

RAMS Risk Management Plan

Introduction

Steps to creating your RAMS:

1. Identify the significant risks that could result from any activities you engage in, including:
 - Physical injury or death
 - Social/psychological impact
 - Loss of property
 - Business interruption
2. List the casuses (hazards) that could lead to each risk, including:
 - People, behaviour
 - Equipment, machinery, materials
 - Environment (including weather)
3. Think of strategies and procedures that could reduce the chance of each hazard leading to the risk or loss and Eliminate if possible (totally prevention of risk or elimination of hazard)
 - Minimise if you can't eliminate
 - Cancel if you can't eliminate or minimise (some activities are simply too risky and should not be undertaken)
4. Make an emergency plan to manage each risk.
 - Step by step management
 - Equipment/resources required
 - Who else needs to be involved/notified?
5. Continually monitor safety during business activities
 - Assess new risks
 - Manage risks
 - Adapt plans
 - Research shows that most serious harm incidents result from a combination of hazards, many of which, on their own, are seemingly minor.
6. Document incidents
 - Keep a register of incidents
 - The purpose of documenting incidents is so that you can assess and update your prevention strategies to minimise that risk occurring again

Risk Assessment Checklist of Possible Hazards to be Aware of at the Lyttelton Farmers Market

- Tripping
- Crowded conditions
- Uneven surfaces
- Weather – sun, heat, cold, wet, ice, wind
- Injury from lifting
- Gazebos and umbrellas – insecurely fastened / in high wind / breakage / faulty equipment
- Burn hazard from cooking equipment – BBQ, gas, element, warmer
- Dropping hazard – heavy equipment / heavy stock crates
- Electrical hazard – power cords and power equipment – improper installation / faulty equipment / wet electrical equipment / power surge?
- Vehicles – collision / pedestrians / animals / adverse weather / poor visibility / unclear road use when closed
- Theft – vendor equipment / vehicle / customer property / goods
- Dog bite
- Food poisoning
- Health emergency – stroke / heart attack / pre-existing condition (epilepsy, asthma etc)
- Unruly behaviour – violence / vandalism / abusive language

[Template for you to fill in]

RAMS: Risk Management Plan for *[business / stall name]*

Activity: *[what you sell]*

Workers: *[names or number of employees]*

Location 1: *[location of your kitchen]*

Location 2: Lyttelton Farmers Market

Location 3: *[other places of operation, markets you sell at]*

Location 4:

Date completed: *[today's date]*

Completed by: *[your name]*



Risks (significant potential harm/loss) [copy from checklist above]

RISK	CAUSES	RISK REDUCTION STRATEGIES (how will you eliminate or minimise the causes of this risk?)
e.g. Tripping	Items placed on ground - power cords and covers, crates, personal effects Footpath curb, holes in road, uneven surface	Place personal items on tables Stack crates neatly in designated area or under tables Report holes in road Mark holes and uneven surfaces with tape, chalk etc

