

## Extreme Adventure Ltd – Safe Work Method Statement

### Activity – Mobile Zip Line

<b>ACIVITY</b>	<b>HAZARDS</b>	<b>RISK CONTROL MEASURES</b>	<b>What is the rate of Risk?</b> (Rate risk as Low, Medium or High)	<b>WHO IS RESPONSIBLE?</b> Write the position of the person who is responsible for ownership of implementing the control measure
Check the weather conditions before travelling to Event Site	<ul style="list-style-type: none"> <li>➤ Rain</li> <li>➤ Fog</li> <li>➤ Heat</li> </ul>	<ul style="list-style-type: none"> <li>➤ Check weather reports for journey and event location before departure</li> </ul>	LOW	DRIVER
Check route directions for possible very low bridges and narrow lines	<ul style="list-style-type: none"> <li>➤ Height restriction by bridge or other Narrow Lanes which it would be difficult to turn vehicle and trailer</li> </ul>	<ul style="list-style-type: none"> <li>➤ Check route by map before departing for very low bridges</li> <li>➤ Narrow lanes are a particular hazard that cannot always been seen from a map</li> </ul>	LOW	DRIVER
Moving Truck and Zip Trailer on Event Site	<ul style="list-style-type: none"> <li>➤ Collision with other vehicles or pedestrians</li> <li>➤ Driving into area with a very low height restriction or narrow lane</li> </ul>	<ul style="list-style-type: none"> <li>➤ Enter Event Area with hazard lights flashing and a speed no more than walking pace</li> <li>➤ Walk by foot through the projected entrance and roadway looking for issues and obstacles on route</li> </ul>	LOW/MED	DRIVER
Hazards with potential Event Site whilst installing our equipment	<ul style="list-style-type: none"> <li>➤ High traffic area for vehicles</li> <li>➤ Pedestrians wandering into work area</li> <li>➤ Rough terrain</li> <li>➤ Overhead branches</li> </ul>	<ul style="list-style-type: none"> <li>➤ Inspect Site before any work commences</li> <li>➤ Look for possible hazards such as overhanging branches.</li> <li>➤ Ensure terrain is of a suitable nature to start work on. If not then notify organisers immediately</li> <li>➤ Cordoned off site area so that Passersby cannot enter the restricted area</li> </ul>	LOW/MED	Extreme Adventure Staff

<b>ACTIVITY</b>  List the tasks required to perform the activity in the sequence carried out	<b>HAZARDS</b>  Against each task list the hazards that could cause injury when the task is performed	<b>RISK CONTROL MEASURES</b>  List the control measures required to eliminate or minimise the risk of injury arising from the identified hazard	<b>What is the rate of Risk?</b>  (Rate risk as Low, Medium or High)	<b>WHO IS RESPONSIBLE?</b>  Write the position of the person who is responsible for ownership of implementing the control measure
Check for any overhead Electric or Telephone Lines as well as underground service	<ul style="list-style-type: none"> <li>➤ Possible electrocution from overhead Electricity Supply</li> <li>➤ Damage to pipes, telephone lines which could result in claims</li> </ul>	<ul style="list-style-type: none"> <li>➤ Inspect Site before any work commences</li> <li>➤ Ensure you know where there are any overhead lines</li> <li>➤ If you have any concerns then these must be addressed with the Event HSE Manager and your superior</li> </ul>	LOW/MED	Extreme Adventure Staff
Installing & setting up the Zip Line from trailer	<ul style="list-style-type: none"> <li>➤ Trailer moving</li> <li>➤ Stability of structure of Launch Tower</li> <li>➤ Other Site users walking into work area</li> </ul>	<ul style="list-style-type: none"> <li>➤ Ensure handbrake is on</li> <li>➤ Ensure all stabilisers are in place</li> <li>➤ Ensure wheel chocks are in place</li> <li>➤ Ensure work area is cordoned off and there is no one in the area before installing the Zip Line</li> </ul>	LOW/MED	Extreme Adventure Staff
Check you have all the safety equipment you need for the event	<ul style="list-style-type: none"> <li>➤ There may be a small fire on location</li> <li>➤ A small accident may occur e.g. trip or stumble</li> <li>➤ Exposure to UV from Sun</li> <li>➤ Be seen and visible</li> <li>➤ Working at height</li> <li>➤ Ladder equipment</li> </ul>	<ul style="list-style-type: none"> <li>➤ Ensure that the First Aid and CO2 Fire Extinguisher is to hand.</li> <li>➤ Ensure you have adequate sun protection</li> <li>➤ Company provides PPE including Safety Hats &amp; Hi Viz Jackets.</li> <li>➤ Use the special twin lanyard Harness when required</li> <li>➤ Only use Class1 Ladders</li> </ul>	LOW	Extreme Adventure Staff

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When building take care with parts of the Zip Line which are being lifted above head height	<ul style="list-style-type: none"> <li>➤ Parts may fall onto one of the staff assembling the activity</li> <li>➤ Injury to staff in lifting Zip Lines into place</li> <li>➤ Tools and parts falling onto a person below</li> <li>➤ Injury caused by poor lifting technique</li> </ul>	<ul style="list-style-type: none"> <li>➤ All parts that are lifted above head height have to have slings on either side and must be roped</li> <li>➤ All tools used above head height that are held within a tool belt.</li> <li>➤ Follow company procedure on manual lifting of equipment</li> </ul>	LOW/MEDIUM	Extreme Adventure Staff
Operating Equipment at event	<ul style="list-style-type: none"> <li>➤ General Public tripping or creating a hazard next to Zip landing area</li> <li>➤ Users acting in a dangerous manner on the equipment</li> <li>➤ Abusive or aggressive members of the Public</li> <li>➤ Use of equipment</li> <li>➤ Unsuitable members of Public trying to enter equipment (under height or overweight)</li> </ul>	<ul style="list-style-type: none"> <li>➤ Each morning carry out a check to ensure there are no trip hazards.</li> <li>➤ Erect company frame banners and/or barrier to create barrier between the public and the attraction, this also acts as an organised queuing system</li> <li>➤ Display board which has safety warnings and restrictions</li> <li>➤ Ensure you know the procedure on site before notifying the organisers of any unruly behaviour</li> </ul>	LOW/MED	Extreme Adventure Staff
Storage over night	<ul style="list-style-type: none"> <li>➤ Injury caused to public accessing equipment overnight</li> <li>➤ Theft</li> </ul>	<ul style="list-style-type: none"> <li>➤ Launch Tower brought down at night</li> <li>➤ Anti Theft devices fitted</li> </ul>	MED	Extreme Adventure Staff

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Disassembling after the event	<ul style="list-style-type: none"> <li>➤ Trip hazards from dismantled parts</li> <li>➤ Dismantled in the incorrect manner</li> <li>➤ Parts of activity may fall onto one of the staff de-rigging</li> <li>➤ Injury to staff in lowering structure lines/poles into place</li> <li>➤ Tools and parts falling onto a person below</li> <li>➤ Injury caused by poor lifting technique</li> </ul>	<ul style="list-style-type: none"> <li>➤ Stow away parts as they are dismantled</li> <li>➤ Use Build Manual to dismantle the course in the correct manner</li> <li>➤ Wear hard hats and Hi-Viz Vests</li> <li>➤ All parts that are lifted above head height have to have slings on either side and must be roped</li> <li>➤ The launch platform is lowered/lifted into place by using the trailer hydraulics. This will give a controlled ascent and descent.</li> <li>➤ All tools used above head height are held within a tool belt.</li> <li>➤ Follow company procedure on manual lifting of equipment</li> </ul>	LOW	Extreme Adventure Staff
Disposal of Matter	<ul style="list-style-type: none"> <li>➤ Cardboard</li> <li>➤ General Rubbish</li> </ul>	<ul style="list-style-type: none"> <li>➤ Locate nearest Event supplied bin</li> <li>➤ Ensure you are aware of any recycling and therefore separation of rubbish that may be required</li> </ul>	LOW	Extreme Adventure Staff
Driving Truck and Trailer off Event Site	<ul style="list-style-type: none"> <li>➤ Collision with other vehicles or pedestrians</li> <li>➤ Driving into area with a very low height restriction or narrow lane</li> </ul>	<ul style="list-style-type: none"> <li>➤ Leave Event Area with hazard lights flashing and a speed no more than walking pace</li> <li>➤ Walk by foot through the projected departure and roadway looking for issues and obstacles on route. Wear Hi-Viz Vest</li> </ul>	LOW/MEDIUM	Extreme Adventure Staff

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Journey back to base	<ul style="list-style-type: none"> <li>➤ Weather condition</li> <li>➤ Narrow Lanes</li> <li>➤ Extremely low bridge heights</li> </ul>	<ul style="list-style-type: none"> <li>➤ Check weather reports for journey and event location before departure</li> <li>➤ Check return route for hazards</li> </ul>	LOW/MEDIUM	Extreme Adventure Staff
Circulation	Management, Staff & Show or Event Organisers			
Assessor	Andrew Caldwell			
Date Assessed	3 <sup>rd</sup> November 2015			
Review Date	Every 12 months next review 3/12/2016			