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

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| Name of Assessor: | David Shaftoe | Date: | 10th March 2022, Version 2 |
| Task Being Assessed: | **CONSERVATION WORK PARTIES, general, for ambulant people, various locations, year-round** | | |
| Other RAMS to refer to: | **BCS USE, BRUSHCUTTER, COMPACTION PLATE, COVID-19, MINIBUS, WORKING AT HEIGHT, WORKING BY WATER, WORKING WITH DISABLED PEOPLE** | | |
| Risk v Benefit analysis: | Physical work is good for you, both mentally and physically. 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. Your work will also have a fantastic benefit for wildlife and the people who use 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  Back strain | New starters disclose existing health issues and are give suitable work  Minibus seats are carried using the sack barrow or with help from a colleague  Two people to lift tree poppers & heavy items  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 correct lifting techniques | 3 | 4 | 12 | Materials delivered straight to site | 2 | 4 | 8 | Task leader | Every day |
| **Tools and equipment** | Staff  Members  Volunteers  Carers  Public | Injury | Safe transport of tools to and around the work site  Tools regularly maintained or replaced  Toolbox talks 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  Do not use gloves with swinging tools  Use of PPE including gloves, hard hats, goggles and ear defenders | 2 | 4 | 8 | Machinery maintenance schedules to be improved | 1 | 4 | 4 | Task leader | Every day |
| **Injury due to exercise** | Staff  Members  Volunteers  Carers | Cuts, bruises, slips, trips & falls  Exhaustion  Dehydration  Muscle & ligament soreness | Staff training  Participant screening & taster sessions prior to joining activity  Participants advised to work within their comfort zone  Equipment e.g. safety 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  Remind people to bring plenty of liquid and to drink regularly | 2 | 5 | 10 | Toolbox talk in car park before the work  Warm-up exercises | 1 | 5 | 5 | Task leader | Every day |
| **Participant fitness & competency** | Staff  Members  Volunteers  Carers | Cuts, bruises,  slips, trips &  falls  Exhaustion /  Dehydration  Muscle & ligament soreness  Delay causes late return and missed medication | Staff training  Referral induction / Taster sessions  Programme information, pre-activity reminders and 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 | Task 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 e.g. working under trees in high winds  Check participants have suitable clothing and footwear  Bring sun cream to self-administer  Work in the shade / shelter in minibus  Regular stops  Keep hydrated | 3 | 5 | 15 | SPOT satellite tracker to be purchased | 3 | 4 | 12 | Task leader | Every day |
| **Environmental hazards** | Staff  Members  Volunteers  Carers | Poisoning by poisonous plants e.g. giant hogweed, bittersweet  Drowning whilst walking by water  Illness due to contact with micro-organisms such as leptospirosis, toxocara and lyme disease (from ticks) | Use gloves to prevent contact  Staff and volunteer training  Advise participants on environmental dangers and the need for current tetanus cover  Verbal warning of any foreign objects on route  Throw ropes carried on sites by water  Insect repellant wipes carried for self-administration  Cuts covered with waterproof plasters  Warn about dangers of drinking unfiltered water  Trousers to be tucked in to socks in places where ticks are likely  Instruct to wear long sleeves amongst thick vegetation e.g. nettles  Hand cleaning facilities available | 1 | 5 | 5 | Poisonous plant TBT carried | 1 | 5 | 5 | Task leader | Every day |
| **Fire** | Staff  Members  Volunteers  Carers  Public | Burns  Death | Site Safety talk, instructing fire site is a ‘no go’ area without supervision  Burns kit carried  Supply of extra water  No fires in high winds  Flammable material stored well away  Fires extinguished at end of the day  Put hazard tape around the embers on public land | 1 | 5 | 5 | None identified | 1 | 5 | 5 | Task leader | Every day |
| **Animals** | Staff  Members  Volunteers  Carers | Members frightened by animals, including dogs  Trampled or bitten by animals  Adder bites | Tell participants not to touch animals  No dogs are permitted on work sites except assistance dogs  Ask pubic to put dogs on lead  Avoid livestock. Where this is unavoidable, leader to ensure everyone stays together. At leader’s discretion, deviate from right of way  Stick to paths & wear stout footwear | 1 | 5 | 5 | Check work sites ahead of time but this cannot totally control the risk | 1 | 5 | 5 | Task 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 | Task 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  No lone working is permitted  Group members discouraged from bringing valuables on site.  Tape off the work area with barrier tape or use ‘people at work’ signs  Supporter vigilance | 1 | 5 | 5 | None identified | 1 | 5 | 5 | Task 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 or death | Participant screening prior to starting exercise  Emergency contact number requested at referral stage  Leader has mobile phone and emergency numbers prior to session  Leader to carry OS Explorer map  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 smartphone with what3words  Leave note in window of bus saying where we are walking & what time due back  Formalise role of Spotter | 1 | 5 | 5 | Task leader | Every day |
| **Task planning** | Staff  Members  Volunteers  Carers  Public | Cuts, bruises, slips, trips & falls  Exhaustion  Dehydration  Muscle & ligament soreness  Road Traffic Accidents  Late return time, possibly missing medication | Route and task planned around capabilities of client group  Advise workers prior to starting work  Be aware of holes, barbed wire, broken objects and trip hazards  Avoid main roads. On road crossings, get the group together and cross safely – in split groups if this is safer  When walking on the road is unavoidable, walk in single file, facing the oncoming traffic (except on bends) | 2 | 5 | 5 | None identified | 2 | 5 | 5 | Task leader | Every day |
| Method Statement: | | 1. Visit work sites to check they are safe for participants. Where are the nearest toilets? What ratio is required for the safe undertaking of the task? 2. Session is delivered by a qualified member of staff or trained competent person. 3. Follow manual handling guidelines for carrying equipment e.g. seats & tools. 4. Tools to be counted out /in at the beginning/end of the day. 5. Check equipment is in good condition when handing out to participants. 6. Issue any necessary PPE including steel toe-capped footwear, gloves, hard hats and eye protection. 7. 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 adders or use of specific machinery or hand tools. Identify new or infrequent participants. Explain format of the day and stress people must work at their own pace. 8. Leader to carry emergency details, phone, throw rope (by water) & first aid kit. Welfare kit kept in bus. 9. A front marker (normally the leader) and a back marker (normally a volunteer) will be appointed if there is a walk from the minibus to the work site. Back marker will wear high-viz. 10. Be aware of foreign objects on the work site that could cause damage or injury to participants e.g. dog dirt, tree roots, brambles, glass, holes and structures. 11. Designate a safe, visible place where tools, first aid materials & personal belongings are kept. It must be well away from fires. 12. Tools to be stored safely when on site e.g. forks pointing downwards. 13. Ensure safe working distances between people i.e. at least two tool lengths. 14. Red-risked tools, including machinery, are only used by people who have been trained and signed off. 15. 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. 16. 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. 17. Hand cleaning facilities to be made available, especially before eating, drinking & smoking. 18. Leave the work area in a safe state at the end of the session. 19. Check on the well-being of all participants at the end of the activity, drawing out any concerns. 20. 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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| **RISK RATING** | | | 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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