

cameron
connecting ideas

Onsite Technical Support
RAMS

Locations:

Venue - Ballroom /Foyer

Description of work:

Supply, Rig, Operate, Derig of Audio-Visual equipment and lighting.

A comprehensive risk assessment will be undertaken at the beginning of the planning phase, reviewed regularly during planning, and updated immediately before the handover to the operational phase.

Technical Support of Event

Liaise between all teams technical, event and venue

Test all audio-visual equipment in the event spaces

Operate Audio Desk

Operate Vision Mixer

Operate Lighting Desk

Operate livestreaming equipment and Camera

Operation of any integrated audio visual in the event spaces

Site Induction:

All Operatives must have passed the onsite Induction or briefing and have read & understood the specific task Method Statement & Risk Assessment prior to commencement of work.

Limitations will be in place to restrict movement of crew within the place of work to limit exposure / contamination of materials.

The Site Supervisor will ensure that all relevant certificates for plant and training have been issued and have been approved prior to commencement of works.

PPE:

Operatives to adhere to site specific PPE requirements, additional one-use gloves, face masks and sanitiser gels will be used.

Regular washing of hands will be enforced.

Access Equipment:

From Ladders / MEWP

Risk Assessment

Task Description	Job No	RA Number (if required)
Working with heavy equipment, electrical equipment, slip trips falls and working at height.		

Hazard			Activity	Initial Risk (No controls)			Controls List all controls required	Residual Risk (with controls)		
Description	Population at Risk	Harm Effect		L	C	R		L	C	R
Manual Handling	Technicians	Strain injuries	Setting up equipment.	3	2	6	1. Competent technicians trained in manual lifting techniques. 2. Technicians will be working in pairs or more to spread heavy loads. 3. Most of the equipment is in boxes with wheels to avoid lifting.	1	2	2
Electrical equipment	Technicians	Electrocution	Working with live equipment.	2	4	8	1. All equipment is PAT tested 2. All Technicians will be aware of power distribution and loads via a wiring diagram	1	4	4
Working at height	Technicians	Injury from falls at height	Hanging lighting / projection equipment and rigging.	2	4	8	1. All technicians have working at height training. 2. The loads will be raised using lifting equipment to ensure a controlled elevation/de-elevation.	1	4	4

Risk Assessment

	staff	Items being dropped from height	Setting up tables.	2	4	8	1. A second technician will be on the ground ensuring staff maintain a safe distance. 2. Technicians will wear gloves where appropriate to maintain grip.	1	4	4
Slips, trips and falls	Public and visitors Contractors Staff	Injury from falls	Moving around the set-up area. Restricted viewing wearing PPE. Ie mask	2	3	6	1. Segregate public access area 2. All contractors to work under risk assessment and method statement to include housekeeping 3. All contractors to be given a site induction 4. All staff to maintain good housekeeping standards 5. Staff will wear boots to support ankles and give grip on uneven surfaces. 6. close observation of working area	1	3	3
Human-Risk Factors Hazards	Technicians	Intended or unintended deviation from processes/ work instructions/rules causing injury, loss or damage	Setting up equipment.	2	2	4	1.Restricted access to area – sign in entry, PTW processes, signage in/around area. 2.Suitable induction/ training/ instruction regarding access to area and hazard identification. 3.Supervision	1	2	2

Risk Assessment

Emergency Hazards	Technicians Venue staff Contractors	Moveable equipment and other items arranged resulting in obstructed walkways or restricting working space – slip, trip, fall	Moving around the set-up area	2	2	4	1.Good housekeeping standards implemented and monitored. 2.Operators aware of area/access/egress and need to keep clear. 3.Hand over/hand back of area for any agreed work activities including end of work review and area checks prior to acceptance of hand over/back.	1	2	2
Covid 19	Technicians Venue Staff Event Guests Contractors	Catching /Spreading	Attending the event as a guest or employee	5	3	15	1.Welfare facilities have suitable amount of sanitization soaps and Gels 2.All Technicians will wash hands regularly, or if they meet possibly contaminated surfaces immediately. 3. anyone suspected of coming into contact with Covid-19 cannot be on-site and should inform Supervisor immediately 4.Disposable PPE to be worn always 5. Cleaning and Sanitation of any presentation equipment that will meet guest or presenters between usage using sterilisation wipes. 6.Sanitation of all technical equipment pre / post event. 7.All content to be transferred digitally 8.Social distancing measures to be obeyed including venue staff.	2	3	6

Additional Limitations - Control Measures

The risk assessment should include input from the public health authority and should consider the security assessment for the event.

In relation to COVID-19, the risk assessment should include consulting WHO's updated technical guidance and ensuring that there is an up-to-date evaluation of the epidemiological situation.

Venue risk communication

Tie clip mics and any other mic that require contact will be banned unless one use capsules are used.

Remote slide advancers banned

All content and running orders will be digital

One use foam shield for lectern mics

Reset breaks for sanitisation

Alcohol wipes for lecterns.

Control position distancing measures

Only Op team touch Op equipment.

Additional Limitations - Control Measures

Same team to rig /derig packing away the same items to reduce contamination.

Virtual event Hybrid options to increase delegates as restrictions on venue capacity will be in place.

Crowd density

Age of participants

Profession of the participants and their possible previous exposure

Type or purpose of event

It has been suggested that air conditioning can spread the virus with droplets being circulated

Entry / Exit plan

No cloak room facility

Rest room monitoring (frequent breaks)

Method Statement

Access / Egress

Cameron staff will enter the site via the designated entrance in accordance with guidelines; they will travel to their various points of work via routes laid out. While this work is being undertaken it is not envisaged that general access/egress routes will be blocked as a result of these works but will be monitored at all times. If there is any possibility of blocking primary routes alternative arrangements will be made.

Deliveries will access through the approved routes in accordance with the delivery procedures in Method statement.

Social Distancing

Social distancing measures in-line with the current government restrictions will be enforced during all phases of the operation, communication with the venue on our work locations to restrict inhouse staff and public movement within the same location to reduce any risk of contamination.

Materials

Assorted fixings & cabling

Plant / Equipment / Tools

Access Equipment

Personal Hand Tools

Portable Power Tools (non mains powered)

Technical Information

Technical Information upon request

Waste Removal

Packaging and general rubbish. Every attempt will be made to maintain an acceptable standard of site cleanliness within the area of works outlined, and within accordance with the standards identified all efforts will be made to keep the workplace tidy. Cameron will remove rubbish from working areas and place in the areas identified. All rubbish packaging and debris shall be cleared from the work site on a regular basis, in progress with the work.

This will be disposed of ensuring any possible contaminated items not in contact with persons.

Housekeeping & Storage

Cameron operatives to adhere to the site-specific policy for housekeeping and storage as per site induction, additional measure will include limiting movement in the venue for crew and maintaining social distancing

Rescue

As site safety plan

Fire Safety Arrangements:

In Accordance with site fire plan guidelines

Responsibility for Task Lighting

Whilst undertaking the tasks the company regards the provision of a safe and well-lit working environment as fundamental to the health, safety and well-being of the work force. All reasonable steps will be taken to ensure that lighting is always adequate for the task. Any complaints or problems regarding lighting will be reported at once to a responsible person so that the company can take steps to remedy the situation. The implementation of this policy is the responsibility of the Cameron Project/Site Manager and requires the total co-operation of all members of managers and staff. In recognition of this policy the company will: Confirm that for any machine, appliance, apparatus or tool the lighting is enough to provide the required level of task illumination; if the task requires higher levels of illumination, supplementary local lighting will be supplied.

Description of Task

All kit will be prepped in-advance of delivery including sanitation.

Crew will be briefed in-advance of the delivery Plan

RAMS will be sent to all crew at least 2 days prior to the event.

We will have a 4-man crew to build on the day

ALL crew will wear PPE including one use protection, rubber gloves, face mask.

Sanitation gels will be provided, and regular use practise will be enforced.

On the event day before any onsite work is carried out the crew and PM will run through the risk assessment as part of the toolbox talk, dynamic risk assessment on the day will ensure any new factors are considered.

Crew registration will be recorded for infection tracking if required.

Before entry, an assessment on the venues access route will be done to ensure there are no obstructions or potential contamination risks.

The truck will park at the side of the building, then use a ramp to push out the equipment from the truck into the venue.

Most kit will be on wheels, some lighter items will be lifted.

We will build a set supported by weights and braces.

We will be using our portable staging which will be 300 mm high with a step at 150mm, this will be covered in black carpet securing it down with carpet tape and staples.

This will incorporate 2 steps with space allowing access and egress from the stage maintaining social distance.

Lectern will be placed stage left with a comfort monitor in front to preview content.

Seating will be placed on the centre of the stage for the panel discussions with current social distancing measures obeyed.

P.A. will be spread around the walls to cover for sound, radio mics will be banned unless one use capsules are used.

2x 3m Scaff will be rigged from the house partition tracks accessed by ladders, crew will have working at height certification.

2x projectors will be rigged from the trusses elevated into position with a rigging rope.

We will use the 3-phase power supply for the LED profiles, moving head lights, projection, and P.A, this will be protected and distributed via a certificated rubber distribution box.

Control position will be located at the rear of the hall, further protection will be used around this area to ensure the crews contact with any surfaces are limited.

All cables will be run along walls, rubber matting will be used for doorways then secured down with tape.

Any potential trip hazards marked with hazard tape and final checks made.

All flight cases removed and stored.

Derig will take place immediately after the room is cleared of public.

De prep and sanitation will follow unloading of the track at the warehouse.

All incident reporting, investigating and management shall be undertaken following client and CP processes / procedures.

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