

Risk Analysis Management Form (RAMS)

Recreation Centre Hire

Name of Hirer:		Contact Ph:		
Group/Organization:		Event Date/Time:		
Email:				
Address:				
Analysis		Description		
Risks What could happen during the hire period? i.e accident, injury, emotional harm				
Casual Factors What are the hazards/perils/dangers?		People	Equipment	Environment
Risk Management	Normal Operations			
	Emergency Procedures			
Skills required by Coordinator/supervisor i.e. prior experience; professional development				
Health Care Plan List name of event attendees with medication conditions and plan of action in case of emergency.				
Final Decision on implementing activity		Form completed by:		
		Signed:		
		Date:		
		Approval:		Given
		Signed:		Date:

Risk Assessment Checklist Hazards/causal factors to consider for physical and emotional safety

(when completing SAP, RAMS or other risk assessment process)

PEOPLE	RESOURCES & EQUIPMENT	ENVIRONMENT
<p>Who?</p> <p><u>How many?</u> Adults Children</p> <p>Experience; Effective supervisions structure (ratios)</p> <p><u>Cultural considerations:</u> Observing site significance for cultural groups Physical size/shape Fitness Anxieties/feelings Motivation</p> <p><u>Participant needs:</u> Educational Medical and Health Language abilities Cultural Behaviour Physical disability</p> <p><u>Social and psychological factors:</u> Unsafe act/s by participants Error/s of judgement by activity leader</p>	<p><u>Information to event attendees:</u> Evacuation procedures Plans and systems Clothing Footwear Food and drink Toilets First aid kit and knowledge</p> <p><u>Special equipment:</u> Kitchen appliances Sports equipment</p>	<p><u>Accessibility to help</u> Telephone Emergency Services Security Road use Traffic density Fences Human created environments</p> <p>Does the site have cultural significance?</p> <p>Consent and information from landowner</p>