

GBC02 – Task Risk Assessment & Method Statement



1.0 Task Health, Safety & Environmental Risk Assessment

				Consequence (C)				
	GBC02	Date	14/05/19	Likelihood of Harm (L)	Insignificant (1) (Very small injuries)	Minor (2) (Small/minor injuries)	Serious (3) (Unfit >3 days)	Major (4) (Death, major injury)
Task	Manual handling tasks (Generally)			Very Likely (5) (Expected to occur)				
Project/Site	Gairloch Boat Club			Likely (4) (Reasonably expected)				
Location in Site	Clubhouse, boat park, jetty, pontoon, sailing area			Occasional (3) (Occur infrequently)				
Assessed by	A Swift	Signed		Unlikely (2) (Unexpected to occur)				
Approved by		Signed		Negligible (1) (Not expected to occur)				
Client/PC (If Required)		Signed		Risk Rating (LxC)	Low (1-4) Tolerable	Medium (5-11) Intolerable	High (12-20) Intolerable	

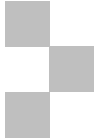
Step 1		Step 2		Step 3		
Hazard – Something with the potential to cause harm		Take into account existing controls when assessing Gross Risk		Specify additional controls as required to reduce the Net Risk to “Low” (Tolerable)		
Significant Hazards		Who/What Might Be Harmed & How		Additional controls to be implemented during task (Other than PPE etc)		
		Gross Risk		Net Risk		
1.	Task	Operative - Muscular Injuries, cuts and sprains		High	<ul style="list-style-type: none"> Where possible avoid manual handling. Use mechanised means as far as possible such as trolleys or manual handling aids. Improve the launching route. Avoid frequent or prolonged physical effort by taking sufficient time for people to rest/recover. Rest or recovery periods should be taken to prevent the onset of fatigue rather than to aid recovery. Vary the tasks to avoid repetitive actions. Ensure sufficient rest periods though out the task period are taken. Team lifts to be considered for the large and heavy items. Move the loads directly to the point of relocation, avoid the need for secondary handling. Avoid awkward movements or awkward posture, such as twisting the trunk, stooping or reaching upwards Minimise instances where loads have to be lifted from below knuckle height whilst standing or loads that have to be lifted from, or to, a height above the shoulder Avoid sudden movement of loads Where the load suddenly moves, there is increased physical strain and a risk of losing balance. Freeing a jammed machine part or otherwise jerking on, or releasing, a load can cause an unpredictable stress on the body. 	Low



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Significant Hazards		Who/What Might Be Harmed & How	Gross Risk	Additional controls to be implemented during task (Other than PPE etc)	Net Risk
2.	The Individual	Club members- Muscular Injuries, cuts and sprains	High	<ul style="list-style-type: none"> Ensure that the task is within the ability of the person and that the person is competent to move the load. Club members are advised to inform club officials of any conditions that are likely to put them at greater risk of injury. Conditions will include pregnancy, recent surgical operations and any relevant previous medical history (both occupational and non-occupational). An individual risk assessment MUST be carried out for club members who may have a health problem or medical condition, including pregnancy – IF IN DOUBT ASK THE PERSON WHO IS SELECTED TO DO THE TASK. Club members should ideally have undertaken practical manual handling training in the last 3 years 	Low
3.	The Load	Club member - Muscular Injuries, cuts and sprains	High	<ul style="list-style-type: none"> Review the load and check for damage or leakage of contents. Where required refer to COSHH assessment for safe handling and dealing with substance leaks. Where possible make it lighter and smaller to reduce the weight. Proper hand grips to be provided where possible to reduce risk of dropping the load, with subsequent injury to the handler. Heavy, large and bulky loads may require handling by more than one person, in such cases somebody should be in charge to co-ordinate movements. Sharp edges or protruding objects to be covered / protected where possible. Ensure that the load is held close to the body, and the weight within the centre of gravity of the handler. 	Low
4.	The Environment	Club member - Muscular Injuries, cuts and sprains	Medium	<ul style="list-style-type: none"> Ensure good housekeeping and any debris cleared when not in use. Keep posture as natural as possible, avoid the need to stoop. Assess the route prior to carrying out the task to ensure the surfaces are not slippery, uneven or in poor condition. Ensure Lighting conditions are suitable for the task. 	Low



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PPE, Equipment etc Required to Further Control Residual Risks			Competence and Supervision
	Significant Hazards	PPE/Equipment Required	
1.	Heavy loads eg dinghys, fuel containers, anchor	Trolleys, gloves if required	The people carrying out the tasks must be competent by means of training knowledge and experience to safely carry out all aspects. Supervision is essential to ensure the specified safe working practices have been adopted. If the people carrying out the task are unsure of their ability to safely perform it or if they encounter unexpected hazards, they must make the area or equipment safe, stop the task and seek advice from club officials before restarting work.
2.	Lacerations. Abrasion	Trolleys, gloves if required	

2.0 Method Statement	
Step	Safe Sequence of Work
1.	Before commencement of task, check risk assessment for hazards and necessary personal protective equipment
2.	All PPE listed in risk assessment MUST be acquired and put on prior to commencement of task
3.	All loads should be checked to ensure there are empty (eg of rainwater) before attempting to move.
4.	Where possible launching trolleys or suitable alternative equipment should be used to move boats between locations
5.	Follow control measures as detailed within the attached risk assessment

3.0 Task Specific Emergency Procedures (If different from general project/site arrangements)	

4.0 Review Record			
Review Date	Reviewed by	Comments/Changes	Signed