

## RISK ASSESSMENT METHOD STATEMENT (RAMS)

Title /Task/Activity/Equipment/Workplace		Location / Premises / Site					Revision	
Event Activities								
RA Ref. No	Date	Review Date	Assessed by		Approved by Manager			
<b>Who might be harmed?</b>	Employees <input checked="" type="checkbox"/>	Contractors <input checked="" type="checkbox"/>	Public <input checked="" type="checkbox"/>	Maintenance <input type="checkbox"/>	Other (specify) <input type="checkbox"/>			
<p><b>General Controls:</b> All staff must <b>maintain good housekeeping</b>; Avoid trip hazards e.g. trailing cables should be directed away from walkways; Always carryout a <b>visual inspection of electrical equipment</b> looking for defects – <b>DO NOT USE FAULTY EQUIPMENT</b>; Always use office equipment as per manufactures instructions and according to its purpose; The workstation and display screen equipment(DSE) must be organised to suit the individual and suitable controls implemented as per DSE assessment; Office staff <b>induction training will include familiarisation of premises &amp; relevant risk assessments</b>; <b>Fire is a significant hazard &amp; staff must familiarise themselves with the arrangements in place &amp; reduce the risk of fire by avoiding overloading of electrical sockets, smoking in designated area only &amp; filing documentation in filing cabinets.</b></p>								
Hazards / Risk	Existing Controls	Initial Risk			Additional Controls	Residual Risk		
		S (1-5)	L (1-5)	RL		S (1-5)	L (1-5)	RL
<b>1. Slip, trip &amp; fall.</b> Injuries may include fractures, bruising, cuts, etc	1. Ensure the event site free of obstructions 2. Implement a rolling risk assessment 3. Maintain good housekeeping. Walk through of site 4. Ensure no trailing cables, are flown or overhead etc.	3	2	6	1. All staff to monitor & review good housekeeping & cables are safe. Implement a safe site approach	2	2	4
<b>2. Manual Handling (MH)</b> Injuries may include: back pain, cuts, sprain/strains, pulled muscles / ligaments,	1. Induction training covers MH technique & good posture 2. Staff to lift ONLY within their capabilities & if necessary ask for assistance 3. Light objects on high shelves with heavier on lower shelves 4. Where appropriate use mechanical aids	3	2	6	1. All staff to monitor & review manual handling technique & good posture at workstation	2	2	4
<b>2.1 . Erection and Breakdown of Structures</b>	1. Staff and Contractors to be competent. All work areas to be off limits to others not taking part. All safety equipment to be worn. 2. Caution as to vehicle movement on site.	3	3	9		3	2	6

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<b>3. Fire</b> could be fatal or serious injuries to people and damage to the property / environment	1. Induction training covers fire awareness / arrangements 2. Fire Emergency & Evacuation locations available 3. Fire Safety Arrangement include: a. Means to raise the alarm b. Fire escape & fire fighting c. Signage & relevant training 4. Maintenance of fire equipment documented 5. Good housekeeping – this includes the filing of all document at end of shift & daily removal of waste 6. No smoking in buildings designated smoke area. 7. All staff to familiarise themselves with event layout.	4	1	4	1. Manager(s) to monitor & review fire arrangements are adequate in their area of responsibility 2. Be aware of site evacuation Plan. Ensure Stewards are briefed	4	1	4
<b>4. Electrical</b> Electrocutation / shock / burns to all users	1. Electrical installation & portable appliance maintained by competent contractor 2. Avoid overloading 3. Electrical installation is RCD compliant 4. Use electrical equipment as per design 5. Pre checks prior to use & report defects. <b>DO NOT USE FAULTY EQUIPMENT</b>	4	2	8	1. Staff to inspect, monitor & review use of electrical portable appliance for signs of damage / faults. If spike Is required ensure compliance 2. Cables to flown or protected	4	1	4
<b>5. Personal Safety</b> violence, etc Injuries may be physical or mental such as fractures, bruising, stress etc	1. All staff must wear and be competent in the use of Personal Protection Equipment.	3	2	6	1. Supervisors & staff to monitor & review arrangements for personal safety are adequate	2	2	4
<b>6. Working at Height</b> fall & may be fatal or fractures, bruising, etc.	1. Portable ladder available for access when working at height e.g. high shelf. Ladder informal inspected prior to use & a formal inspection every 6-12 months 2. Any defects reported. <b>DO NOT USE FAULTY EQUIPMENT</b> 3. Adequate lighting & level floor/ground	3	2	6	1. Staff to avoid WAH if reasonable practical & monitor & review WAH arrangements in place are adequate	2	2	4

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<b>7. Structure Collapse</b> Results may be fatal or fractures bruising etc.	1. Ensure all temporary structures are suitable for desired use and Reinforced to foreseeable overload including adverse weather Conditions. Certification by structural engineer. 2. Supervisors to monitor site conditions to ensure design limits are not exceeded. 3. Staff to react early to possibility of site stress. 4. Ensure any external contractors are competent.	4	2	8	1. Supervisors to ensure Compliance. 2. Accidents / incidents should be investigated	3	2	6
<b>8. Crushing/ Crowd</b> Management may result in fractures bruising or death etc.	1. Public and all personnel affected. 2. Crowd management to be monitored and anticipate any difficulties in advance. 3. Redirect staff to alleviate anticipated choke points. 4. Barriers and trained staff to be placed at anticipated locations.	3	2	6	1. Management to monitor & review crowd control. 2. Qualified stewards in place. 3. Briefing of all staff.	2	2	4
<b>9. Lost Children Point.</b> Establish a suitable Location/s	1. Children's parents and guardians affected 2. Identify the Lost Children Point for all staff at the briefing. 3. Initially where a child is lost remain in the vicinity as parents are generally close by. 4. If on your own summon assistance from other staff. Do not be on your own with a child. 5. Ensure the child is returned to the correct parent/guardian	3	2	6	1. Ensure staff are child protection assessed.	2	2	4
<b>10. Disorder/violence</b> May result in fractures, bruising etc.	1. Stewards Staff to constantly monitor the crowd and early Intervention is essential but with caution. 2. Summon Police assistance and minimise the impact on the surrounding crowd. 3. Staff do not engage with violent members but monitor and take notes as you may be called as a witness to the incident. 4. If CCTV is present contact operators to cover the incident.	3	2	6	1. Ensure Staff and the surround crowd are safe. 2. If necessary summon First Aid	2	1	2

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<b>11. First Aid/Injury.</b> May be fatal, fractures, cuts, bruising.	<ol style="list-style-type: none"> <li>Ensure a Medical Risk assessment has been formulated.</li> <li>Establish Medical resources as identified in the Medical Risk Assessment are present and in suitable locations for the event and efficient road access to Hospitals.</li> </ol>	3	3	9	<ol style="list-style-type: none"> <li>Maintain liaison with medical staff for any risks.</li> </ol>	2	2	4
<b>12. Emergency Evacuation.</b> May be fatal, crushing, bruising cuts etc.	<ol style="list-style-type: none"> <li>Evacuation Plan to be agreed and communicated to staff.</li> <li>Evacuation points to be identified within the Event Plan.</li> <li>Evacuation could be implemented for various reasons i.e. bomb scare, fire, structure collapse. Immediate liaison with Police who will take the lead role.</li> <li>PA system will advise and assist with crowd management.</li> <li>Following the evacuation and in consultation with Police consider resuming the event or cancellation considering crowd movement back into the event.</li> </ol>	3	2	6	<ol style="list-style-type: none"> <li>Immediate liaison with Police who will assume responsibility.</li> </ol>	2	2	4
<b>13. Bomb threat Explosion.</b> May be fatal, fractures, cuts, bruising	<ol style="list-style-type: none"> <li>In consultation with Police implement evacuation plan</li> <li>Ensure an orderly evacuation.</li> <li>Remain calm and give clear directions.</li> <li>Be alert to secondary devices.</li> </ol>	3	3	9	<ol style="list-style-type: none"> <li>Immediate liaison with Police who will take the lead role</li> <li>Evacuation of crowd if considered necessary.</li> </ol>	2	2	4
<b>14. Drowning.</b> May be fatal or limited injury	<ol style="list-style-type: none"> <li>Summon assistance from RNLI, Coastguard and emergency services if present.</li> <li>If emergency services not present dial 999 and ask for Coastguard</li> <li>Keep vision on person in difficulty and advise emergency services.</li> </ol>	3	3	9	<ol style="list-style-type: none"> <li>Immediate liaison with emergency services</li> </ol>	3	2	6
<b>15. Adverse Weather.</b> Cancellation of event	<ol style="list-style-type: none"> <li>In advance of the event monitor expected weather conditions which would affect the event.</li> </ol>	2	2	6	<ol style="list-style-type: none"> <li>Consider cancellation of the event prior to or during it.</li> <li>Take due care of the consequence of your decision</li> </ol>	1	1	1

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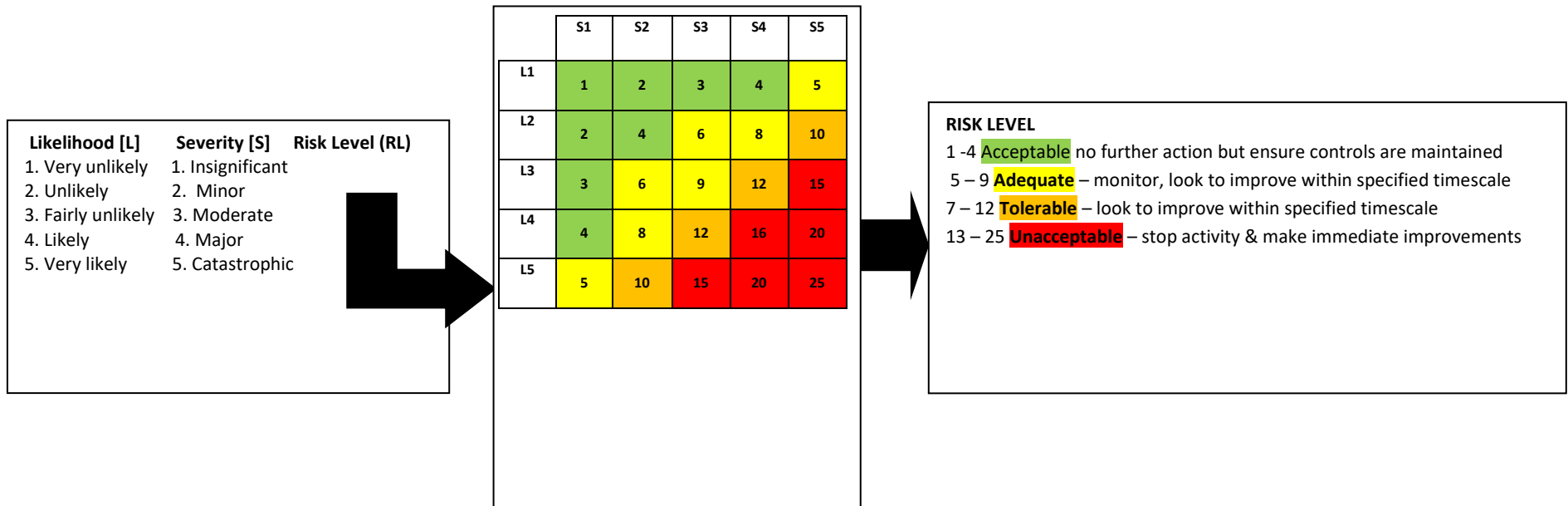
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<b>16. Waste Management.</b> To assist in achieving a safe event	1. Deploy staff before, during or after the event to ensure all waste is dealt with as required by CC&G Council policy. 2. Ensure all traders remove their waste products from the site as required by their contract or by Council. 3. Consider legal action for non-compliance.	3	2	6	1. Management & staff to monitor & review waste 2. Ensure no waste near locations to cause a fire risk	2	2	4
<b>17. Supporting Partners</b> Assisting with events	1. All contractors, retailers, supporting partners etc. on site will provide insurance, risk assessments and	2	2	4	1. Event organisers will check all information supplied by persons attending the event	2	1	2

### Method Statement:

1. Staff to operate equipment as per training instruction, information and manufactures instructions
2. Ensure clear instruction for any equipment hired in for use by Council staff.
3. Maintain good housekeeping; all documents and equipment
4. Staff should organise their work load, take their comfort breaks and cultivate good working relationships with their Manager / colleagues and develop coping mechanisms to meet date lines or prioritise work to manage stress.
5. Report faulty equipment or shortcoming in health, safety or well-being to your line manager in confidence

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Next review due:	Reviewed by:	Date:
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A **Risk Assessment** is a careful examination of anything in your workplace that could cause people injury or ill health. A **hazard** is anything that has the potential to cause harm. **Risk** is the likelihood of a hazardous event occurring and the severity of the event. **Likelihood** (1-5) is a measure of the chance that the hazardous event will occur. **Severity** (1-5) is the outcome of the hazardous event. The **Risk Level** is determined by multiplying the numerical value for likelihood and severity. Issued 01.08.2014 by CCGDC - HSU

## RISK ASSESSMENT METHOD STATEMENT (RAMS)

All staff to sign they have read, understand and will implement the Event Risk Assessment preventative control measures as required.

No	Signature	Date	No	Signature	Date

# RAMS

## ACTION PLAN

Please complete actions and sign-off.

Item	Action required	By		
		Whom	When	Done
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				