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

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| Name of Assessor:  | David Shaftoe | Date: | 10th March 2022, Version 2 |
| Task Being Assessed: | **WORKING WITH DISABLED PEOPLE, various locations, year-round** |
| Risk v Benefit analysis: | Disabled people are the reason our charity exists and we positively embrace working alongside them. It is also important not to generalise, as all individuals are different. Nonetheless, there may be some specific risks to consider due to an individual’s disability. |

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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 |
| **Inability to understand****Instructions** | StaffVolunteersMembersCarers | Injury due to failure to understand instructions correctly | Great care is taken when explaining instructions to learning disabled membersDon’t allow members with limited ability to understand instructions to undertake potentially dangerous tasks e.g. operate a power drill or minibus sliding doorConsider whether the individual is safe on the activity, if the activity requires strict adherence to instructions e.g. abseilingIncrease the ratio of volunteers to enhance the support available | 2 | 3 | 6 | Ask learning disabled members to repeat the instructions back if the staff member is uncertain that the member understands | 1 | 3 | 3 | Activity leader | Every activity |
| **Participants become distressed or scared** | StaffVolunteersMembersCarersPublic | Member becomes distressed due lack of understanding or because of the challenge of the activity | Make volunteers aware of participants’ needs on the day Support from staff members and volunteers is given to help calm the individual downCall support staff to assist if necessaryIf the member appears to be having a panic attack, calm & reassure themTake rests where neededMachinery may cause unease. Consider a different way of doing the job or reassure them and keep them away from the working area | 1 | 4 | 4 | History of severe anxiety should be included on the Personal Information sheetsIf the individual is known to become significantly distressed often, extra support from their care team should be provided, or extra volunteers to assist them | 1 | 3 | 3 | Referring staff memberActivity leader | Every referralEvery activity |
| **Boisterous behavior** | StaffVolunteersMembersCarersPublic | Injury due to distraction | Stop the activity when necessary and explain the dangers to participants calmly but firmly Maintain close vigilance | 1 | 3 | 3 | None identified | 1 | 3 | 3 | Activity leader | Every activity |
| **Ignoring food restrictions relating to health (e.g. allergies, diabetes)** | Members | Member might have an allergic reaction or become hyper/hypo-glycaemic | Any allergies are reported on each member’s Personal Information sheet, which is updated regularlyPersonal information sheets checked prior to each activity to remind the leader of any potential allergies/health conditions, particularly when leading an activity involving food e.g. Christmas dinnerStaff leading an activity should be made aware of any specific restrictions to dietOn activities, staff and volunteers should best support the individual to make the right dietary choice, and intervene if the choice poses potential harm to the member |  |  |  | Staff should remind volunteers regularly about dietary requirements to ensure support is given consistently |  |  |  | Activity leader | Every activity |
| **Violent behaviour** | All persons on an activity, and nearby public, if an individual behaves violently | Injury / assault | Clear and concise information about the activity should be articulated at the beginning of the activity to ensure everyone is aware of the plan for the day If members become agitated, support from staff and volunteers should be givenAny evidence of aggressive or violent behaviour is reported immediately and consultation with the member’s support staff is undertaken No knives or weapons are allowed on any activityIn the event of an emergency follow the Crisis Management Plan, and call 999 if appropriate | 2 | 5 | 10 | Members who are known to react more aggressively should be given more support, and a 1-to-1 carerSearches of members who have previously brought weapons on activities could be undertaken to ensure the safety of the group and the individualExtra support in the form of volunteers or carers should be provided | 1 | 5 | 5 | Activity leader | Every activity |
| **Visual impairment** | StaffVolunteersMembersCarers | Visually impaired member and guide. Could be harmed if guide fails to instruct member, or if the member fails to understand the guide. | Training on how to guide is undertaken by any volunteer or staff member who guides a visually impaired personRegular opportunities to refresh the training course are availableEnsure the member has the ability to concentrate and understand instructions Refrain from taking individuals who are not as capable on tougher terrain which demands more difficult and complex instructions | 1 | 4 | 4 | Promote refresher training opportunities more robustly | 1 | 4 | 4 | Activity leader | Every activity |
| **Supporting a wheelchair user** | StaffVolunteersMembersCarers | Injury through accident when assisting a wheelchair user | Only volunteers who feel comfortable pushing wheelchair users should be asked to do soLarger, stronger volunteers/staff should assist heavier wheelchair users if possible (with consideration to the weight of the wheelchair itself)Wheelchairs should normally only be taken on smooth surfaces which are wheelchair-friendlyTraining on how to push a wheelchair is provided for volunteers and staff | 1 | 4 | 4 | In collaboration with support staff, ensure that the wheelchair (manual or electric) meets the weight standards for minibus lift. This could include their weight, strength, wheel size and number, manoeuverability, and sizeOnly wheelchair users who have passed specific tests evidencing their ability to control their electric wheelchair will be deemed safe to operate their wheelchair independently on activities. Otherwise, they must attend activities in a manual wheelchair | 1 | 3 | 3 | Activity leader | Every activity |
| **Danger of hypo /** **hyperthermia due to poor clothing** | Members | Distress if members become too hot or cold | Support staff should be reminded at the beginning of each season to assist the member to bring appropriate clothing e.g. sun/woolly hat, gloves, scarf, waterproofsPlenty of spare clothes should be taken and promoted by the activity leader in case members forget items of clothing. Support should be given to remove / add layers of clothing if appropriate, e.g. whilst exercising or when the group has stopped moving at lunch-timeCheck members health regularly to ensure they are not showing any signs of hypo/hyper-thermiaIn a crisis, follow the Crisis Management Plan and, if appropriate, call 999 | 1 | 5 | 5 | None identified | 1 | 5 | 5 | Activity leader | Every activity |
| Method Statement: | 1. Familiarisation with a member’s abilities and needs, drawn from the PI form and Referral form, is essential. Communication between staff colleagues is also crucial.
2. Volunteers must be given enough personal information to keep the person that they are supporting safe, whilst always being mindful of data protection issues.
3. Staff and Volunteers should not be asked to undertake tasks they are physically unsuited for.
4. Adequate supporter / member ratios are vital. Ensure you have read the Ratios document.
5. Ensure manual handling training is current and adequate.
6. Be ever-mindful of slips, trips and falls.
7. Constantly monitor physical condition, mood and hydration levels. Regular breaks should be encouraged.
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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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