** RISK ASSESSMENT & METHOD STATEMENT**

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| Name of Assessor: | David Shaftoe | Date: | 10th March 2022, Version 2 |
| Task Being Assessed: | **WORKING AT HEIGHT** | | |
| Other RAMS to refer to: | **CONSERVATION WORK PARTIES, MANUAL HANDLING, WORKING WITH DISABLED PEOPLE** | | |
| Risk v Benefit analysis: | Working at height allows us to contribute to the conservation value of an area (by putting up bird and bat boxes) as well as installing signage without the need for external contractors. There are certainly risks associated with falling from height but these can be minimised by using safe equipment, training users and with good communication. | | |

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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 |
| **Slips, trips and falls, falling objects** | Staff  Members  Volunteers  Public | Injuries, cuts, bruises, fractures, sprains.  Possible head injury  Death | We do not work on scaffolding  All ladder users trained in use of ladders and how to inspect them  All ladders and other equipment to be inspected before use  Nobody to use ladder if they:   * Might be pregnant * Suffer from vertigo * Could be under the influence of alcohol or drugs * Fear heights * Have a medical condition, temporary or ongoing, which means they should not be working at heights e.g. epilepsy   Where feasible, ladders propped securely against a hard surface, e.g. large tree or wall, not a hedge or wobbly fence, before initiating climb  Use ladders on flat, even ground only. Avoid muddy patches/puddles  A minimum of two people to hold the ladder at the base. Assistants to wear hard hats  All participants to wear good grip, non-heeled boots, hard hat and hi-viz jacket when working at heights  Area to be cordoned off with tape when working at heights so no risk to the public. Use cones or temporary fencing  Use manufacturer’s guidelines | 2 | 5 | 10 | Formal staff and volunteer training before use | 1 | 5 | 5 | Chief Officer | Whenever working at height |
| **Lone working** | Staff  Members  Volunteers  Public | Improper use of ladders resulting in possible fall - Injuries, cuts, bruises, fractures, sprains. | No lone working when erecting or using ladder | 1 | 5 | 5 | None identified | 1 | 5 | 5 | Chief Officer | Ongoing |
| **Manual Handling (inappropriate use of equipment and unstable loads)** | Staff  Members  Volunteers  Public | Injuries, cuts, bruises, fractures, sprains.  Spinal injury | Person working at height must not carry items whilst climbing the ladder  Have heavier items like owl boxes are lifted using a rope  Tool belt to be provided and used for smaller items e.g. hammers & nails  Two people or more to carry ladders when moving around site. They should be alert to people around them and the length of the ladder | 2 | 5 | 10 | All working at heights trained staff also to be trained in manual handling, prior to use  Purchase two tool belts | 1 | 5 | 5 | Project Officer / Chief Officer | Whenever working at height |
| **Environmental Conditions** | Staff  Members  Volunteers  Public | Injuries, cuts, bruises, fractures, sprains. | Do not work at heights in adverse weather conditions. These include:   * wind speed of over 12mph * thunderstorms * icy conditions * snow | 1 | 5 | 5 | None identified | 1 | 5 | 5 | Project Officer | Whenever working at height |
| **Electricity (coming into contact with)** | Staff  Members  Volunteers  Public | Electrocution  Burns | Survey area prior to using ladder/tower | 1 | 5 | 5 | None identified | 1 | 5 | 5 | Chief Officer | Whenever working at height |
| **Minibuses** | Staff  Members  Volunteers  Carers | Injuries due to fall from minibus | Members should not sit in the cab  People should be supervised when alighting the bus  Use the lift when unloading the bus.  Get help from volunteers and/or staff when unloading  Use the grab rails on the Ricon lift  Wear footwear with a good grip when working from the rear of the bus | 1 | 5 | 5 | None identified | 1 | 5 | 5 | Activity leader | Every activity |
| Method Statement: | | 1. Ladders should be chained up if there is a chance of unauthorised use. Only selected, trained staff and volunteers to work at heights. 2. 3m is the maximum height that can be reached when working at height. If a greater height is needed, external professionals will need to be used instead. 3. Hard hat to be worn (securely) by the person working at height and/or a ladder holder is recommended. 4. Staff & volunteers to complete ‘Working at Height’ instruction before working at height. 5. All ladders to be checked before use and annually using the inspection checklist. 6. Check equipment is in good condition before use, e.g. ladder steps not cracked 7. Site safety – high-visibility jackets and steel-toed boots with good grip are to be worn by anybody working on behalf of Open Country 8. Lone working is prohibited when working at height. A minimum of three people will be needed to complete any working at height task. 9. Issue PPE to all participants. 10. Toolbox talks at start of each task. This will include who will play what role in the working at height task. 11. Leader has access to emergency (PI) details, phone & first aid kit. At least two other participants aware of where the PI forms & first aid kit are kept in case of a major emergency. Welfare kit in bus. 12. Ladder to be placed using the 1:4 rule – 1m out for every 4m up the structure. 13. Be aware of objects or uneven ground that could cause fall from ladder. e.g. branches, tree roots, pot holes and muddy patches. 14. Nobody to work at height for longer than 30 minutes. 15. Ability of the person working at height to be checked before starting. 16. Check on well-being of all working at height participants at the start and end of the activity, drawing out concerns they might have. | | | | | | | | | | |

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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 | **04/07/20** | Date of next review | **31/03/23** |