

GBC02 – Task Risk Assessment & Method Statement



1.0 Task Health, Safety & Environmental Risk Assessment

| | | | | Likelihood of Harm (L) | Consequence (C) | | | |
|-------------------------|--|--------|----------|---|--|-------------------------------------|--------------------------------|------------------------------------|
| | GBC02 | Date | 14/05/19 | | 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 | Gross Risk | Additional controls to be implemented during task (Other than PPE etc) | 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 |

GBC02 – Task Risk Assessment & Method Statement



| 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 | 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. |
| 1. | Heavy loads eg dinghys, fuel containers, anchor | Trolleys, gloves if required | |
| 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)

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4.0 Review Record

| Review Date | Reviewed by | Comments/Changes | Signed |
|-------------|-------------|------------------|---------|
| 09.02.2023 | A Swift | None | A Swift |
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