**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** | StaffMembersVolunteersCarers | Cuts, bruises, slips, trips & fallsBack injury | Minibus seats are carried using the sack barrow or with help from a colleaguePeople being guided must be informed if they are leaning on their guide and causing discomfortObstacles 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** | StaffMembersVolunteersCarers | Cuts, bruises, slips, trips & fallsExhaustionMuscle & ligament soreness | Staff trainingParticipant screening & taster sessions prior to joining walkParticipants advised to walk within their comfort zoneEquipment e.g. boots & walking poles checked for suitability First Aid kits carried / Welfare Kit kept in the minibus. Injured parties not to be left aloneBriefing at start of the activity, mentioning any known difficulties or hazards | 2 | 5 | 10 | Toolbox talk before the walkWarm-up exercises | 1 | 5 | 5 | Walk leader | Every walk |
| **Participant fitness & competency** | StaffMembersVolunteersCarers | Cuts, bruises, slips, trips & fallsExhaustionDehydrationMuscle & ligament sorenessLate return time, possibly missing medication | Staff trainingReferral inductionParticipant screening prior to commencing activity. Leader is empowered to refuse a service to anyone who is not fit enough or suitably equippedTaster sessionsOngoing supervisionProgramme to remind participants to bring sufficient food and drink | 1 | 4 | 4 | None identified | 1 | 4 | 4 | Walk leader | Every walk |
| **Adverse weather conditions** | StaffMembersVolunteersCarers | Extreme weatherSunburn / heat exhaustion / heat strokeDehydrationHypothermia / hyperthermiaSlippery surfacesGetting lost in poor visibility | Staff trainingNote weather report prior to setting off Carry suitable equipment e.g. sun hats or spare woolliesAdjust walk or cancel if the weather becomes dangerousCheck participants have suitable clothing and footwearBring sun cream for walkers to self-administer | 3 | 5 | 15 | SPOT satellite tracker bought | 3 | 4 | 12 | Walk leader | Every walk |
| **Environmental hazards** | StaffMembersVolunteersCarers | Poisoned by poisonous plants e.g. giant hogweed, bittersweetDrowning whilst walking by waterHay feverLyme disease from ticks | Staff and volunteer trainingAdvise participants on environmental dangersVerbal warning of any foreign objects on routeThrow ropes carried on walks by waterInsect 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** | StaffMembersVolunteersCarers | Members frightened by animals, incl. dogs.Trampled or bitten by animals | Only assistance dogs are permitted on activitiesAvoid 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** | StaffMembersVolunteersCarersPublic  | Cuts, bruises, slips, trips & falls, fractures & dislocationsDamage to property | Customers to be advised of possible hazardsRoute to be changed if necessary Use walking poles for supportVerbal warning of foreign objectsTrained sighted guidesFirst aid kits carried | 2 | 3 | 6 | Extra training on helping people get on/off the busLightweight ‘emergency bag’ with tools for removing obstacles | 1 | 3 | 3 | Walk leader | Every walk |
| **Poor group Management**e.g. hazards associated with missing persons | StaffMembersVolunteersCarersPublic  | Abuse or assault from third partyEmotional upset from getting lostInjury or death | Participant screening prior to starting Emergency contact number requested at referral stageLeader has mobile phone and emergency numbers prior to sessionLeader has relevant OS Explorer mapRegular stops where a head count is taken, especially at the start and end of each session Ensure group stays togetherCommunicate regularlyLeader 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** | StaffMembersVolunteersCarersPublic | Cuts, bruises, slips, trips & falls ExhaustionDehydrationMuscle & ligament sorenessRoad Traffic AccidentsLate return time, possibly missing medication | Routes planned around capabilities of client groupAdvise walkers of the route prior to setting outBe aware of holes, barbed wire, broken objects and trip hazardsAvoid main roadsOn road crossings, get the group together and cross safely – in split groups if this is saferWhen 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** | StaffMembersVolunteersCarers | Cuts, bruises, slips, trips & falls ExhaustionDehydrationMuscle sorenessLigament Soreness | Brief walkers that this walk will be held in darkness. Make them aware of increased dangers of falling and getting lostPlace extra emphasis on the group staying together Carry torches High-viz vests worn by front & back markers with white/red lights at front/backConsider 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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