**RISK ASSESSMENT & METHOD STATEMENT**

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| Name of Assessor: | David Shaftoe | Date: | 10th March 2022, Version 2 |
| Task Being Assessed: | **WALKING - general, for ambulant people, various locations, year-round** | | |
| Other RAMS to refer to: | **COVID-19, MINIBUS, RESIDENTIALS, TRAILER, WORKING WITH DISABLED PEOPLE** | | |
| Risk v Benefit analysis: | Walking is good for you, both mentally and physically. There are some risks, mainly due to slips, trips and falls but these can be controlled. | | |

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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 injury | | Minibus seats are carried using the sack barrow or with help from a colleague  People being guided must be informed if they are leaning on their guide and causing discomfort  Obstacles across the path to be removed safely using tools from the emergency bag | 2 | 3 | 6 | Lightweight emergency tools to be issued | 1 | 3 | 3 | Walk leader | Every walk |
| **Injury due to exercise** | Staff  Members  Volunteers  Carers | Cuts, bruises, slips, trips & falls  Exhaustion  Muscle & ligament soreness | | Staff training  Participant screening & taster sessions prior to joining walk  Participants advised to walk within their comfort zone  Equipment e.g. boots & walking poles checked for suitability  First Aid kits carried / Welfare Kit kept in the minibus. Injured parties not to be left alone  Briefing at start of the activity, mentioning any known difficulties or hazards | 2 | 5 | 10 | Toolbox talk before the walk  Warm-up exercises | 1 | 5 | 5 | Walk leader | Every walk |
| **Participant fitness & competency** | Staff  Members  Volunteers  Carers | Cuts, bruises,  slips, trips &  falls  Exhaustion  Dehydration  Muscle & ligament soreness  Late return time, possibly missing medication | | Staff training  Referral induction  Participant screening prior to commencing activity. Leader is empowered to refuse a service to anyone who is not fit enough or suitably equipped  Taster sessions  Ongoing supervision  Programme to remind participants to bring sufficient food and drink | 1 | 4 | 4 | None identified | 1 | 4 | 4 | Walk leader | Every walk |
| **Adverse weather conditions** | Staff  Members  Volunteers  Carers | Extreme weather  Sunburn / heat exhaustion / heat stroke  Dehydration  Hypothermia / hyperthermia  Slippery surfaces  Getting lost in poor visibility | | Staff training  Note weather report prior to setting off  Carry suitable equipment e.g. sun hats or spare woollies  Adjust walk or cancel if the weather becomes dangerous  Check participants have suitable clothing and footwear  Bring sun cream for walkers to self-administer | 3 | 5 | 15 | SPOT satellite tracker bought | 3 | 4 | 12 | Walk leader | Every walk |
| **Environmental hazards** | Staff  Members  Volunteers  Carers | Poisoned by poisonous plants e.g. giant hogweed, bittersweet  Drowning whilst walking by water  Hay fever  Lyme disease from ticks | | Staff and volunteer training  Advise participants on environmental dangers  Verbal warning of any foreign objects on route  Throw ropes carried on walks by water  Insect repellant carried for self-administration | 1 | 5 | 5 | Poisonous plant ID cards carried in the walk folder | 1 | 5 | 5 | Walk leader | Every walk |
| **Animals** | Staff  Members  Volunteers  Carers | Members frightened by animals, incl. dogs.  Trampled or bitten by animals | | Only assistance dogs are permitted on activities  Avoid livestock. Where this is unavoidable, leader to ensure everyone stays together.  At leader’s discretion, deviate from the right of way | 1 | 5 | 5 | Reccie walks ahead of time but even this cannot totally control this risk. | 1 | 5 | 5 | Walk leader | Every walk |
| **Wet or uneven ground, trip hazards and foreign objects** | Staff  Members  Volunteers  Carers  Public | Cuts, bruises, slips, trips & falls, fractures & dislocations  Damage to property | | Customers to be advised of possible hazards  Route to be changed if necessary  Use walking poles for support  Verbal warning of foreign objects  Trained sighted guides  First aid kits carried | 2 | 3 | 6 | Extra training on helping people get on/off the bus  Lightweight ‘emergency bag’ with tools for removing obstacles | 1 | 3 | 3 | Walk leader | Every walk |
| **Poor group Management**  e.g. hazards associated with missing persons | Staff  Members  Volunteers  Carers  Public | Abuse or assault from third party  Emotional upset from getting lost  Injury or death | | Participant screening prior to starting  Emergency contact number requested at referral stage  Leader has mobile phone and emergency numbers prior to session  Leader has relevant OS Explorer map  Regular stops where a head count is taken, especially at the start and end of each session  Ensure group stays together  Communicate regularly  Leader to give extra support to most at risk clients | 2 | 5 | 10 | Ensure every leader has a smartphone for what3words | 1 | 5 | 5 | Walk leader | Every walk |
| **Poor route 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 | | Routes planned around capabilities of client group  Advise walkers of the route prior to setting out  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 facing the oncoming traffic (except on bends) | 1 | 5 | 5 | None identified | 1 | 5 | 5 | Walk leader | Every walk |
| **Darkness & Low Light** | Staff  Members  Volunteers  Carers | Cuts, bruises, slips, trips & falls  Exhaustion  Dehydration  Muscle soreness  Ligament  Soreness | | Brief walkers that this walk will be held in darkness. Make them aware of increased dangers of falling and getting lost  Place extra emphasis on the group staying together  Carry torches  High-viz vests worn by front & back markers with white/red lights at front/back  Consider increasing supporter ratios | 2 | 5 | 10 | In remote or very challenging locations, leave a note in window of bus saying where we are walking & what time due back | 1 | 5 | 5 | Walk leader | Every walk |
| Method Statement: | | | 1. Pre-walk routes to check they are safe to take participants on. 2. Ensure correct ratios provided to safely support members – min. 3 supporters per 10 walkers 3. Follow manual handling guidelines for carrying equipment e.g. seats & walking poles. 4. Check equipment is in good condition when handing out to participants. 5. Session is delivered by a qualified member of staff or trained competent person. 6. Toolbox talk at start of the walk. Identify new participants or ones who have not been out with us for a while. Explain the format of the day and the nature of the paths and terrain. Stress participants can walk at their own pace. 7. Leader to carry emergency details, mobile phone, throw rope (near water), extra water survival bag and first aid kit. Welfare kit kept in minibus. Use SPOT satellite tracker when purchased. 8. A front marker (normally the leader) and a back marker (normally a volunteer) are appointed. The back marker will wear high-viz. 9. Be careful of foreign objects on the route that might cause damage or injury to participants e.g. dog dirt, tree roots, brambles, glass, potholes and impeding structures. 10. Continually monitor the physical condition, mood and hydration levels of participants while they are walking. Regular head counts held throughout the day. Regular stops to be taken. 11. Check on the well-being of all participants at the end of the activity, drawing out any concerns. 12. Drop participants home after the walk or verbally screen them to make sure they are safe / willing to go home unaccompanied. | | | | | | | | | | |

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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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