**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** | StaffMembersVolunteersCarers | Cuts, bruises, slips, trips & fallsBack strain | New starters disclose existing health issues and are give suitable workMinibus seats are carried using the sack barrow or with help from a colleagueTwo people to lift tree poppers & heavy itemsPeople being helped across uneven ground must be informed if they are causing discomfort to their supporterObstacles around the work site to be removed safelyUse of lifting aids e.g. wheelbarrows when transporting materialsUse correct lifting techniques | 3 | 4 | 12 | Materials delivered straight to site | 2 | 4 | 8 | Task leader | Every day |
| **Tools and equipment** | StaffMembersVolunteersCarersPublic | Injury | Safe transport of tools to and around the work siteTools regularly maintained or replacedToolbox talks prior to workingRed-risked tools only to be used by trained, signed-off peopleSafe storage of tools in a visible place, set apart from main work siteTools counted at start / end of the dayIncreased supporter ratios, use of a Spotter and other control measures applied when machinery in useMaintain safe working distancesDo not use swinging tools in wet weatherDo not use gloves with swinging toolsUse 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** | StaffMembersVolunteersCarers | Cuts, bruises, slips, trips & fallsExhaustionDehydrationMuscle & ligament soreness | Staff trainingParticipant screening & taster sessions prior to joining activityParticipants advised to work within their comfort zoneEquipment e.g. safety boots checked for suitability First Aid kits carried / Welfare Kit kept in the minibus. Injured parties not to be left unaccompaniedBriefing at start of the activity, mentioning any known hazardsRemind people to bring plenty of liquid and to drink regularly | 2 | 5 | 10 | Toolbox talk in car park before the workWarm-up exercises | 1 | 5 | 5 | Task leader | Every day |
| **Participant fitness & competency** | StaffMembersVolunteersCarers | Cuts, bruises, slips, trips & fallsExhaustion / DehydrationMuscle & ligament sorenessDelay causes late return and missed medication | Staff trainingReferral 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 equippedOngoing supervisionProgramme to remind participants to bring sufficient food and drinkEncourage short breaks / rest periods | 1 | 4 | 4 | None identified | 1 | 4 | 4 | Task leader | Every day |
| **Adverse weather conditions** | StaffMembersVolunteersCarers | Extreme weatherSunburn / heat exhaustion / heat strokeDehydrationHypothermia / hyperthermiaSlippery surfacesGetting lost in poor visibilityHigh winds | Staff trainingNote weather report prior to setting off Carry suitable equipment e.g. sun hats or spare woolliesAdjust session or cancel if the weather becomes dangerous e.g. working under trees in high windsCheck participants have suitable clothing and footwearBring sun cream to self-administerWork in the shade / shelter in minibusRegular stopsKeep hydrated | 3 | 5 | 15 | SPOT satellite tracker to be purchased | 3 | 4 | 12 | Task leader | Every day |
| **Environmental hazards** | StaffMembersVolunteersCarers | Poisoning by poisonous plants e.g. giant hogweed, bittersweetDrowning whilst walking by waterIllness due to contact with micro-organisms such as leptospirosis, toxocara and lyme disease (from ticks) | Use gloves to prevent contactStaff and volunteer trainingAdvise participants on environmental dangers and the need for current tetanus coverVerbal warning of any foreign objects on routeThrow ropes carried on sites by waterInsect repellant wipes carried for self-administrationCuts covered with waterproof plastersWarn about dangers of drinking unfiltered waterTrousers to be tucked in to socks in places where ticks are likelyInstruct to wear long sleeves amongst thick vegetation e.g. nettlesHand cleaning facilities available | 1 | 5 | 5 | Poisonous plant TBT carried  | 1 | 5 | 5 | Task leader | Every day |
| **Fire** | StaffMembersVolunteersCarersPublic | BurnsDeath | Site Safety talk, instructing fire site is a ‘no go’ area without supervisionBurns kit carriedSupply of extra waterNo fires in high windsFlammable material stored well awayFires extinguished at end of the dayPut hazard tape around the embers on public land | 1 | 5 | 5 | None identified | 1 | 5 | 5 | Task leader | Every day |
| **Animals** | StaffMembersVolunteersCarers | Members frightened by animals, including dogsTrampled or bitten by animalsAdder bites | Tell participants not to touch animalsNo dogs are permitted on work sites except assistance dogsAsk pubic to put dogs on leadAvoid 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**  | StaffMembersVolunteersCarersPublic  | Cuts, bruises, slips, trips & falls, fractures & dislocationsDamage to property | Participants to be advised of hazardsUse of appropriate footwearTools to be stowed safely and securely in the minibusWork sites to be changed if necessary Verbal warning of any foreign objects on routeKeep the work site routes clear of debris, brash and toolsTrained sighted guidesFirst aid kits carriedLeave 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** | StaffMembersVolunteersCarersPublic | Injury due to collision, theft or assault | Make participants aware of the likely event of meeting other usersNo lone working is permittedGroup members discouraged from bringing valuables on site.Tape off the work area with barrier tape or use ‘people at work’ signsSupporter vigilance | 1 | 5 | 5 | None identified | 1 | 5 | 5 | Task leader | Every day |
| **Poor group Management**e.g. hazards associated with missing persons | StaffMembersVolunteersCarersPublic  | Abuse or assault from third partyInjury or death | Participant screening prior to starting exerciseEmergency contact number requested at referral stageLeader has mobile phone and emergency numbers prior to sessionLeader to carry OS Explorer mapRegular 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 regularlyLeader to give extra support to most at risk clients | 2 | 5 | 10 | Ensure every leader has a smartphone with what3wordsLeave note in window of bus saying where we are walking & what time due backFormalise role of Spotter | 1 | 5 | 5 | Task leader | Every day |
| **Task planning** | StaffMembersVolunteersCarersPublic | Cuts, bruises, slips, trips & falls ExhaustionDehydrationMuscle & ligament sorenessRoad Traffic AccidentsLate return time, possibly missing medication | Route and task planned around capabilities of client groupAdvise workers prior to starting workBe aware of holes, barbed wire, broken objects and trip hazardsAvoid main roads. On road crossings, get the group together and cross safely – in split groups if this is saferWhen 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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