**Risk Assessment and Method Statement (RAMS) for Filming, Photography and Events with Installations at Network Rail (High Speed) Stations**

**This submission is to be typed using Microsoft Word (or a compatible program) only and shall be supplied electronically in either DOC, DOCX or PDF format to the Facilities Helpdesk no later than seven working days prior to the proposed installation for the event taking place. Any alterations to the installation and event shall also be provided within three working days. No submissions shall be accepted if outside of these timescales due to both staff and event space availability. Similarly, all sections are to be completed, or the submission shall be rejected.**

**1 Station at which event is proposed to take place (“” or “x” in applicable box)**

|  |  |  |  |
| --- | --- | --- | --- |
|  | St Pancras International |  | Ebbsfleet International |
|  | Stratford International |  |  |

**2 Specific location(s) in which event is proposed to take place (i.e., “Grand Terrace”)**

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|  |

**3 Type of event (“” or “x” in applicable box)**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Performance |  | Commercial photography |
|  | Commercial/retail promotion |  | Non-commercial photography |
|  | Non-commercial/retail promotion |  | Charity collection |
|  | Commercial filming |  | Survey/leafleting |
|  | Non-commercial filming |  | Exhibition/other (please specify) |

**4a Details of event**

|  |  |
| --- | --- |
| **Name of event** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Start date:** |  | **Start time:** |  |
| **End date:** |  | **End time:** |  |

**4b Details of installation**

|  |  |  |  |
| --- | --- | --- | --- |
| **Start date:** |  | **Start time:** |  |
| **End date:** |  | **End time:** |  |

**5a Liability Insurance (for event)**

**Event company must supply a copy of a valid, in-date public liability insurance certificate. The submission shall not be accepted without it.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Start date:** |  | **Expiry date:** |  |

**5b Liability Insurance (for installation)**

**Contractors company must supply a copy of a valid, in-date public liability insurance certificate. The submission shall not be accepted without it.**

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| --- | --- | --- | --- |
| **Start date:** |  | **Expiry date:** |  |

**6a Detailed description of event**

**If the event company has their own method statement for this, then please supply as a separate document. Alternatively, please use this section to provide an adequate description of the proposed event. Be as detailed as possible to avoid delays in approval or declinations.**

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**6b Detailed description of installation**

**If the installing contractor has their own method statement for this, then please supply as a separate document. Alternatively, please use this section to provide an adequate description of the installation. Be as detailed as possible to avoid delays in approval or declinations.**

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| Potential to  generate dust? \* |  | Electrical isolation  required? |  |

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| --- | --- | --- | --- |
| HOT  works? \* |  | Fire alarm  isolation required? |  |

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| Work undertaken in  fire escape route |  |  |  |

***\* This shall require a fire alarm isolation within the area you are working within. This shall need to be arranged by informing the Shift Station Manager or site manager upon signing in.***

|  |  |
| --- | --- |
| **List of equipment to be used** | **Include details of certification, if required** |

|  |  |
| --- | --- |
| **List of PPE to be used** | **Include details of certification** |

|  |  |
| --- | --- |
| **List of RPE to be used** | **Include details of certification** |

|  |  |
| --- | --- |
| **List of chemicals to be used** | **Include COSHH assessments or Material Safety Data Sheets (MSDS)** |

***Additional considerations:***

|  |  |  |  |
| --- | --- | --- | --- |
| Warning signage  required? |  | Exclusion of  others from site? |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Generation of  noise? |  | Emission of  materials (dust, etc.) |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Manual handling  operations? |  | Working at  height? |  |

|  |  |  |  |
| --- | --- | --- | --- |
| COSHH? |  | Employment of  under 18s? |  |

**If you have ticked any of the above, they must be accounted for within the risk assessment, and controls and mitigations in place to ensure the risk is as low as reasonably practicable. For any substances, a full COSHH assessment is required to be attached to this document, along with the Materials Safety Data Sheet (MSDS).**

**Generation of noise must also be assessed, and the dB (decibel) level(s) advised, along with the controls to ensure that the noise levels are within legal limits.**

**All electrical work equipment shall be tested by a certified, competent person and shall be within one year of said certification. All PPE (personal protective equipment) used shall be without fault, and the personnel trained in its correct use. Any person identified to be using PPE/RPE, who is not utilising this equipment shall be asked to stop work immediately. Repeated contraventions shall result in the person being permanently excluded from NR(HS) stations for the purposes of business.**

**7a Risk Assessment (event)**

**All risks associated with the event shall need to be assessed, and the necessary controls and mitigations advised to ensure the safety of your personnel, station staff/contractors and our passengers/customers. Risk assessments shall need to be suitable and sufficient to meet the requirements of the Management of Health and Safety at Work Regulations 1999. If you have your own risk assessment, please supply as a separate document. For further guidance on risk assessments, please refer to the HSE website (**[**www.hse.gov.uk**](http://www.hse.gov.uk)**).**

**Alternatively, please use this section to provide an adequate risk assessment of the proposed event. Be as detailed as possible to avoid delays in approval or declinations. If you need to include more sections, please press “tab” in the end box to create a new section.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **What are the hazards?** | **Who could be harmed and how?** | **What are you going to do to reduce the risks?** | **What further actions are required?** | **Action to be taken by whom (name)?** | **Action to be taken by when (date)?** |
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**7b Risk Assessment (installation)**

**All risks associated with installation shall need to be assessed, and the necessary controls and mitigations advised to ensure the safety of your personnel, station staff/contractors and our passengers/customers. Risk assessments shall need to be suitable and sufficient to meet the requirements of the Management of Health and Safety at Work Regulations 1999. If you have your own risk assessment, please supply as a separate document. For further guidance on risk assessments, please refer to the HSE website (**[**www.hse.gov.uk**](http://www.hse.gov.uk)**).**

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| **What are the hazards?** | **Who could be harmed and how?** | **What are you going to do to reduce the risks?** | **What further actions are required?** | **Action to be taken by whom (name)?** | **Action to be taken by when (date)?** |
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**8a Contact details of all those who are attending site (event)**

**If you need to include more sections, please press “tab” in the end box to create a new section.**

|  |  |  |
| --- | --- | --- |
| **Full name** | **Post/job title** | **Contact telephone number** |
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**8b Contact details of all those who are attending site (installation)**

**If you need to include more sections, please press “tab” in the end box to create a new section.**

|  |  |  |
| --- | --- | --- |
| **Full name** | **Post/job title** | **Contact telephone number** |
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**9 Compliance and Restrictions**

**You are hereby notified of the following information which shall need to be adhered to at all times when at a Network Rail (High Speed) station:**

* All personnel shall sign in with the Shift Station Manager (SSM) or station reception and receive the station safety briefing prior to undertaking any work, and shall sign out at the end of the event/works. For large parties on photography/filming events, it is permissible for the location/production director and department heads to sign in/out and disseminate the briefing to their crew/cast if the party size is over ten persons.
* Ensure that you are familiar with the fastest, but safest route to leave the station in the event of an emergency, and are aware of the nearest fire assembly point. Should the second stage alarm sound (a pre-recorded verbal message – “Attention, attention. There has been a reported incident at the station. Please leave by the nearest exit.”) you shall obey the message and report to the nearest fire assembly point. You shall obey any commends issued by the SSM and their staff as they have been trained for such situations.
* You are responsible for the safe storage and removal of any/all waste which is generated by your event at the station.
* Public toilets are provided at all of our stations, free of charge. No access to back-of-house areas is permitted unless agreed in advance with the SHE Specialist and then only under exceptional circumstances. Should you or any of your team require refreshments, you shall use one of the retail units at our stations which provide drinks and light refreshments. Unfortunately, this is not available free of charge.
* All accidents, incidents and near misses are to be reported to the duty Shift Station Manager as soon as possible, without fail. This is in addition to your own procedures. Additionally, there shall always be a first aid trained member of NR(HS) staff at the station should you or any of your party require basic treatment.
* You and your party shall always act in a professional manner at all times whilst at the station. NR(HS) has a zero-tolerance policy for all forms of abuse, both physical and verbal and may take legal action should any of our staff, retailers or contractors make a formal complaint.
* No additional lighting or flash photography on the upper concourse at St Pancras facing towards the open end of the Barlow Shed. This may cause a distraction to incoming Eurostar, Southeastern and EMT train drivers.
* No booms (lighting, sound or otherwise) are normally permitted on the upper concourse at St Pancras, nor on any platform at St Pancras, Stratford and Ebbsfleet. This is due to the proximity to the overhead line equipment (OHLE), which carries 25,000 volts AC power for the trains.
* No tripods, unless they are out of the pedestrian walking routes. Monopods are best for the station environment. Should a tripod be used, then it be deemed too hazardous for the environment by station staff it shall be removed upon request.
* Permission to film on platforms must be additionally obtained from the appropriate train operating company.
  + St Pancras: Platforms 1-4 (EMT), Platforms 5-10 (Eurostar), Platforms 11-13 (Southeastern).
  + Stratford: Platforms 2&3 (Southeastern).
  + Ebbsfleet: Platforms 1&4 (Eurostar), Platforms 2&3 and 5&6 (Southeastern).
* Additionally, St Pancras International Station is a Grade 1 listed building. You shall not be permitted to affix anything (permanent or temporary) to the station fabric without the express permission of London St, Pancras Highspeed, who employs a Historic England advisor – likewise, trestle tables and stands are not permitted at gate line areas due to both heritage and safety considerations. This permission must be obtained, and proof supplied, before sending the RAMS to the SHE Specialist and Retail Interface Manager, or approval/authorisation shall not be granted.
* Any items which are likely to cause damage to the stations’ terrazzo flooring (such as mobile elevated work platforms (MEWPs) or plinths/stands/platforms) shall need to have additional protection provided in the form of suitable and sufficient matting. Should any damage be caused to station infrastructure, then the responsible person(s) or company/ies shall be charged for the cost of repairs.
* For crew wearing high-visibility tabards/vests, these cannot be orange or blue as they could be confused for either infrastructure or station staff. Yellow, mauve, purple, green, pink, etc. is permissible.

**10 Submission**

I, the named person below, confirm that the information supplied within this risk assessment and method statement is a full and accurate description of the event and installation proposed, and understand that any changes to the event and/or installation shall necessitate a revision version no later than three working days prior to the installation. Where required other necessary information has also been provided. I also confirm that I (and all those named within sections 8a and 8b) shall adhere to the requirements of section 9 at all times.

I, and those named within sections 8a and 8b also accept that the event shall be temporarily halted, deferred or cancelled by officials of Network Rail (High Speed) should station operations require it.

|  |  |  |  |
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| **Name:** |  | **Company/employer:** |  |
| **Post/job title:** |  | **Contact number:** |  |
| **Full address:** |  | | |

**11 NR(HS) / London St Pancras Highspeed Sponsor Contact Details**

Please complete in full. Failure to complete this section shall result in the submission being automatically declined.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Sponsor:** |  | **Sponsor Employer:** |  |
| **Sponsor job title:** |  | **Sponsor contact no.:** |  |
| **Sponsor’s address:** |  | | |
| **Sponsor’s email address:** |  | | |

**12 Works Authorisation (to be completed by NR(HS) only)**

|  |  |
| --- | --- |
| **Reference No.:** |  |

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| --- | --- | --- | --- | --- |
| **Site:** | St Pancras Int’l |  | Ebbsfleet  Int’l |  |

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| --- | --- | --- | --- | --- |
|  | Stratford  Int’l |  | Singlewell IMD |  |

|  |  |
| --- | --- |
| **Specific location:** |  |

|  |  |
| --- | --- |
| **FM approvals signature/stamp** | **Safety approvals signature/stamp** |

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| --- | --- | --- | --- | --- |
| **Consent required?** | Yes |  | No |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Type of Consent:** | Listed Building |  | Heritage  Deed |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Planning |  | Building Regulations |  |

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| **Additional Information:** |