

Risk Assessment and Method Statement (RAMS)

Company	SamProjects
Project	Standard Tasks for all Projects
Venue	Any
Creation Date	January 2019
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Assessment Definitions

Risks are calculated by multiplying the **Likelihood** of a hazard by its potential effects, or **Severity**. The result is then expressed as the **Residual Risk**. In each case, the risk is initially expressed as it stands without any reduction measures; the same risk is then re-assessed after mitigating actions which will be employed are factored in. The outcome is evaluated, and the hazard is either prohibited, further reduced or accepted, with the level of monitoring stipulated.

Likelihood:

Heading	Description	Score
Certain	Has happened before and is expected to happen on this occasion.	10
Very Likely	Has happened before and is likely to happen on this occasion	8
Probable	Has been known to occur and is likely to happen on this occasion	6
Possible	Has been known to occur before and it may happen on this occasion	4
Unlikely	Has been known to happen before but no reason to suggest that it will happen on this occasion	2
Very unlikely	Has never happened before and there is no reason to suggest that it will happen on this occasion	1
Impossible	Has never happened before and could not happen on this occasion.	0

Severity:

Description	Multiple Death	Single Death	Major Injury	Significant injury	Minor Injury	No injury
Score	10	8	6	4	2	1

Residual Risk Matrix:

	Multiple Death 10	Single Death 8	Major Injury 6	3 Day Injury 4	Minor Injury 2	Trivial Injury 1
Certain 10	100	80	60	40	20	10
Very likely 8	80	64	48	32	16	8
Probable 6	60	48	36	24	12	6
Possible 4	40	32	24	16	8	4
Unlikely 2	20	16	12	8	4	2
Very Unlikely 1	10	8	6	4	2	1

Definition of Residual Risk:

Score	Rating	Action
25-100	HIGH	Level of risk is unacceptable. Prohibit.
10-24	MEDIUM	Level of risk may be tolerable, seek to reduce level of risk. Monitor closely
1-9	LOW	Level of risk is acceptable. Monitor

Standard Risk Assessments

This section contains the assessments for the most common tasks in this sector. They cover a range of hazards, risks and mitigating measures and can be used to cover areas that involve any specific risk in this project.

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1. Manual Handling		
Hazards or identified risks		
1.1 Strains or injury from lifting an item too heavy 1.2 Injury from items falling during lift; trapped limbs and digits from incorrect lifting or lowering		
Risk	1.1 Strains or injury from lifting an item too heavy 1.2 Injury from items falling during lift; trapped limbs and digits from incorrect lifting or lowering	
Affecting	Those lifting items	
Risk Description	Lifting could cause serious injury from strains etc. Items might also drop onto feet or hands, or items can come to rest on fingers or toes. Equally, unstable loads could collapse and fall, causing injury. Crew can slip or fall whilst carrying. Long term injuries can also result from extensive poor lifting technique or lifting too much or too often.	
Initial	Mitigating actions and safety measures	Resultant
Severity	<ul style="list-style-type: none"> Plan all lifts in advance in terms of weight, centre of balance, floor to be traversed, and suitability of landing site. Establish how many people are needed to safely complete lift. Test the lift before committing to it Check your path before carrying items Take especial care on stairs, ramps and uneven floors Use trolleys etc where possible to minimise carry distances Use lifting gear where possible Discuss the lift with all involved and ensure all those lifting are clear on the lift technique and plan. Plan your emergency stop procedure. Have one person issue instructions with the remainder following these implicitly, however all lifters to clearly indicate if in trouble and to call a stop. Use PPE such as gloves to avoid minor injuries Consider footwear suitable for a lift; ensure tread etc on shoes gives adequate grip Maintain good light levels If in doubt do not attempt the lift 	Severity
6		4
Likelihood		Likelihood
4		2
Risk		Risk
24	8	

2. Electricity		
Activity Description		
The event uses electrical appliances and equipment		
Hazards or identified risks		
2.1 Electric shock and/or electrocution		
2.2 Damaged, ill-used or faulty items can cause or promote an electrical fire		
Risk	2.1 Electric shock / electrocution	
Affecting	Person using or touching item	
Risk Description	Exposed live parts and ingress of water can cause user to come into contact with voltage	
Initial	Mitigating actions and safety measures	Resultant
<i>Severity</i>	<ul style="list-style-type: none"> • Items undergo appropriate testing at suitable frequency • Items checked visually regularly and prior to use • Items checked to be dry before use • Use of RCD and RCBA where possible • Be aware of phasing, and be responsible with the way you use more than one phase • Cables and extensions carefully used so that earth continuity is preserved where used • Competent persons only to use equipment • All voltages to be clearly marked or personnel to be competent and aware of voltages inherent to equipment. All 415V to be clearly marked. • Personnel to be competent to operate the given equipment, spot faults and to know how to swiftly isolate any supplies without delay. • All equipment to be properly and robustly tested for their use; normally via PAT and other recognised test methods. Items to be used only within the test frequency as outlined by any label or report. • All equipment to be used solely as prescribed within the appropriate environmental conditions. • All equipment to comply with current regulations with respect to normal operating voltages, protective devices [MCBs, RCDs etc]. Fuses and earth connectors to be maintained and used solely as designed and rated for the device • No exposure to water or moisture unless the item is designed and rated for such use • Ensure relevant fire-fighting equipment is appropriate for use on electrical items; ensure only these are used if mixed with other types of extinguisher- or restrict use entirely. • Visually inspect all items prior to use or handling. • Remove any item that does not behave as expected or seems in any way damaged, non-operational or defective. • Provide additional earth-bonding, fuses and other protection to structures where electricity is supplied. 	<i>Severity</i>
8		8
<i>Likelihood</i>		<i>Likelihood</i>
4		2
<i>Risk</i>		<i>Risk</i>
32	16	

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Risk	2.2 Electrical Fire	
Affecting	Anyone in the building	
Risk Description	Damaged, ill-used or faulty items can cause or promote an electrical fire. Electricity can generate very high temperatures if used incorrectly. These might combine with a source of ignition and a fuel to start a fire. Electrical items can spark, which could result in fire. Items can emit high temperatures which must be managed	
Initial	Mitigating actions and safety measures	Resultant
Severity	<ul style="list-style-type: none"> • Items undergo appropriate testing at suitable frequency • Items checked visually regularly and prior to use • Items checked to be dry before use • Use of RCD and RCBA where possible • Cables and extensions carefully used so that earth continuity is preserved where used • Competent persons only to use equipment • Be aware of phasing, and be responsible with the way more than one phase is used • Manage power consumption and be aware of the wattage drawn, especially when using extension leads. • Fire safety ensured at venue via alarms and suitable control measures 	Severity
10		10
Likelihood		Likelihood
4		2
Risk		Risk
40	20	

3. Slips and trips		
Activity Description		
Company and crew could slip or trip if floor surfaces and obstacles are not managed effectively		
Hazards or identified risks		
3.1. Tripping over cables, uneven surfaces or other stage scenery and props		
3.2. Slipping on liquids, loose ground, obstacles or polished surfaces		
Risk	3.1 & 3.2 Tripping and Slipping	
Affecting	Those slipping or tripping	
Risk Description	Obstacles, loose cables, debris on floor etc could cause someone to slip or trip, resulting in injury	
Initial	Mitigating actions and safety measures	Resultant
Severity	<ul style="list-style-type: none"> • Secure all cables, or other floor-based items; consider alternate routes to keep trip hazards to a minimum • Clearly mark, where possible any potential trip hazard if it cannot be removed • Prohibit all trip hazards from public areas; monitor closely • Clear waste, materials, tools and equipment directly • Manage and contain all spills to reduce risks from slips • Secure any incident area. Keep areas cordoned off until all hazards are managed to a safe level. • Clearly mark edges or where uneven surfaces or changes in height occur • Maintain lighting as much as possible • Continually monitor all relevant hazards and ensure your minimising actions remain sound and appropriate • Carry out regular inspections to all personnel routes at a suitable frequency and after and modifications or alternative uses. 	Severity
4		4
Likelihood		Likelihood
4		2
Risk		Risk
16	8	

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4. Raising & Lowering loads		
Activity Description		
Using lifting gear and methods to raise or lower an item		
Methods		
Hazards or identified risks		
4.1. Item falls onto someone		
Risk	4.1. Item falls onto someone	
Affecting	Person item falls onto	
Risk Description	Items lifted could fall due to coming loose or due to failure of part of the lifting system	
Initial	Mitigating actions and safety measures	Resultant
Severity	<ul style="list-style-type: none"> • Check loads and lifting method are compatible • Ensure rated and appropriate lifting equipment it used • Utilise sufficient and competent/trained personnel to safely conduct the lift • Cordon off any areas that might endanger others and secure the site of extraneous people. • If the raising is intended to be above people, e.g. an audience or performer/s, assess that specifically, separately. • Clear of the load entirely during the whole lift. • Use appropriate PPE to protect Heads, feet and hands • Secondarily secure any lifted items that are to remain suspended unless >50% redundancy • All lifting gear to be appropriate, well maintained and clearly designed for the task in hand • Know your load is appropriate for the lifting gear • Know the balance points of your load • Know the rating of all lifting points or temporary lifting aids such as strops and shackles etc. • Competent and/or trained staff only allowed to operate any lifting gear 	Severity
8		8
Likelihood		Likelihood
4		2
Risk		Risk
32		16

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5. Access Equipment		
Activity Description		
Use of Non-MEWPS Access Equipment for work on site		
Hazards or identified risks		
5.1. Access Equipment collapses or topples while in use, while being erected or dismantled or when stored		
5.2. Person falls from access equipment		
5.3. Item falls from Access Equipment		
Risk	5.1 & 5.2	
Affecting	Those working on or around the Access Equipment	
Risk Description	Access Equipment collapses or topples while in use, while being erected or dismantled or when at rest; Person falls from access equipment during the above.	
Initial	Mitigating actions and safety measures	Resultant
Severity	<ul style="list-style-type: none"> All access equipment [AE] to be supplied and maintained in good condition and fit for the task at hand All AE erected and maintained only as per manufacturer's instructions and guidance and by competent or trained staff Use of AE to be solely for the purposes it was designed for Only the designated maximum personnel to be using the AE. All personnel using the AE to be competent to the task and/or trained specifically where required All users to be fit, well and entirely able to perform the tasks required. Site all AE on level ground [or modified to adapt to the current terrain where allowable by that AE device] Check stability and integrity prior to each use Ensure those required to support the task by footing or securing the item are fully aware of the task and are giving it their complete attention. Store all AE when not in use such that it doesn't cause obstacle or safety concern and such that it cannot be further used without authority. 	Severity
8		8
Likelihood		Likelihood
4		2
Risk		Risk
32		16
Risk	5.3 Items fall from the Access Equipment during use	
Affecting	Those below near work	
Risk Description	Items could fall from the access equipment whilst being used at height, or things could be knocked off when not being used. Material and debris could be left at height and fall when the access is moved.	
Initial	Mitigating actions and safety measures	Resultant
Severity	<ul style="list-style-type: none"> Reduce all personnel below work to avoid unnecessary risk Employ PPE to minimise the effects of any incident from above Secure and arrest all items used at height Only keep items required at height Employ guards, rails and cages where provided to reduce risk Clear ALL items from AE platforms when not in use Store all platforms empty of unsecured tools etc Always check AE platforms etc for equipment and waste before moving or dismantling 	Severity
6		4
Likelihood		Likelihood
4		2
Risk		Risk
24		8

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6. Equipment at height [Above 1800mm]		
Activity Description		
It is common for items to be rigged, hung and suspended at height across all departments.		
Hazards or identified risks		
6.1 Items fall from structures and fixing points; structures and fixing points fail and/or topple		
Affecting	Persons rigging or dismantling item; those under or nearby.	
Risk Description	Rigging and hanging equipment at height can present hazards. Items could fall because of mechanical failure or collapse during rigging and derigging	
Initial	Mitigating actions and safety measures	Resultant
Severity 10	<ul style="list-style-type: none"> All items to only be fixed as per makers' recommendations and instructions Use of rated and proved fixings, anchors, slings, strops, ropes, cables, shackles etc, as per current legislation and guidance. [PEWER/LOLLER] Provide a rated and appropriate secondary safety device to all loads provided as single fixing where less than 50% redundancy exists Ensure all secondary devices are fire retardant/fire proof. Know that all Primary and secondary fixings can carry the loads involved with a generous redundancy Competent and/or trained personnel only to be involved in fixing, hanging and suspending. Where required authorised and ticketed riggers to undertake and sign-off relevant works Assess all items once task is carried out and ensure their integrity. Continuously monitor all suspended items at height Plan all rigging and dismantling in advance; discuss thoroughly with the team involved 	Severity 10
Likelihood 4		Likelihood 2
Risk 40		Risk 20

7. Fire		
Hazards or identified risks		
7.1 Death, Injury and burns resulting from fire and/or smoke		
Affecting	All on site	
Risk Description	Injury or death resulting from fires whether accidentally started or used under control specifically as an effect; or by fires promoted or increased by materials and items present on site	
Initial	Mitigating actions and safety measures	Resultant
Severity	<ul style="list-style-type: none"> All local fire fighting and fire protection protocols to be known and adhered to explicitly by everyone involved All personnel to know the local fire procedures, EAP, muster points and policies. Relevant firefighting measures to be employed and maintained as per the venue policies and procedures Do not interfere or prevent any fire safety equipment such as smoke or heat sensors without authority and specific re-assessment of the situation. All materials used during works to be controlled as required- and stowed as required as soon as possible. No hot works to be undertaken without a specific and exhaustive assessment of the task, to be undertaken by solely by competent or trained staff who are entirely authorised to carry out the task. All scenery, furniture, structures and items to adhere to local fire legislation and licences. This will include: Class 1 or inherently fire-retardant materials. Where items are exempt from these controls outlined, to be monitored closely Any items that produce heat or contain naked flame etc must be restricted and specifically assessed in the conditions they will be used, prior to any use. Stage effects such as smoking, candles etc to be avoided where possible by using a safer alternative effect. Provide specific RAMS to cover all aspects of the effect Maintain good housekeeping by removing all rubbish and unnecessary items from work area regularly 	Severity
10		10
Likelihood		Likelihood
4		2
Risk		Risk
40		20

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8. Driving		
Activity Description		
Driving is a hazardous activity. Drivers, passengers and other road users can all be harmed by not taking the maximum care and attention to road safety. Staff managing and those driving should take sight of the HSE guidance document INDG382		
Hazards or identified risks		
8.1 Excessive speed 8.2 Fatigue, distraction and inattention 8.3 Vehicle suitability and malfunction		
Risk	8.1 Excessive Speed	
Affecting	Driver, Passengers and other road users	
Risk Description	Driving too fast is the most common cause of road traffic accidents, and results in the many of injuries and death. It is imperative that speed is kept below the designated speed limit and is kept within the capabilities of the driver; the road conditions and environment; the capacity of the vehicle in the context of its load	
Initial	Mitigating actions and safety measures	Resultant
Severity	<ul style="list-style-type: none"> Driving activities to be planned and plenty of time to be allowed to reach destination. All drivers to remain sensibly below the statutory speed limited for the road being used. All drivers to ensure that speed is reduced to account for conditions such as weather, traffic, etc. All drivers to be aware of temporary speed altering conditions such as road-works or police signs. All drivers to be fully aware that getting to destination on time is secondary to road safety and that <u>lateness is allowable</u>. 	Severity
10		10
Likelihood		Likelihood
6		2
Risk		Risk
60		20
Risk	8.2 Fatigue, distraction and inattention	
Affecting	Driver, Passengers and other road users	
Risk Description	To drive competently and safely the driver must be well rested, focused solely on the driving and in no way impaired by any extraneous factor such as drink or drugs	
Initial	Mitigating actions and safety measures	Resultant
Severity	<ul style="list-style-type: none"> Driving at night or early in the morning to be kept to an absolute minimum. Driving after any other work to be restricted to when only necessary and mileage to be kept to a minimum for local journeys only. Drivers to constantly monitor their fatigue and to stop, safely, if they feel at all tired or fatigued. Tour to be planned such that driving late, early or after other duties is kept to a minimum. Drivers to be fully aware that road safety is a priority over anything else and that lateness of arrival is acceptable. Drivers to avoid use of any device that takes their attention whilst driving Drivers must be fit and well, and any prescribed medication must not preclude driving. Under no circumstances must any staff take any drug which does not confirm to the above, at all. No staff to take alcohol at all on the day they drive. Care should be taken about drinking the night before and drivers must ensure they are fully sober during any morning driving. 	Severity
10		10
Likelihood		Likelihood
6		2
Risk		Risk
60		20

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Risk	8.3 Vehicle suitability and malfunction	
Affecting	Driver, Passengers and other road users	
Risk Description	Vehicles must be suitable for the task; having a reasonable redundancy in their capacity to carry the given load. Vehicles must be roadworthy and well maintained. Faults must be attended to properly and any maintenance must be undertaken by an approved, qualified mechanic	
Initial	Mitigating actions and safety measures	Resultant
Severity 10	<ul style="list-style-type: none"> Vehicle to be provided by reputable hire company and to be tested and maintained in accordance with legislation. Vehicle to be checked, visually at regular intervals during tour, paying attention to things like tyres, windscreen, user-serviceable fluids and bodywork. Should any vehicle indicate a fault via a lamp or alarm; behave abnormally; make unusual noise; produce smoke; or in any way seem defective- safely pull over and follow the hire company's instructions on recovery. Any vehicle that develops a fault must be returned or checked by authorised mechanic before further use. Ensure you know the dimensions of the vehicle to avoid striking low or narrow road obstacles and to allow other road users adequate space. Ensure the load capacity and the load are in line with each other, do not overload vehicles or modify them to fit the load in. Secure loads so that they are unable to move around whilst driving Balance loads appropriately for the vehicle and ensure the load is not adversely altering the handling of the vehicle. Loads must be fully contained within the vehicle or fixed via a manufactured and approved modifications such as a roof-rack or side racking. All doors must be firmly closed while driving Adjust any lights which are affected by different loads and ensure no lights are covered by any external loads or covers. Passenger numbers must fall within those permitted by the manufacturer. No one is to travel in any part of the vehicle designated for goods only. 	Severity 10
Likelihood 6		Likelihood 2
Risk 60		Risk 20

Event Specific Risk Assessments

Specific tasks that this project presents are covered here. Dynamic RAMS may also be applied as the project progresses. These might be documented here by editing this document, or by using the empty forms below after printing. Dynamic RAMS may also be documented differently, or not documented at all. Appraisal of the hazards will dictate the necessary paperwork that is added.

9.		
Activity Description		
Hazards or identified risks		
9.1		
<i>Affecting</i>		
<i>Risk Description</i>		
<i>Initial</i>	<i>Mitigating actions and safety measures</i>	<i>Resultant</i>
<i>Severity</i>	•	Severity
<i>Likelihood</i>		Likelihood
<i>Risk</i>		Risk

10.		
Activity Description		
Hazards or identified risks		
10.1		
<i>Affecting</i>		
<i>Risk Description</i>		
<i>Initial</i>	<i>Mitigating actions and safety measures</i>	<i>Resultant</i>
<i>Severity</i>	•	Severity
<i>Likelihood</i>		Likelihood
<i>Risk</i>		Risk