**RISK ASSESSMENT & METHOD STATEMENT**

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| Name of Assessor:  | David Shaftoe | Date: | 10th March 2022, Version 2 |
| Task Being Assessed: | **COMPACTION (WACKER) PLATE USE, various locations, year-round** |
| Other RAMS to refer to: | **CONSERVATION WORK, COVID-19, MINIBUS, TRAILER, WORKING WITH DISABLED PEOPLE** |
| Risk v Benefit analysis: | A compaction plate is a useful piece of equipment for consolidating new path surfaces, which are a key part of our mission to improve access for all. There are some risks to mitigate, mainly due to manual handling this heavy piece of equipment, as well as 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** | StaffVolunteers | Back strain | Avoid lifting the compactor wherever possible. Where this is unavoidable, use correct lifting techniquesUse the sack barrow to move the compactor, which should be secured to it with bungee tiesUse the lift when transporting the machine in the minibusDo not move the compactor with a wheelbarrow as there is too much lifting required and the point of balance is too high, causing it to topple over | 2 | 4 | 8 | Formal training for operatorsToolbox talk | 1 | 4 | 4 | Activity leader | Every session |
| **Use of Machinery**  | StaffVolunteersMembers | Back strainHearing damageElectrocutionInitiation 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 footwearEnsure machine is annually serviced, well maintained and safe to use A talk is provided by the task leader prior to commencing work, detailing how to use all tools safely and information about site safetyRemove spark plug before carrying out maintenance or cleaning Undertake a dummy pull first to turn the engine over before exerting maximum force. Grip the toggle between the fingers at the 1st knuckle Ensure safe working distances between people and the machineNever use the compactor on a slope of greater than 15 degreesDon’t leave machine with engine idling | 2 | 4 | 8 | Toolbox talkFormal training of volunteers to ensure cover and allow for operator rest breaks | 1 | 4 | 4 | Activity leader | Every session  |
| **Flammable materials** | StaffVolunteersMembers | Fire due to poor storage, pouring & transport of petrol & oil | On site, ensure machine is not exposed to sources of naked flamesStore spare petrol away from machine and sources of naked flamesInstruct smokers to smoke away from machine and spare fuel. Extinguish cigarettes properlyWhen filling petrol tank, ensure it is done in an open, well-ventilated area, and use a funnel to minimise spillsStore 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 session |
| **Vibration****(causing Hand Arm Vibration Syndrome – HAVS)** | Operator | Injury from HAVS due to vibration | Use engine at full throttle, but take breaks every 15 minutes to reduce the chance of HAVSAvoid rough, uneven surfaces which increase vibrationWear good, thick glovesDon’t use compactor 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 session |
| **Slips, trips or falls** | StaffVolunteersMembers | 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 session |
| **People** | StaffVolunteersMembers Public | Anxiety from machinery useInjury from machineCollision with other site usersInjury/assault from public | Group leader to instruct everyone to stay clear of the compactor operator A spotter is appointed, who is the only person who can approach the operatorAdequate support and supervision should be given to participants by leaders and volunteers. Steel toe-capped footwear should be wornStop the activity when necessary and explain dangers to participants calmly but firmly. Maintain close vigilanceMake volunteers / staff and carers aware of participants needs. Remain calm and patient, taking breaks and rest periods where needed. The noise of the compactor 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 defendersUse 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 session |
| **Hand tools**  | StaffVolunteersMembers | 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 areaA 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 session |
| **Fatigue** | StaffVolunteers | Compactor 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 session |
| **Weather conditions** | StaffVolunteersMembers | Extreme weatherSunburn / heat exhaustion / heat strokeDehydrationHypothermia / hyperthermiaSlippery surfaces | Note weather conditions of the day and check everyone is fully equipped before leavingBe aware that conditions could change significantly after heavy precipitation or freezing temperatures Take spare woollies and / or sun protection and offer them for loanMake 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 session |
| Method Statement: | 1. Activity leader to ensure they are familiar with related risk assessments and toolbox talks. Compaction plates should only be used by staff that have had the in-house training and have been formally signed off. Check adequate insurance cover is in place.
2. Follow manual handling guidelines for using heavy equipment, using a sack barrow to move it.
3. Check the machine is in a serviceable condition – serviced at least annually.
4. Leader should be familiar with the site. Where are the nearest toilets?
5. 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, will carry a first aid kit and will administer first aid if necessary.
6. Store extra tools and petrol in a designated area, away from smokers.
7. Give a Compaction Plate TBT. Make the group aware of the potential risks and keep them updated and calm if necessary.
8. Appoint a Spotter for the session, to ensure no one approaches the machine operator whilst the machine is in use. Warning signs and barrier tape may be used on some sites.
9. Operators wear appropriate PPE – ear defenders, thick gloves and steel toe-capped boots. All group members will wear steel toe-capped boots and ear defenders will be given to those working close to the machine.
10. Monitor the physical condition, mood and hydration levels of operators. Regular breaks should be taken – every 15 minutes to reduce the risk of HAVS. This means it is normally essential to have more than one trained operator to allow for swapping over.
11. Leave the site tidy and safe at 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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| Document Owner | **David Shaftoe** | Classification | **Internal Use** |
| Date of Issue | **03/07/20** | Date of next review | **31/03/23** |