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

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| Name of Assessor: | David Shaftoe | Date: | 10th March 2022, Version 2 |
| Task Being Assessed: | **FIRE SAFETY** | | |
| Other RAMS to refer to: | **ADVENTURE (OUTDOOR PURSUITS, ALLOTMENT WORKING, CONSERVATION WORK PARTIES, COVID-19, MINIBUS, RESIDENTIALS, WORKING WITH DISABLED PEOPLE** | | |
| Risk v Benefit analysis: | Working with fire is a common countryside practice that permeates many of our activities. It can be a useful way of getting rid of brash and is also fun! There are obvious risks associated with fire, but these can be limited by careful supervision and training. | | |

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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 |
| **Lack of fire awareness** | Staff  Members  Volunteers  Carers | Burns  Death | All staff and office-based volunteers are made aware of building evacuation procedures at induction  Fire safety information is easily identifiable on office notice boards  Staff participate fully in fire safety drills  All OC users of Community House urged to sign the tenants/visitors book on entering & leaving the building  Activity Briefing sheets are filled in accurately | 1 | 5 | 5 | None identified | 1 | 5 | 5 | Chief Officer / Project Officer | Every induction |
| **Storage of flammable materials** | Staff  Members  Volunteers  Carers | Burns  Death | Flammable materials are stored in van vaults at Community House and Thornes Park  Supplies are kept to a minimum  Flammable materials kept apart from combustable material  Only OC staff have access to a key | 2 | 5 | 10 | None identified | 2 | 5 | 10 | Activity leader | Every session |
| **Unsafe electrical apparatus** | Staff  Members  Volunteers  Carers | Burns  Electric shock | Portable appliance testing annually  Turn electrical appliances off when leaving offices  Limit trailing leads & adaptors  Use of circuit breakers  Inventory of all electrical equipment, updated annually | 1 | 4 | 4 | None identified | 1 | 4 | 4 | Chief Officer | Twice annually |
| **Untidy workplaces** | Staff  Members  Volunteers  Carers | Cluttered environment provides fuel for fire and makes emergency exiting difficult  Burns  Death | Offices and storage areas kept tidy  Materials recycled regularly  Builders sand on standby to deal with diesel spillages | 1 | 5 | 5 | None identified | 1 | 5 | 5 | Chief Officer | Ongoing |
| **Inadequate fire safety apparatus** | Staff  Members  Volunteers  Carers | Burns  Death | *HADCA* regularly service fire alarm system & extinguishers  *KW Fire Ltd* service OC minibus extinguishers  Weekly OC staff checks of minibus extinguishers | 1 | 5 | 5 | None identified | 1 | 5 | 5 | Project Officer / Chief Officer | Every session |
| **Smoking** | Staff  Members  Volunteers  Carers | Burns  Death | ‘No Smoking’ policy in offices, storage areas, minibuses, Community House and residential accommodation  OC smokers are advised of the location of the Community House and Thornes Park Smoking Areas. | 1 | 5 | 5 | None identified | 1 | 5 | 5 | Activity leader | Every session |
| **Minibus fire** | Staff  Members  Volunteers  Carers | Burns  Death | Evacuation posters in place  No smoking or consumption of alcohol allowed on the bus  Spare fuel is only carried as a last resort  Crisis Management Plan in place | 1 | 5 | 5 | None identified | 1 | 5 | 5 | Activity leader | Annually |
| **Bonfires** | Staff  Members  Volunteers  Carers | Burns  Death | Alternative methods of brash disposal  Keep fires manageable  Load fore from one side  First aid equipment carried  Trip hazards removed  Safe working areas  Turn fore on before leaving. | 2 | 5 | 10 | Appoint a volunteer as spotter to stay by the fire. | 1 | 5 | 5 | Activity leader | Every session |
| **Kelly Kettles** | Staff  Members  Volunteers  Carers | Burns (including scalds) | Use correctly | 2 | 3 | 6 | Fire safety areas to be implemented | 1 | 3 | 3 | Activity leader | Every session |
| **Flint & steel** | Staff  Members  Volunteers  Carers | Blisters | Instruct in proper use  Limit use | 3 | 1 | 3 | None identified | 3 | 1 | 3 | Activity leader | Every session |
| Method Statement: | | **Building safety**   1. **Safety inductions** – get all new starters to sign and say that they have had a tour of the building and understand the location of wheelchair evacuation points, assembly points, fire extinguishers, fire alarms and fire exits. 2. Do not use the Community House lifts in the event of fire. 3. Do not wedge open doors, unless it is to permit office access by wheelchair users. (This is currently in abeyance due to the needs of Covid-19 security). 4. Use the Community House magnetic door holders that release when the fire alarm is activated. 5. To limit the amount of fuel stored, try and buy what you need for the day using the fuel card. Combustible material also includes adblue, charcoals, firelighters, petrol in cans, oil. 6. Electrical apparatus– *KW Fire* attend annually. The Wakefield project brings its electrical apparatus to Harrogate at this time. Document the visit and abide by any suggestions by the testers. 7. Advise smokers where the designated smoking area is as part of their building safety induction. 8. Loss of documentation – Back up regularly and store one USB memory stick off-site with a trustee.   **Activities**   1. Spare fuel is only carried as a last resort must be carried in a cage, securely fastened down. 2. Minimum ratio of 3 supporters:7 participants. Increase these ratios when working with members with poor mental capacity. 3. Toolbox talks at start of each task. This will include where we will be working and risks associated with it. 4. Leader has access to emergency (PI) details, phone and first aid kit. Other supporters to be aware of where to find these items. 5. Continually monitor the physical condition, mood and hydration levels of participants. 6. Check on well-being of participants at start and end of the activity, drawing out concerns & further hazards. 7. Kelly kettles – Establish a one-metre wide safety zone around the kettle, perhaps using branches. Remove stoppers from the kettles. Use welder’s mitts when pouring from / touching the kettle. Cold water / first aid kits on standby. Warn participants the boiling kettle may spit. 8. Flint & steel – the use of an accelerant like Vaseline can increase the success rate and reduce blisters! | | | | | | | | | | |

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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 | **21/07/20** | Date of next review | **31/03/23** |