

RAMS: Hazard Assessment and Control

1. Identify the learning outcomes.

- Students will be taken around the Hobbiton Movie Set where they will be told about the process of filming & what happened around the movie set by their tour guide. This is a 2 hour tour & they will be walking around for 1 hour 15 minutes on the Movie Set, then taken to the Green Dragon Inn, where they will receive 1 complimentary beverage (Non-alcoholic Ginger Beer).

2. Identify the significant risks (losses) that could result from the activity.

- Physical Injury: as the movie set is situated on areas that were previously used as farm paddocks, they will need to stick to the paths as there could be potential rabbit holes & if it is raining the grass areas could be slippery.
- Material (gear or equipment): Clients will need to wear suitable walking shoes as it is an outdoor tour on gravel paths & grass areas.
- Programme interruption: we run the tours rain, hail or shine so the only interruptions will be if the group cancels.

3. List the hazards (causes) that could lead to each risk/loss.

- People: multiple tour groups on set at any given time, tour guides, students.
- Equipment: props on set, the Green Dragon Inn, footwear & clothing
- Environment: unfamiliar terrain, Lakes & ponds, vehicles & roads.

4. Think of strategies that could reduce the chances of each hazard leading to the risk/loss. Pay particular attention to significant hazards.

- Eliminate: we ask all clients to wear suitable footwear & clothing (Covered shoes, Jackets, sunblock etc. if needed), the tour guides job is to keep their group together at all times, Safety talk before going onto the set, staying off the roads & stay clear of all vehicles.
- Minimise: Hazard Register at Gate before entering set.

5. Make an emergency plan to manage each identified risk/loss.

- Fire procedures are in place with meeting points & exits around the Movie Set, including the Green dragon & the Shires Rest Café/store.
- Equipment/resources: First Aid kits around all of the set, the Shires Rest & Green Dragon. Most guides are First Aid certified & there will always be a guide or manager on site that is First aid certified.

6. Continual monitoring of safety during the activity.

- Assess new risks: guides are aware at all times of their tourists, to watch out and make sure that they are safe & not doing anything that will cause any serious harm to them.
- Manage risks: Safety Talk before going onto the Set, to identify hazards & make the tourists aware that we are still on a farm, so there are some risks that need to be stated.
- If anyone happens to injure or harm themselves at Hobbiton we have procedures in place to help the situation: First aid Kits, Certified first Aid staff

Risks	Hazards	Significant? Yes / No	Controls
Trip Hazards	-The props on the set -There may be cables & wires coming out of the ground. -Uneven surfaces (Hills, Steps, Rabbit holes)	Yes	<ul style="list-style-type: none"> - We have a hazard register at the Start of the set for tourists to read. The guide also goes through with everyone safety rules before starting the tour. - We keep the props off the paths & areas where people will walk. They are raised on tables & not on the ground.
Vehicles (Vans, Buses, Staff vehicles, Gardeners Mule & golf cart)	-The Set track for all coaches, vans & personal cars -Vehicles on the Set	Yes	<ul style="list-style-type: none"> - We have gates & fences in place to keep vehicles from going onto the set (Except for the Golf Cart & Mule for gardeners) - The Set track so all personnel know where to go. - We only have licenced drivers using work vehicles & cars. - The speed limit of the set track is 30km for ALL drivers
Water Hazards (Lakes, Swamps & Ponds)	-Can potentially fall in the lake or pond -could get stuck in the swamp	Yes	<ul style="list-style-type: none"> - We have the Hazard Register before entering the set. - All guides are aware of the lakes & tell tourists to keep 1pm distance from Lake. - We have electric fences up to keep everyone away from the swamps.
Electricity (Fences, Lights, Cables & Plugs)	-Electric Shocks -Could catch fire -Could trip on cables	Yes	<ul style="list-style-type: none"> - Cordon off cables & plugs - - all guides are aware with what is happening on set & the plugs etc.