** 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** | StaffMembersVolunteersCarers | BurnsDeath | All staff and office-based volunteers are made aware of building evacuation procedures at inductionFire safety information is easily identifiable on office notice boardsStaff participate fully in fire safety drillsAll OC users of Community House urged to sign the tenants/visitors book on entering & leaving the buildingActivity Briefing sheets are filled in accurately  | 1 | 5 | 5 | None identified | 1 | 5 | 5 | Chief Officer / Project Officer | Every induction |
| **Storage of flammable materials** | StaffMembersVolunteersCarers | BurnsDeath  | Flammable materials are stored in van vaults at Community House and Thornes ParkSupplies are kept to a minimumFlammable materials kept apart from combustable materialOnly OC staff have access to a key | 2 | 5 | 10 | None identified | 2 | 5 | 10 | Activity leader | Every session |
| **Unsafe electrical apparatus** | StaffMembersVolunteersCarers | BurnsElectric shock | Portable appliance testing annuallyTurn electrical appliances off when leaving officesLimit trailing leads & adaptorsUse of circuit breakersInventory of all electrical equipment, updated annually | 1 | 4 | 4 | None identified | 1 | 4 | 4 | Chief Officer | Twice annually |
| **Untidy workplaces** | StaffMembersVolunteersCarers | Cluttered environment provides fuel for fire and makes emergency exiting difficultBurnsDeath | Offices and storage areas kept tidyMaterials recycled regularlyBuilders sand on standby to deal with diesel spillages | 1 | 5 | 5 | None identified | 1 | 5 | 5 | Chief Officer | Ongoing |
| **Inadequate fire safety apparatus** | StaffMembersVolunteersCarers | BurnsDeath | *HADCA* regularly service fire alarm system & extinguishers*KW Fire Ltd* service OC minibus extinguishersWeekly OC staff checks of minibus extinguishers | 1 | 5 | 5 | None identified | 1 | 5 | 5 | Project Officer / Chief Officer | Every session |
| **Smoking** | StaffMembersVolunteersCarers | BurnsDeath | ‘No Smoking’ policy in offices, storage areas, minibuses, Community House and residential accommodationOC 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** | StaffMembersVolunteersCarers | BurnsDeath | Evacuation posters in placeNo smoking or consumption of alcohol allowed on the busSpare 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** | StaffMembersVolunteersCarers | BurnsDeath | Alternative methods of brash disposalKeep fires manageableLoad fore from one sideFirst aid equipment carriedTrip hazards removedSafe working areasTurn 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** | StaffMembersVolunteersCarers | Burns (including scalds) | Use correctly | 2 | 3 | 6 | Fire safety areas to be implemented | 1 | 3 | 3 | Activity leader | Every session |
| **Flint & steel** | StaffMembersVolunteersCarers | Blisters | Instruct in proper useLimit 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** |