

Extreme Adventure Ltd – Safe Work Method Statement

Activity – SAS Zip Tower

ACIVITY	HAZARDS	RISK CONTROL MEASURES	What is the rate of Risk? (Rate risk as Low, Medium or High)	WHO IS RESPONSIBLE? Write the position of the person who is responsible for ownership of implementing the control measure
List the tasks required to perform the activity in the sequence carried out	Against each task list the hazards that could cause injury when the task is performed	List the control measures required to eliminate or minimise the risk of injury arising from the identified hazard		
Check the weather conditions before travelling to Event Site	<ul style="list-style-type: none"> ➤ Rain ➤ Fog ➤ Heat 	<ul style="list-style-type: none"> ➤ Check weather reports for journey and event location before departure 	LOW	DRIVER
Check route directions for possible very low bridges and narrow lines	<ul style="list-style-type: none"> ➤ Height restriction by bridge or other Narrow Lanes which it would be difficult to turn vehicle and trailer 	<ul style="list-style-type: none"> ➤ Check route by map before departing for very low bridges and narrow lanes 	LOW	DRIVER
Moving Truck on Event Site	<ul style="list-style-type: none"> ➤ Collision with other vehicles or pedestrians ➤ Driving into area with a very low height restriction or narrow lane 	<ul style="list-style-type: none"> ➤ Enter Event Area with hazard lights flashing and a speed no more than walking pace (no more than 5mph) ➤ Walk by foot through the projected entrance and roadway looking for issues and obstacles on route ➤ Ask Man in Hi Viz to walk in front of vehicle on site 	LOW/MED	DRIVER
Hazards with potential Event Site whilst installing our equipment	<ul style="list-style-type: none"> ➤ High traffic area for vehicles ➤ Pedestrians wandering into work area ➤ Rough terrain ➤ Overhead branches 	<ul style="list-style-type: none"> ➤ Inspect Site before any work commences ➤ Look for possible hazards such as overhanging branches. ➤ Ensure terrain is of a suitable nature to start work on. If not then notify organisers immediately ➤ Cordoned off site area so that Passersby cannot enter the restricted area 	LOW/MED	Extreme Adventure Staff

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Check for any overhead Electric or Telephone Lines as well as underground service	<ul style="list-style-type: none"> ➤ Possible electrocution from overhead Electricity Supply ➤ Damage to pipes, telephone lines which could result in claims 	<ul style="list-style-type: none"> ➤ Inspect Site before any work commences ➤ Ensure you know where there are any overhead lines ➤ If you have any concerns then these must be addresses with the Event HSE Manager and your superior 	LOW/MED	Extreme Adventure Staff
Installing & setting up the SAS Zip Tower	<ul style="list-style-type: none"> ➤ Truck moving ➤ Stability of structure of High Ropes Course ➤ Other Site users walking into work area 	<ul style="list-style-type: none"> ➤ Ensure handbrake is on in truck ➤ Ensure at least 4 floor feet are in place ➤ Ensure work area is cordoned off and there is no one in the area before installing the SAS Tower 	LOW/MED	Extreme Adventure Staff
Check you have all the safety equipment you need for the event	<ul style="list-style-type: none"> ➤ There may be a small fire on location ➤ A small accident may occur e.g. trip or stumble ➤ Exposure to UV from Sun ➤ Be seen and visible ➤ Working at height ➤ Ladder equipment 	<ul style="list-style-type: none"> ➤ Ensure that the First Aid and CO2 Fire Extinguisher is to hand. ➤ Ensure you have adequate sun protection ➤ Company provides PPE including Safety Hats & Hi Viz Jackets. ➤ Use the special twin lanyard Harness when building and managing the course ➤ Only use Class1 Ladders 	LOW	Extreme Adventure Staff

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When building the site take care with parts of the course that are being lifted above head height	<ul style="list-style-type: none"> ➤ Parts of course may fall onto one of the staff assembling the course ➤ Injury to staff in lifting structure poles into place ➤ Tools and parts falling onto a person below ➤ Injury caused by poor lifting technique 	<ul style="list-style-type: none"> ➤ All parts that are lifted above head height have to have slings on either side and must be roped ➤ The poles are to be lifted into place by two people. This will give a controlled ascent and descent. ➤ All tools use above head height are held within a tool belt. ➤ Follow company procedure on manual lifting of equipment 	LOW/MEDIUM	Extreme Adventure Staff
Operating Equipment at event	<ul style="list-style-type: none"> ➤ General Public tripping ➤ Users acting in a dangerous manner on the equipment ➤ Abusive or aggressive members of the Public ➤ Use of equipment ➤ Unsuitable members of Public trying to enter equipment (under height or overweight) 	<ul style="list-style-type: none"> ➤ Each morning carry out a check to ensure there are no trip hazards. ➤ Erect barrier to create barrier between the public and the attraction. Display board which has safety warnings and restrictions ➤ Ensure you know the procedure on site for notifying the organisers of any unruly behaviour 	LOW/MED	Extreme Adventure Staff
Lifting parts	<ul style="list-style-type: none"> ➤ Injury caused by poor lifting technique ➤ Trip hazards 	<ul style="list-style-type: none"> ➤ Staff are trained to use approved lifting methods to avoid injury when manual handling ➤ Ground checked for trip hazards 	MED	Extreme Adventure Staff

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

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Journey back to base	<ul style="list-style-type: none"> ➤ Weather condition ➤ Narrow Lanes ➤ Extremely low bridge heights 	<ul style="list-style-type: none"> ➤ Check weather reports for journey and event location before departure ➤ Check return route for hazards 	LOW/MEDIUM	Extreme Adventure Staff
Circulation	Management, Staff & Show or Event Organisers			
Assessor	Andrew Caldwell			
Date Assessed	3 rd November 2014			
Review Date	Every 12 months next review 3/11/2015			