

# SMART 20 ESTIMATOR 22



## RAMS USER GUIDE

Version: 2022.0



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## Introduction

Thank you for choosing SMART Estimator.

SMART Estimator **SMART RAMS** is a tool for creating and storing Risk Assessment and Method Statement documents.

Please read the following warning:

When you first install, some risk assessment and method statement content is provided for you.



These were produced in association with **Safety & Access Ltd** <https://www.safetyaccess.co.uk/> and should be suitable for some common types of scaffolding work.

**This list is not comprehensive and may not suit your type of work. It is YOUR responsibility to review this.**

All hazards can be customised, and you can add your own content. You **SHOULD** do this, as the content of YOUR risk assessment is YOUR responsibility.

## Create a new project or open an existing one

Please see the **Getting Started Guide** for instructions on how to create a new project.



You should choose the **New Risk Assessment** or **New Method Statement** options to open SMART RAMS.

## Create a risk assessment

### Set the risk assessment details

If you picked the **New Risk Assessment** option, the risk assessment screen appears:

### New Risk Assessment

Number :

Name :

Select from hazards :   

- Common Ancillary Risks
- Common Office and Scaffold Yard Risks
- Common Residual Risks
- Common Scaffolding Risks



You can also open a new Risk Assessment using the **New Risk Assessment** button.



### Enter the risk assessment details

Set the risk assessment number and name.

Number :

Name :



If you open an existing project (quotation) before creating a new risk assessment, the risk assessment number is set automatically to match.

Then, pick the types of hazard that apply to this project.

### New Risk Assessment

Number :

Name :

Select from hazards :



- Common Ancillary Risks
- Common Office and Scaffold Yard Risks
- Common Residual Risks
- Common Scaffolding Risks

Cancel

< Back

Next >

When you first install, several default risk groups are provided for you as templates.

These were produced in association with **Safety & Access Ltd**  
<https://www.safetyaccess.co.uk/> and should be suitable for some common types of scaffolding work.



**This list is not comprehensive and may not suit your type of work. It is YOUR responsibility to review this.**

All hazards can be customised, and you can add your own content. You are strongly advised to do this, as the content of the risk assessment is YOUR responsibility.

Press **Next** to pick which risks should be included on your risk assessment.

## Pick the risks to include

You will be asked a series of Yes / No questions. You will only be asked about groups of risks that you picked in the previous step. For example, if you picked **Common Scaffolding Risks**, you will be asked about risks that commonly apply to scaffolding works.

Number : 0006 (RA 23)  
Name : Risk assessment 0006 (RA 23)

Common Scaffolding Risks 01 / 05

---

Will people be working at height?

Yes  No

Show

People who may get affected	Standard control measures
Scaffolders Site supervisors Site personnel	equipment. Scaffolding personnel to work within the requirements of NASC Guidance SG4 (Current Edition) Preventing Falls in Scaffolding Operations. Suitable rescue plan for scaffolders to be developed, understood and in place. Scaffolds to be erected in accordance with NASC Guidance TG20 (Current Edition) Good Practice Guidance for Tube and Fitting Scaffolding, system scaffolding manufacturers guidance or bespoke scaffold design. All ladders to be adequately secured and or footed/held when in use, and to be set at a ratio of 1:4. Ladders shall be used as soon as practicable in the task.

Risk rating ● High

Are these control measures adequate?  Yes  No

Residual Risk ● Low

Cancel < Back Next >



Will people be working at height?

Yes

No

Next >

Choose **Yes** or **No**, and then press **Next** for each risk.

You can edit the content here before pressing the next button if you wish:

### Standard control measures

**B**    *I*    U    A    *ab*  

Only competent CISRS operatives are permitted to be involved in the erection, dismantling and modification of scaffold equipment.  
 Scaffolding personnel to work within the requirements of NASC Guidance SG4 (Current Edition) Preventing Falls in Scaffolding Operations.  
 Suitable rescue plan for scaffolders to be developed, understood and in place.  
 Scaffolds to be erected in accordance with NASC Guidance TG20 (Current Edition) Good Practice Guidance for Tube and Fitting Scaffolding, system scaffolding manufacturers guidance or bespoke scaffold design.  
 All ladders to be adequately secured and or footed/held when in use and to be set at a ratio of 1:4

**Residual Risk** ● Low

Are these control measures adequate?  Yes  No

### Additional control measures

Gates to zones A-G will be locked to prevent access by scaffolders.



## Review the risks

Next, a grid of risks is displayed for you to review:

Number : 0006 (RA 23)  
 Name : Risk assessment 0006 (RA 23)

Hazards	Risk ratings	Who might be harmed?	Control measures	Adequate?	Additional measures	Residual risk	
Falls from height		Scaffolders Site supervisors Site personnel	Only competent CISRS operatives are permitted to be involved in the erection, dismantling and modification of scaffold equipment. Scaffolding personnel to work within the requirements of NASC Guidance SG4 (Current Edition) Preventing Falls in Scaffolding Operations. Suitable rescue plan for scaffolders to be developed, understood and in place	<input type="checkbox"/>	Gates to zones A-G will be locked to prevent access by scaffolders.		
Falling materials		Scaffolders Site supervisors Site personnel General public	All surplus materials to be removed to ground as dismantling process progresses. Equipment to be stored in suitable receptacles whilst erecting/dismantling. Gin wheels to be correctly installed and the area must be barriered off with appropriate signage. All lifting operations to be planned and carried out by, or under	<input checked="" type="checkbox"/>			
Unauthorised use ...		Scaffolders Site supervisors Site personnel General public	Only competent CISRS operatives are permitted to be involved in the erection, dismantling and modification of scaffold equipment. All operatives must comply with relevant codes of practice and standards. Scaffold shall not be overloaded with materials. The scaffold will always be securely tied. Operatives will check all materials & tools to ensure that they are	<input checked="" type="checkbox"/>			
Injury whilst Handli...		Scaffolders	All persons to be suitably trained in manual handling as per CISRS / NASC & company training. Mechanical equipment to be used where practicable. Materials to be stored in a suitable designated area and ground conditions to be assessed prior to storing material. Particular attention to be taken with boards where nails may be	<input checked="" type="checkbox"/>			

Cancel   < Back   Finish

Make any final changes required, and then press **Finish**.

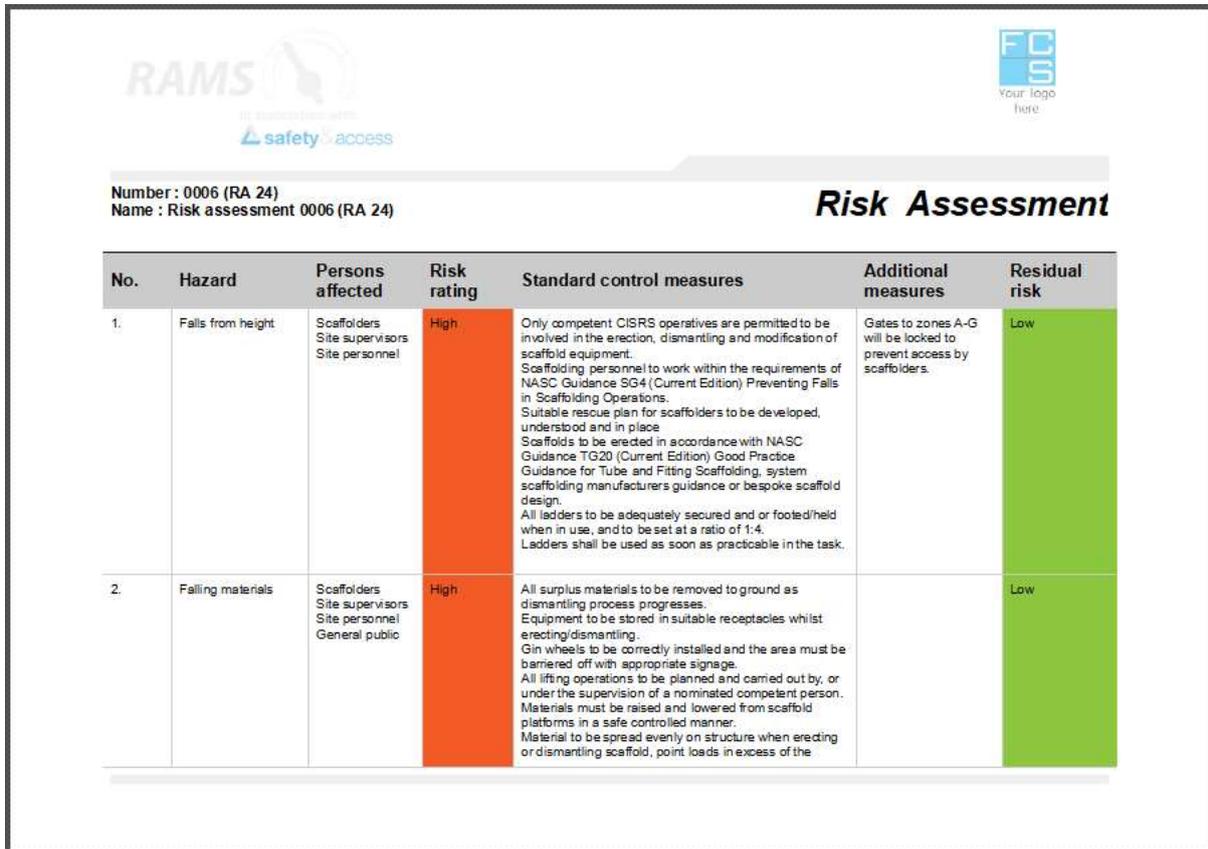


Once you press **Finish** you will no longer be able to press the **Back** button to navigate back to a previous step.

You can still edit the content of the risk assessment in the next step, but only by re-typing it. Be sure before you press the **Finish** button.

## Edit the risk assessment document

Next, the risks are shown as a document.



RAMS  
IN ASSOCIATION WITH  
safety access

FC S  
Your logo here

Number : 0006 (RA 24)  
Name : Risk assessment 0006 (RA 24)

### Risk Assessment

No.	Hazard	Persons affected	Risk rating	Standard control measures	Additional measures	Residual risk
1.	Falls from height	Scaffolders Site supervisors Site personnel	High	Only competent CISRS operatives are permitted to be involved in the erection, dismantling and modification of scaffold equipment. Scaffolding personnel to work within the requirements of NASC Guidance SG4 (Current Edition) Preventing Falls in Scaffolding Operations. Suitable rescue plan for scaffolders to be developed, understood and in place Scaffolds to be erected in accordance with NASC Guidance TG20 (Current Edition) Good Practice Guidance for Tube and Fitting Scaffolding, system scaffolding manufacturers guidance or bespoke scaffold design. All ladders to be adequately secured and or footed/held when in use, and to be set at a ratio of 1:4. Ladders shall be used as soon as practicable in the task.	Gates to zones A-G will be locked to prevent access by scaffolders.	Low
2.	Falling materials	Scaffolders Site supervisors Site personnel General public	High	All surplus materials to be removed to ground as dismantling process progresses. Equipment to be stored in suitable receptacles whilst erecting/dismantling. Gin wheels to be correctly installed and the area must be barriered off with appropriate signage. All lifting operations to be planned and carried out by, or under the supervision of a nominated competent person. Materials must be raised and lowered from scaffold platforms in a safe controlled manner. Material to be spread evenly on structure when erecting or dismantling scaffold, point loads in excess of the		Low

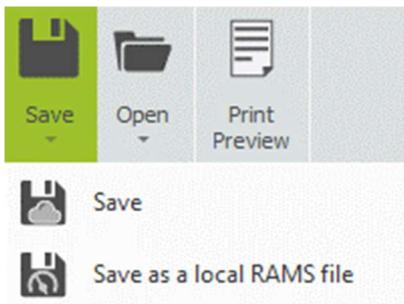
You can edit this document.



See later sections on how to configure RAMS so your branding is shown on risk assessments and method statements.

## Save the risk assessment

Save your risk assessment now, so you can retrieve it later.



Save Open Print Preview

Save

Save as a local RAMS file

Choose the **Save** option from the **Save** menu.

Normally, the **Save as local RAMS file** is not required. This is used when transferring RAMS files between non-connected branches, for example.

See **Printing RAMS documents** to print the risk assessment.

## Create a method statement

### Set the method statement details

If you picked the **New Method statement** option, the method statement screen appears:

#### New Method Statement

Number :

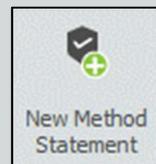
Name :

Select from safe system of work :  

- Power Supply and Lighting
- Power Supply
- Preventative
- Protection Assistance



You can also open a new Method Statement using the **New Method Statement** button.



### Enter the method statement details

Set the method statement number and name.

Number :

Name :



If you open an existing project (quotation) before creating a new method statement, the method statement number is set automatically to match.

Then, pick sections from your safe system of work that apply to this project.

Select from safe system of work :



Power Supply and Lighting



When you first install, by default there is some simple method statement content provided as placeholder only.

Your safe system of work can be customised, and you can add your own content. You are strongly advised to do this, as the content of the method statement is YOUR responsibility.

Press **Next** to pick which sections should be included on your method statement.

## Pick the sections to include

You will be asked a series of Yes / No questions. You will only be asked about groups of risks that you picked in the previous step. For example, if you picked **Common Scaffolding Risks**, you will be asked about risks that commonly apply to scaffolding works.

New Method Statement  
 Number : 0006 (MS 27)  
 Name : Method statement 0006 (MS 27)

- Power Supply and Lighting
  - Power Supply
  - Lighting
  - Working Platforms
  - Fire
  - Information and inspection
  - [Add New Section](#)
- Protection Assistance
  - Third party protection
  - Emergency Arrangements
  - Communication
  - PPE
  - [Add New Section](#)
- Signatures
  - Review and Signoff

Name: Power Supply

Detail

Chorus to supply site temps of 110v rating. All Essential power tools i.e. receipt saw will be, 110v, pat tested every 3 months and in accordance with latest industry guidelines. Any further requirements; i.e. 415 3 phase will be in agreement with P-C and will require an addendum to MIS R/A for implementation. Site 10KVA supply units will be utilised but as work progresses, smaller, isolated 3.3KVA may be needed with RCD protection.

Cancel   < Back   Finish



Tick sections to include them in your method statement, or click **Add New Section** to create a new section of content.



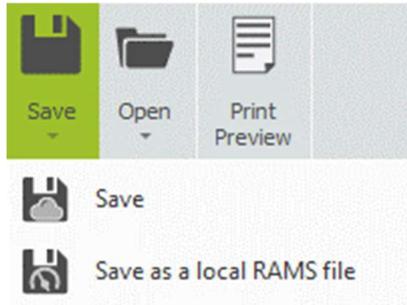
Tick groups to add multiple sections at once.



The signatures section can't be un-ticked, as every SMART RAMS method statement includes this tracking section.

## Save the method statement

Save your method statement now, so you can retrieve it later.

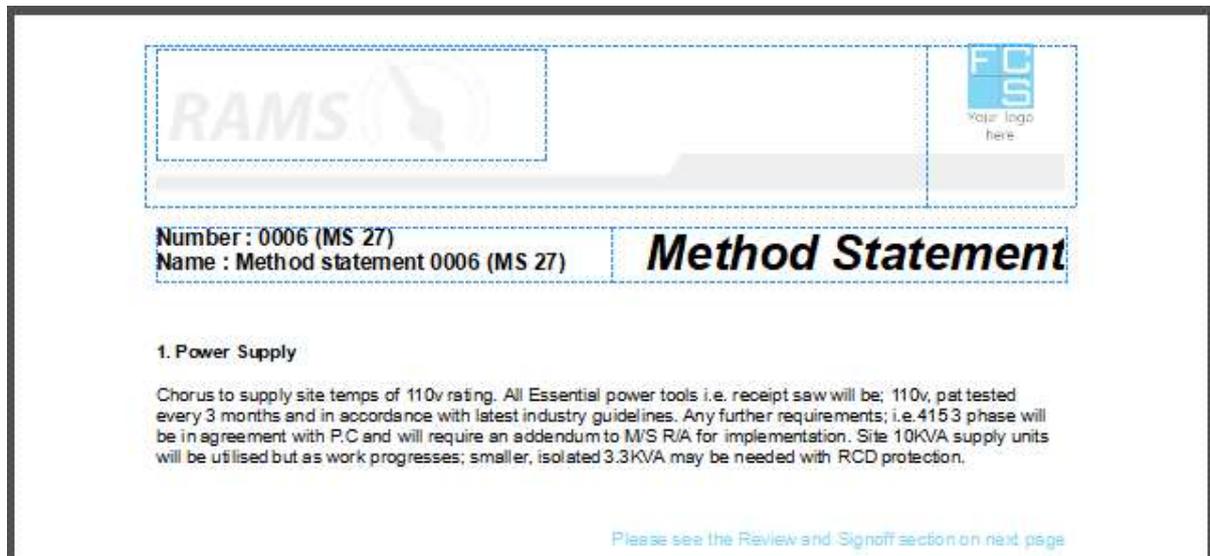


Choose the **Save** option from the **Save** menu.

Normally, the **Save as local RAMS file** is not required. This is used when transferring RAMS files between non-connected branches, for example.

## Edit the method statement document

Press **Finish** to open the method statement document for editing.



You can edit this document.



See later sections on how to configure RAMS so your branding is shown on risk assessments and method statements.

See **Printing RAMS documents** to print the method statement.

# Printing RAMS documents

Press **Print Preview** to open the print preview view.



A new toolbar is displayed while previewing the risk assessment or method statement

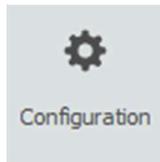


Feature	Description
Print Preview	Press this to close the print preview and return to editing.
Print	Prints the report, providing options to select the required printer and paper options.
Quick Print	Prints the report to the default printer.
Navigation	Provides options to move back and forth through the pages of the report.
Zoom	Zooms the report to allow you to see it in detail or to view multiple pages.
Page Colour	Allows you to specify the background colour to use while printing, for example if your company uses a coloured background on its stationery.
Export to	Allows you to export the report to an Adobe PDF or Microsoft Word document.
Email as	Allows you to create an email with the drawings or material list attached as an Adobe PDF or Microsoft Word document.

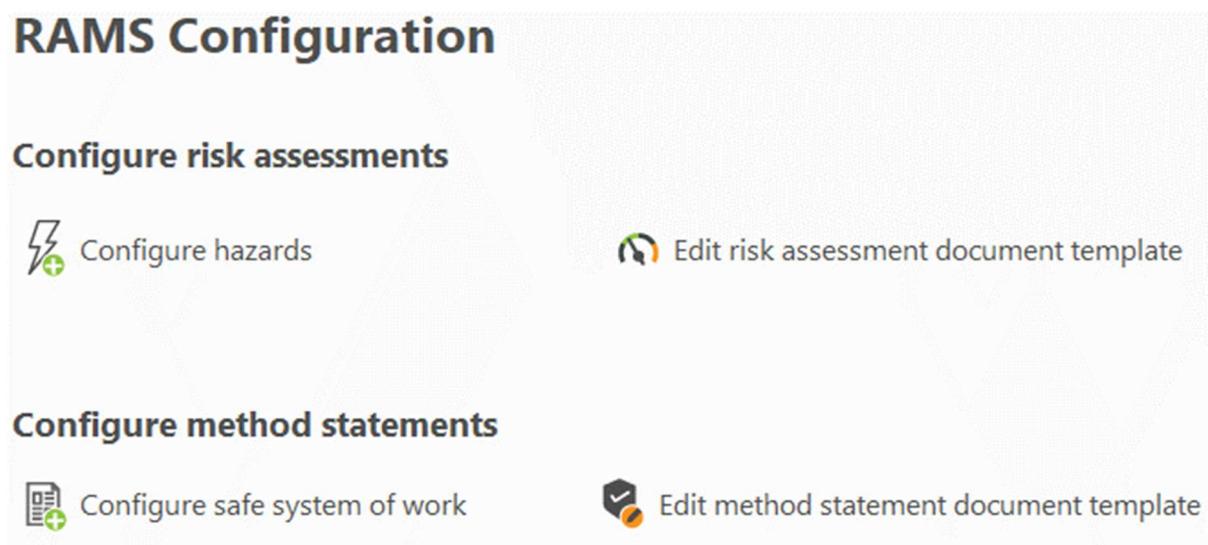
To close the preview and return, just press the **Print Preview** button again.

## Create your own templates

To edit the default look of your RAMS documents, or the default content, choose **Configuration**:



On the next screen, you can choose from the following options:



- ▶ **Configure hazards**  
Choose the hazards and risks; how they are grouped; and the questions you are asked when making a risk assessment.
- ▶ **Edit risk assessment document template**  
Choose the style of your risk assessment document; headers and footers; and any introductory text that is always included.
- ▶ **Configure safe system of work**  
Choose the sections of the method statement; how they are grouped; and text that appears in the method statement when a section is included.
- ▶ **Edit method statement document template**  
Choose the style of your method statement document; headers and footers; and any introductory text that is always included.

## Configure hazards

When you first open the configure hazards view, some hazards provided in association with **Safety & Access Ltd** are displayed:

**Configure hazards (Add / Edit)**

Search hazards 🔍

---

[+ Add new group](#)

▼ **Common Scaffolding Risks**

- Will people be working at height?
- Will scaffolding equipment be used at height?
- Will the scaffold be handed over at completion?
- Will materials be handled on site?
- Will materials be temporarily stored on site?

[+ Add new hazard](#)

## Add groups

You can add new groups using the **Add new group** button.



For example, if you put up scaffolding in a nuclear power station rarely, then you may want a set of risks and hazards that only apply to that kind of work. Making a **Nuclear works** group would separate these risks, so you are not usually asked about them.

Type a name for the group and press **Ok**.

**Enter group name :**

Nuclear works

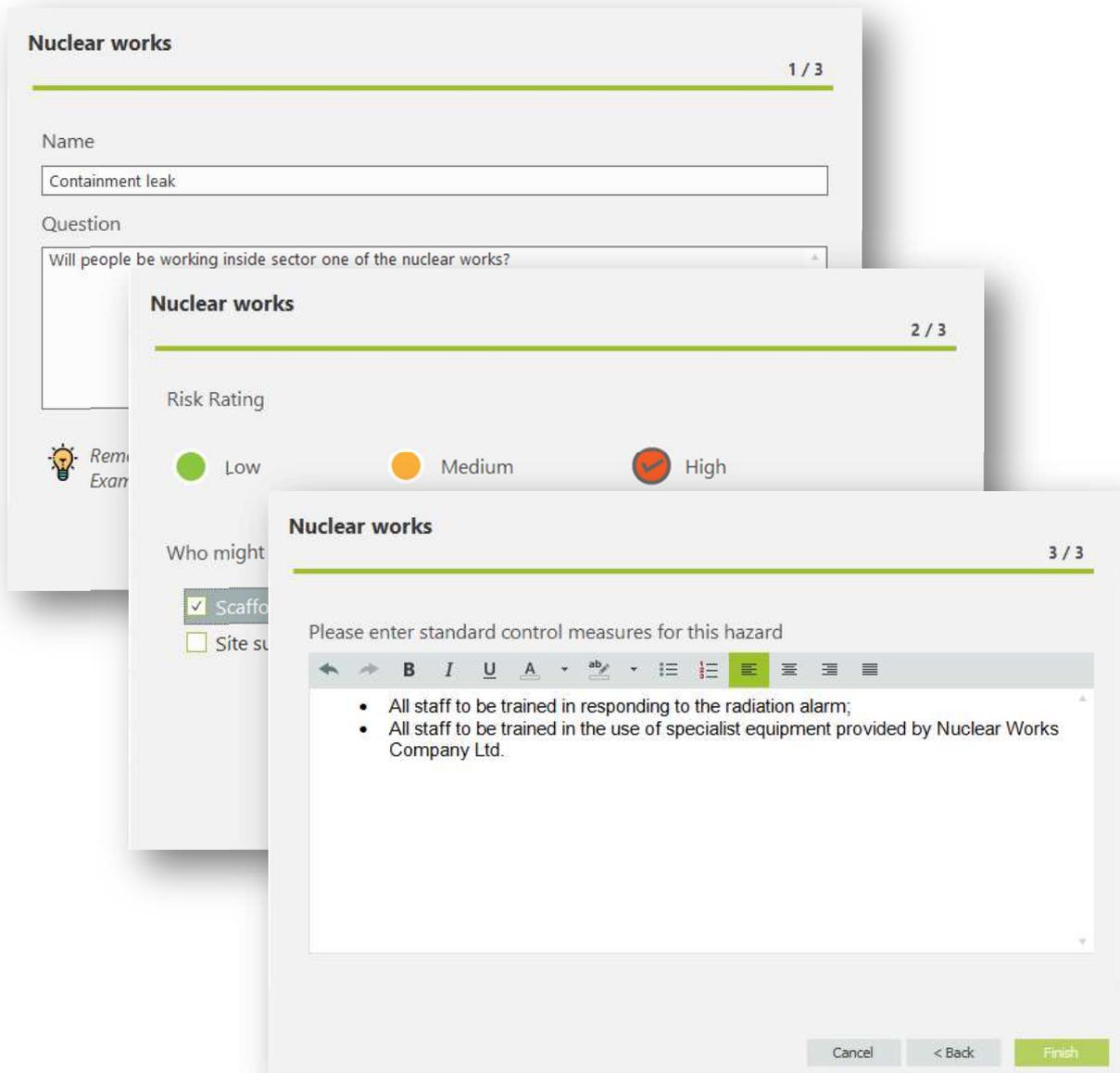
Cancel Ok

## Add hazards

You can add more hazards to a group using the **Add new hazard** option.

 [Add new hazard](#)

Complete the questionnaire to add a hazard:



The image shows three overlapping screenshots of the 'Nuclear works' questionnaire, illustrating the steps to add a hazard:

- Step 1 (1 / 3):** The 'Name' field contains 'Containment leak' and the 'Question' field contains 'Will people be working inside sector one of the nuclear works?'.
- Step 2 (2 / 3):** The 'Risk Rating' section shows three options: 'Low' (green circle), 'Medium' (orange circle), and 'High' (red circle with a checkmark).
- Step 3 (3 / 3):** The 'Who might' section has checkboxes for 'Scaffolding' (checked) and 'Site safety'. Below this, a text area titled 'Please enter standard control measures for this hazard' contains the following text:
  - All staff to be trained in responding to the radiation alarm;
  - All staff to be trained in the use of specialist equipment provided by Nuclear Works Company Ltd.

## Edit hazards or groups

Click on a hazard or group to display tools to edit or delete it.

## Close hazards

Once you are happy with the hazards, close using the **Close** button in the top left:



## Edit the risk assessment or method statement document template

When you first open the document template for a risk assessment or method statement, you will notice that it has generic text, logos, headers and footers. Replace the logos and add content as required.

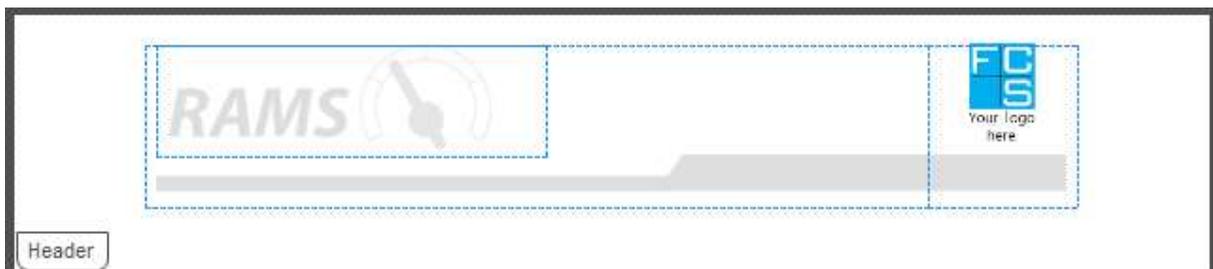


Tables without borders are useful for laying out content. These tables are shown with a blue dotted border, which is handy for laying out content.

Don't worry – the blue dotted lines won't show on the printed document.

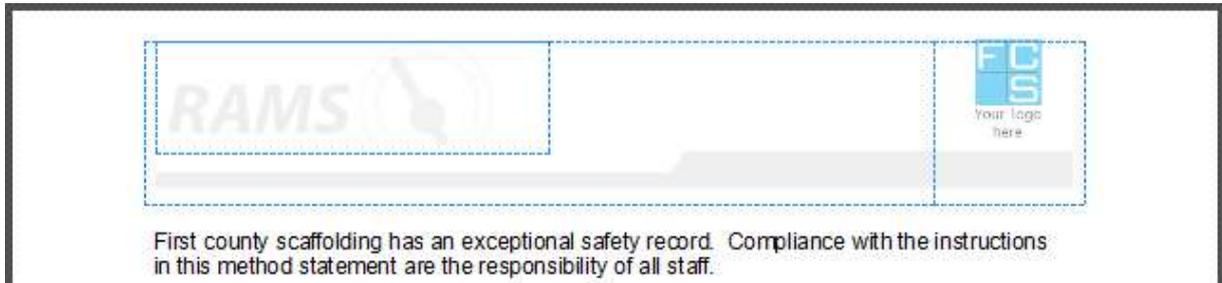
## Header

To switch to the Header section (which is open by default), double click at the top of the document:



## Main body

Double click the middle of the page to insert text on the first page of all future documents:



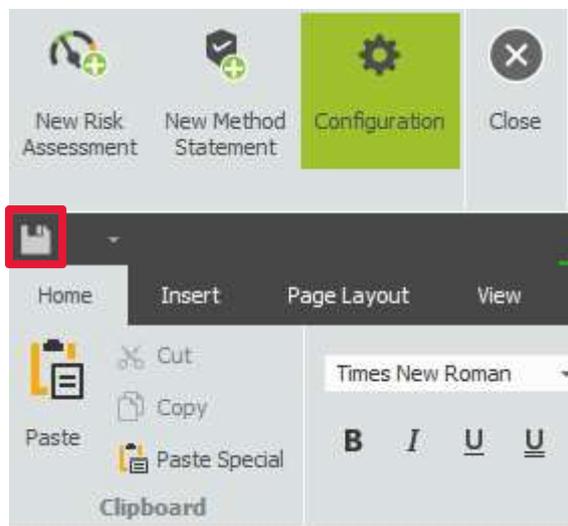
## Footer

To switch to the Footer section, double click at the bottom of the document:



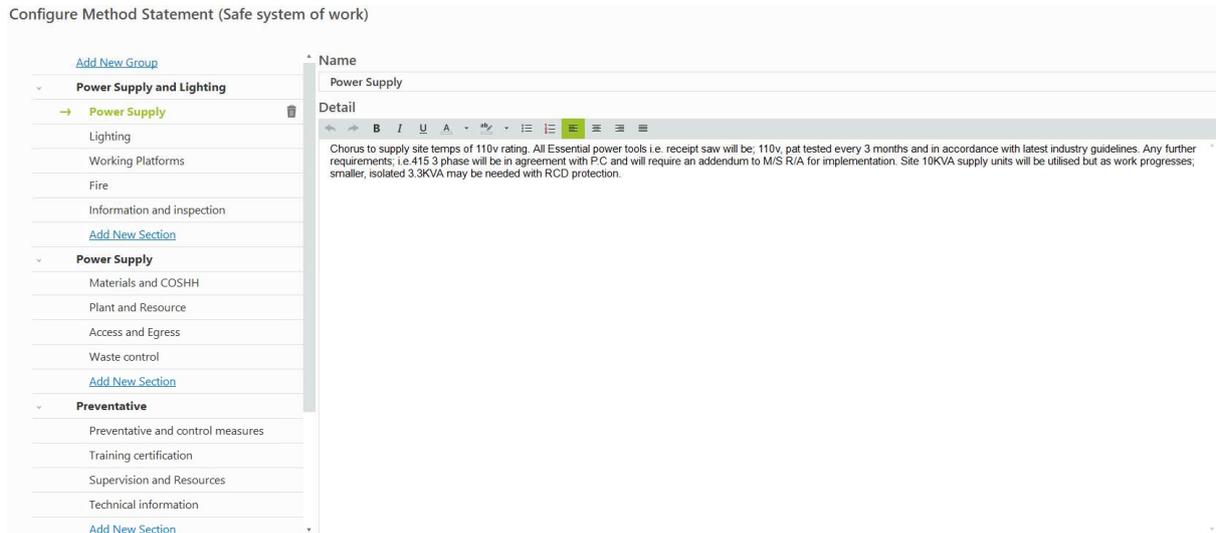
## Save document template

Once you are happy with the document, save it using the **Save** button in the top left:



## Configure method statement - safe system of work

When you first open the configure safe system of work view, some placeholder content is displayed:



## Add groups

You can add new groups using the **Add New Group** button.

[Add New Group](#)

For example, if you have a standard procedure for erecting and dismantling a birdcage, you might want to group both sections under a “Birdcage Scaffolding” group.



Grouping sections makes it easy to add and remove them in one action.

Type a name for the group and press **Ok**.

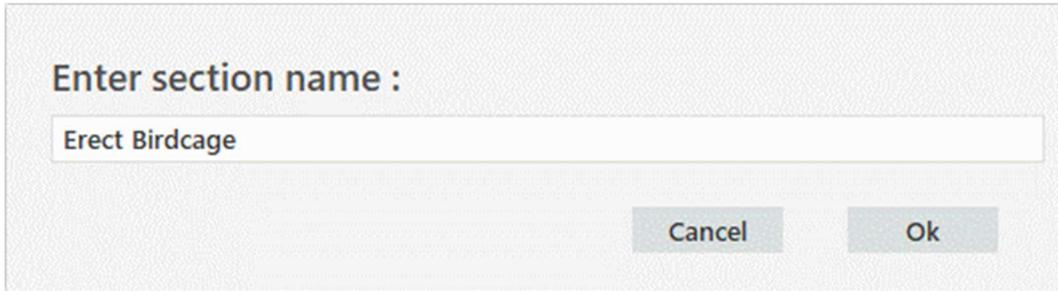
**Enter group name :**

## Add section

You can add more sections (blocks of text) by pressing the **Add New Section** button.

[Add New Section](#)

Type a name for the section and press **Ok**.



Enter section name :

Erect Birdcage

Cancel Ok

## Edit hazards or sections

Click on a hazard or group to display tools to edit or delete it.  
Use the panel on the right to edit the text in a section.

## Close safe system of work

Once you are happy with the safe system of work, close using the **Close** button in the top left:



## Using the other SMART Estimator products

The best way to use the SMART Estimator products is to use them together. Every product is designed to enhance the rest of the suite.

SMART Estimator **SMART RAMS** can be used with the rest of the SMART Estimator products:

### Model IT

SMART Estimator **Model IT** is a powerful 3D modelling tool. Use it to create scaffolds that exactly meet your project-specific needs.

### Schedule IT

**Schedule IT** is a fast way of creating large, multi-scaffold projects. It provides the ability to copy and paste scaffolds, enabling faster scaffold modelling.

### Report IT

Produce material lists and technical drawings.

### Price IT

Produce a fast and highly customisable pricing report for your scaffolding project.

### Quote IT

Generate quotations for the project, to send to the customer.



For more information about the other SMART Estimator products, please refer to their user guides, which are available from the Help tab.

## Feedback

Thank you for choosing SMART Estimator.

We are always striving to improve the product so please contact us with your feedback. We are always keen to hear new ideas and if you experience any problems with the software, we want to hear about them so that they can be resolved.



You can contact us via:

- ▶ Our website support centre at [www.smartscaffolder.com/support.html](http://www.smartscaffolder.com/support.html);
- ▶ Email on [support@smartscaffolder.com](mailto:support@smartscaffolder.com);
- ▶ Telephone on +44 (0)1202 603733 from Monday to Friday between 09:30 and 17:00.