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

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| Name of Assessor: | David Shaftoe | Date: | 10th March 2022, Version 2 |
| Task Being Assessed: | **BCS AUTOSCYTHE USE, mowing projects, various locations, year-round** | | |
| Other RAMS to refer to: | **BRUSHCUTTER, COVID-19, MINIBUS, TRAILER, WORKING WITH DISABLED PEOPLE** | | |
| Risk v Benefit analysis: | The BCS mower (also called an autoscythe) is a useful piece of equipment for managing meadows, path edges and reed beds. It has also allowed us to operate in churchyard management – a niche area we are keen to develop. There are some risks, mainly due to manual handling, cuts and hearing damage. | | |

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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  Volunteers | Injury lifting heavy machinery  Back injury | | Avoid lifting the BCS and attachments where possible. Where this not possible, adopt correct lifting techniques and share the task  Use the trolley, which is kept in Philomena’s garage, every time  Use the lift to get heavy equipment in and out of minibus.  Ensure the blade guard is in place prior to moving or lifting the blade | 2 | 3 | 6 | Manual handling training for volunteers  Toolbox talk | 1 | 3 | 3 | Activity leader | Every BCS session |
| **Use of Machinery** | Staff  Volunteers  Members | Back strain  Cuts to body  Hearing damage  Electrocution  Initiation cord not fully deploying, causing injury to fingers and hands | | Machine should only be used by competent, trained and signed-off people – staff or a volunteer  Machine operators and other workers who are nearby should wear the correct PPE, including ear defenders and steel toe-capped footwear  Ensure the machine is well maintained and safe to use  The task must have two non-disabled people to accompany the leader who is usually the mower operator. At least one must be able to legally drive the minibus in an emergency  A toolbox talk is provided by the task leader prior to commencing work, detailing how to use the tools safely and information about site safety  Large ambulance dressings are taken on site and kept near the operator  Remove spark plug before carrying out maintenance or cleaning  Wear gloves when cleaning or lubricating the cutter bar blades  On slopes use the BCS across the face, not up & down. Do not use the machine on slopes greater than 25º  Use engine at a low throttle setting of not more than 1:4  Undertake a dummy pull first to turn the engine over before exerting maximum force. Grip the toggle between the fingers at the 1st knuckle  Don’t walk away when engine idling  Adequate support and supervision should be given to participants by leaders and volunteers. Steel toe-capped footwear should be worn    Ensure safe working distances between people and the machine  Stow machine with parking brake on and in gear | 2 | 5 | 10 | Toolbox talk  Formal training of volunteers to ensure cover and allow for operator rest breaks | 1 | 5 | 5 | Activity leader | Every BCS session |
| **Flammable materials** | Staff  Volunteers  Members | Fire due to poor storage, pouring & transport of petrol & oil | | On site, ensure machine is not exposed to sources of naked flames  Store spare petrol away from machine and sources of naked flames  Instruct smokers to smoke away from machine and spare fuel. Extinguish cigarettes properly  When filling petrol tank, ensure it is done in an open, well-ventilated area, and use a funnel to minimise spills  Store and transport petrol in a suitable container, clearly marked so people know what is contained  Stored away from naked flames - in a van vault, which is kept locked | 1 | 5 | 5 | None identified | 1 | 5 | 5 | Activity leader | Every BCS session |
| **Vibration** | Operator | Injury from HAVS due to vibration | | Take regular breaks every 30 minutes  Avoid rough, uneven surfaces which increase vibration  Wear good, thick gloves  Don’t use BCS for more than 4 hours in one day | 2 | 4 | 8 | Formal training of volunteers to ensure cover and allow for operator rest breaks | 1 | 4 | 4 | Activity leader | Every BCS session |
| **Slips, trips or falls** | Staff  Volunteers  Members | Cuts, bruises, slips, trips & falls, fractures & dislocations | | Reccie the site before-hand so the leader is aware of potential risks and can make the group aware of them  Keep routes clear of debris, brash and tools  Do not rush participants and walk to the individual’s comfortable speed  Ensure there are enough helpers to number of people in need of assistance  Take regular breaks  Carry at least one first aid kit and ensure presence of a first aider  Encourage the use of appropriate footwear | 2 | 3 | 6 | Toolbox talk | 1 | 3 | 3 | Activity leader | Every BCS session |
| **People** | Staff  Volunteers  Members  Public | Anxiety from machinery use  Injury from machine  Injury/assault from public | | Group leader to instruct everyone to stay clear of the mower operator  A spotter is appointed, who is the only person who can approach the operator  Stop the activity when necessary and explain dangers to participants calmly but firmly. Maintain close vigilance  Make volunteers / staff and carers aware of participants needs. Remain calm and patient, taking breaks and rest periods where needed. The noise of the mower may cause unease Reassure people and keep them well away from the working area, if needs be giving them other duties on site. Possibly issue with ear defenders  Use of barrier tape and warning signs to warn members of public and other site users that work is in progress | 1 | 3 | 3 | None identified | 1 | 3 | 3 | Activity leader | Every BCS session |
| **Tools and other** | Staff  Volunteers  Members | Injury | | Tools should be checked before use and kept clean and well maintained  Ensure that tools are stored safely on site (e.g. forks facing downwards) and in a designated area  A count of tools should be taken at the beginning and end of the day to ensure all tools are accounted for | 1 | 4 | 4 | None identified | 1 | 4 | 4 | Activity leader | Every BCS session |
| **Fatigue** | Staff  Volunteers | Mower use is physically draining. | | Encourage short breaks and rest periods  Operator to bring plenty of food and drink and leaders should take spare water | 2 | 4 | 8 | Formal training of volunteers to ensure cover and allow for operator rest breaks | 1 | 4 | 4 | Activity leader | Every BCS session |
| **Weather conditions** | Staff  Volunteers  Members | Extreme weather  Sunburn / heat exhaustion / heat stroke  Dehydration  Hypothermia / hyperthermia  Slippery surfaces | | Note weather conditions of the day and check everyone is fully equipped before leaving  Be aware that conditions could change significantly after heavy precipitation or freezing temperatures  Take spare woollies and / or sun protection and offer them for loan  Make participants aware of the forecast and make adjustments to the day if necessary  Make one another aware of slippery surfaces and slow down or stop if necessary    Wellies with steel toe caps should be provided by Open Country and worn for most activities. Socks are available for loan  A survival bag, vehicle or indoor space should be nearby in case of exposure related illness (e.g. hypothermia/hyperthermia) | 1 | 5 | 5 | None identified | 1 | 5 | 5 | Activity leader | Every BCS session |
| Method Statement: | | | 1. Staff must never go and collect the BCS mower unaccompanied. The trolley is to be used. 2. Activity leader to ensure they are familiar with related risk assessments and toolbox talks, especially manual handling. Check adequate insurance cover is in place. 3. Follow manual handling guidelines for carrying heavy equipment. Store securely in minibus or trailer with anchored strapping. 4. Check all equipment is in a serviceable condition. 5. Leader should be familiar with the site. Where are the nearest toilets? 6. All participants should have filled out a Personal Information (PI) form which is taken on the day, detailing emergency contacts, doctor’s details and medical information. This information is confidential to the group leader (normally staff) and emergency services. The group leader should be a first aider and will administer first aid if necessary. As the group leader will usually be the mower operator there will ideally be a 2nd qualified first aider on site. 7. Store extra tools and petrol in a designated area, away from smokers. 8. Give BCS Autoscythe TBT. Make group aware of potential risks & keep them updated & calm. 9. Appoint a Spotter for the session, to ensure no one approaches the machine operator whilst the machine is in use. 10. Operator wears appropriate PPE – ear defenders, thick gloves and steel toe-capped boots. 11. Be mindful of slips, trips and falls when using the mower. 12. Monitor your physical condition, mood and hydration levels. Regular breaks should be taken. 13. Leave the site tidy and safe the end of the day. | | | | | | | | | | |

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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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| Date of Issue | **03/07/20** | Date of next review | **31/03/23** |