leader | Every day |
| **Chemicals** | Staff  Members  Volunteers  Carers  Public  Wildlife | Poisoning | The allotment is organic  Wasp killer is occasionally used on H&S grounds. COSHH instructions are followed. | 1 | 5 | 5 | None identified | 1 | 5 | 5 | Activity leader | Every day |
| **Wet or uneven ground, trip hazards and foreign objects** | Staff  Members  Volunteers  Carers  Public | Cuts, bruises, slips, trips & falls, fractures & dislocations  Damage to property | Participants to be advised of hazards  Use of appropriate footwear  Tools to be stowed safely and securely in the minibus  Work sites to be changed if necessary  Verbal warning of any foreign objects on route  Keep the work site routes clear of debris, brash and tools  Trained sighted guides  First aid kits carried  Leave site in a safe state after work | 2 | 3 | 6 | Extra training on helping people get on/off the minibus | 1 | 3 | 3 | Activity leader | Every day |
| **Poor group Management**  e.g. hazards associated with missing persons | Staff  Members  Volunteers  Carers  Public | Abuse or assault from third party  Injury  Emotional upset from getting lost | Participant screening prior to starting exercise  Emergency contact number requested at referral stage  Leader has mobile phone and emergency numbers prior to session  Regular stops, where a head count is taken, especially at the start and end of each session  Ensure group stays together. Nobody left to work alone.  Communicate regularly  Leader to give extra support to most at risk clients | 2 | 5 | 10 | Ensure every leader has a smart phone with what3words  Formalise role of Spotter | 1 | 5 | 5 | Activity leader | Every day |
| **Task planning** | Staff  Members  Volunteers  Carers  Public | Cuts, bruises, slips, trips & falls  Dehydration  Muscle & ligament soreness  Road Traffic Accidents | Task planned around capabilities of group  Advise workers prior to starting work  Be aware of holes, broken objects glass and trip hazards | 2 | 5 | 5 | None identified | 2 | 5 | 5 | Activity leader | Every day |
| **People** | Staff  Members  Volunteers  Carers  Public | Injury due to collision, theft or assault | Make participants aware of the likely event of meeting other users, especially vehicle drivers  No lone working is permitted unless we have been informed e.g. greenhouse waterers  Group members discouraged from bringing valuables on site.  Supporter vigilance | 1 | 4 | 4 | None identified | 1 | 4 | 4 | Activity leader | Every day |
| **Hazards to wildlife** | Wildlife | Death or injury  Failure to nest | Check netting regularly for trapped hedgehogs  Provide ramps out of the ponds  Check hedges for nesting birds before cutting  Give nest boxes a wide berth when birds are nesting | 2 | 5 | 10 | None identified | 1 | 5 | 5 | All staff | Every day |
| Method Statement: | | 1. **TO BE READ IN CONJUNCTION WITH FIRE SAFETY AND MINIBUS RISK ASSESSMENTS**. 2. Familiarise yourself with the allotment to check it is safe for participants. Is the compost toilet working? What ratio is required for the safe undertaking of the task? 3. Session is delivered by a qualified member of staff or trained competent person. 4. Follow manual handling guidelines for carrying equipment e.g. materials & tools. 5. Tools to be counted out /in at the beginning/end of the day. 6. Check equipment is in good condition when handing out to participants. 7. Issue any necessary PPE including steel toe-capped footwear, gloves, hard hats and eye protection. 8. Toolbox talk at start of working day. This to include general ones such as manual handling and safe use of hand tools, plus exceptional ones such as poisonous plants. Identify new or infrequent participants. Explain format of the day and stress people must work at their own pace. 9. Leader to carry emergency details, phone & first aid kit. Welfare kit kept in bus. 10. Be aware of foreign objects on the work site that could cause damage or injury to participants e.g. dog dirt, greenhouse, holes and structures. 11. Keep spare tools, first aid materials & personal belongings in the minibus. 12. Tools to be stored safely when on site e.g. forks pointing downwards. 13. Occasionally, chemicals such as wasp-killer are used. Follow manufacturer’s instructions for use, storage & disposal. Do a COSHH sheet. Wear appropriate PPE. Do not apply when others present. 14. Ensure safe working distances between people i.e. at least two tool lengths. 15. Red-risked tools, including machinery, are only used by people who have been trained and signed off. 16. Volunteers to be reminded their primary role is facilitating the work and safety of members. Consider the use of a Spotter to warn of danger, especially when using machinery. When using an open fire, appoint a volunteer to remain by it. 17. Continually monitor the physical condition, mood and hydration levels of participants while they are working. Regular head counts held. Regular stops to be taken, including for refreshment. 18. Hand cleaning facilities to be made available, especially before eating, drinking & smoking. 19. Leave the allotment in a safe state at the end of the session. 20. Check on the well-being of all participants at the end of the activity, drawing out any concerns. 21. Drop participants home or verbally screen to ensure they are safe / willing to go home unaccompanied. | | | | | | | | | | |

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| Signature of Reviewer: | David_Sig.jpg |

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|  | | | Severity of impact / consequences | | | | |
| Trivial | Minor injury | Over 3 day injury | Major injury | Incapacity or death |
| 1 | 2 | 3 | 4 | 5 |
| Likelihood | Highly unlikely | 1 | 1 | 2 | 3 | 4 | 5 |
| Unlikely | 2 | 2 | 4 | 6 | 8 | 10 |
| Possible | 3 | 3 | 6 | 9 | 12 | 15 |
| Probable | 4 | 4 | 8 | 12 | 16 | 20 |
| Certain | 5 | 5 | 10 | 15 | 20 | 25 |

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