SITE SURVEY REPORT

RAMS: Risk Assessment and Method Statement

Prepared for	Whitley Vale Academy Trust (sample organisation)
Date	17 Nov 2026
Site	Whitley Vale Academy main hall
Prepared by	H. Whitfield

FORM

RAMS: Risk Assessment and Method Statement

1. The job

Project	Whitley Vale Academy main hall: LED display and line array installation (completed example)
RAMS reference	RAMS-BL-2026-118
Revision	B
Date written	5 Nov 2026
Client	Whitley Vale Academy Trust (sample organisation)
Site	Whitley Vale Academy, main hall and rack room
Site address	Whitley Vale Academy, Shinfield Park Road, Reading RG2 8LQ
Where on site is the work?	Main hall stage wall and the ceiling void above the stage, with the containment route along the hall corridor to the rack room next to the server room.
Work position on site (GPS)	Main hall stage wall · 51.440010, -0.969980 (SU 72210 71860, ±6 m)
What type of work is this RAMS for?	AV, IT and data cabling installation
Task	Install a 4.5 m wide LED display, a line-array speaker pair and the cabling and containment back to the AV rack
Scope of the work	Fix a wall-mounted steel frame on the stage wall and hang a 4.5 m by 2.5 m LED display (40 cabinets, 14 kg each) on it. Fit two line-array speaker brackets to the roof steels either side of the stage at 5.8 m and hang a four-box array on each. Run 60 m of galvanised basket tray and conduit from the stage wall, through the ceiling void above the stage and along the hall corridor at high level, to the AV rack in the rack room, and pull the video, control, speaker and data cables. Build the rack, terminate, and commission the system. The new dedicated 32 A circuit for the display is installed and certified by the school's electrical contractor before our start date; this RAMS covers our final connection of the display power distribution to that circuit once it has been isolated and proved dead. This is construction work under CDM 2015 (installation of telecommunications and similar services fixed to a structure). The school's asbestos register was checked on 4 November 2026: no asbestos containing materials are recorded in the hall, the ceiling void or the corridor route. Decoration, making good and any structural alteration of the stage wall are outside this RAMS.
Start date	17 Nov 2026

Expected finish date	19 Nov 2026
Calendar days, including the start and finish	3
Working hours	08:00 to 17:00. No deliveries or vehicle movements on the school site between 08:15 and 09:00 or between 15:00 and 15:45.
Will the building, venue or area be in use while the work is done?	Yes
How are occupants and the public kept away from the work?	The school is open and students are on site all three days. The main hall is taken out of use for the whole job and assemblies are moved to the sports hall. Both hall doors from the corridor are locked from the inside and signed, and the stage door from the drama studio is locked with the key held by the caretaker. The hall corridor stays open for students, so the containment work there is done between 09:15 and 12:00 and 13:30 and 15:00 only, behind a barriered strip 1.5 m wide against the wall, with a member of the crew on the floor at all times. Our van parks in the contractor bay by the caretaker's store and nobody from the crew goes beyond the hall, the corridor and the rack room without the caretaker. All three of the crew hold an enhanced DBS check and the certificates were sent to the school office on 3 November 2026; the crew wear Brightline AV photo ID and sign in and out at reception.
Is this construction work under CDM 2015?	Yes
Your role on this project	The only contractor on the project
Construction phase plan reference	CPP-BL-118 (construction phase plan for this job, kept with the RAMS)

> CDM 2015, regulation 12. A construction phase plan must be drawn up before the construction site is set up. It sets out the health and safety arrangements and site rules. This RAMS should follow it.

Does the work include demolition or dismantling of a structure?	No

2. People and competence

Written by	H. Whitfield
Role	Operations manager, Brightline AV
Supervisor on site	P. Marchetti
Supervisor phone number	07700 900318

Crew 1: P. Marchetti

Name	P. Marchetti
Company	Brightline AV

Cards and training held	ECS card, IPAF, PASMA, First aid at work, Asbestos awareness, Manufacturer training for the equipment
Earliest expiry date of the cards needed for this job	30 Sep 2027
Has this person the skills, knowledge, training and experience for the tasks given to them?	Yes

Crew 2: K. Sandhu

Name	K. Sandhu
Company	Brightline AV
Cards and training held	ECS card, PASMA, Asbestos awareness, Manufacturer training for the equipment
Earliest expiry date of the cards needed for this job	30 Apr 2027
Has this person the skills, knowledge, training and experience for the tasks given to them?	Yes

Crew 3: L. Bright

Name	L. Bright
Company	Brightline AV
Cards and training held	Asbestos awareness
Earliest expiry date of the cards needed for this job	28 Feb 2028
Has this person the skills, knowledge, training and experience for the tasks given to them?	No

> Employers must take account of people's capabilities when giving them tasks (regulation 13 of the Management of Health and Safety at Work Regulations 1999). On construction work, a contractor must not employ or appoint anyone who does not have, or is not in the process of obtaining, the skills, knowledge, training and experience needed (CDM 2015, regulation 15). Record the training or supervision below.

Training or supervision to be provided	First-year apprentice, four months with Brightline AV. Works alongside P. Marchetti or K. Sandhu at all times. No work from the tower above the first lift (2 m platform), no operation of the genie lift, and no work on the display power distribution. Tasks for L. Bright are the exclusion zone, cable pulling from floor level, passing up cabinets at the genie lift, and labelling and tidying in the rack room.
People on the crew	3

Are any subcontractors doing part of this work?	No
Who could be affected by this work?	The crew, Client staff or building occupants, Visitors and delivery drivers
Is anyone especially at risk?	Yes
Who?	Children or vulnerable people on the premises, New starter or trainee
What is being done differently for them?	Students are kept out of the hall by the locked doors and the caretaker, and out of the corridor strip by the barriers and a crew member on the floor during the corridor work. No tools, cable drums or cabinets are left in the corridor at any break or at the end of the day. L. Bright is paired with a qualified engineer for every step and his limits are listed on the crew card and repeated at the briefing.

3. Risk assessment

Hazards and controls 1: Work at height

Type of hazard	Work at height
Where is it?	Mobile tower at the roof steels either side of the stage (platform 5.8 m), and the display frame at 4.2 m
What is the hazard, who might be harmed, and how?	Falls from the tower platform while drilling the roof steels and fixing the speaker brackets, and falls from the tower or podium while fixing the display frame. The crew, and anyone below in the hall if the tower were to overturn.

Photos of the hazard



Can the work be done safely without working at height?	No
Access equipment	Mobile tower

Could a person fall 2 metres or more?	Yes
Date the tower or scaffold was last inspected on this site	17 Nov 2026

> Inspection overdue. A working platform used for construction work, from which a person could fall 2 metres or more, must not be used unless it has been inspected within the previous 7 days. Work at Height Regulations 2005, regulation 12.

Controls in place or planned for this hazard	Tower, MEWP or scaffold with guardrails and toeboards rather than ladders, Access equipment checked before use and inspected within the last 7 days, Rescue plan agreed and the equipment for it on site
How these controls apply on this job	A 1.45 m by 2.5 m aluminium tower built by P. Marchetti and K. Sandhu (both PASMA) using the through-the-trap method, with double guardrails, toeboards, stabilisers and the platform at 5.8 m for the brackets and 4.2 m for the frame. The tower is inspected and tagged after each build and move and at the start of each day, and the inspection is recorded on the tower tag and in this RAMS. Only P. Marchetti and K. Sandhu work above the first lift. The hall floor is level sprung timber; the castors are locked and the tower is never moved with anyone or anything on it. The rescue plan is on page 6. No ladders are used for any fixing work.
Likelihood of harm with these controls	3. Possible
Severity of the harm	5. Death
Risk score (likelihood x severity)	15
Rating	High

> High, 15 to 25. Do not start this work until further controls are in place and the risk has been rated again.

Further action needed	Tower handover inspection by P. Marchetti photographed and recorded as the step 1 hold point before anyone climbs above the first lift. Tower re-inspected after every move between the two bracket positions and the stage wall.
What kind of control is it?	Practical safeguard, such as a barrier or guardrail
Who will do it?	P. Marchetti
Needed by	17 Nov 2026
Likelihood once the action is done	2. Unlikely
Severity once the action is done	5. Death
Residual risk score	10
Residual rating	Medium

Hazards and controls 2: Falling objects

Type of hazard	Falling objects
Where is it?	Hall floor below the tower, the speaker positions and the display frame
What is the hazard, who might be harmed, and how?	Drills, fixings, bracket parts and 14 kg display cabinets dropped from the tower or the genie lift onto someone on the hall floor. The crew on the floor, and the caretaker if he enters the hall.

Photos of the hazard



Controls in place or planned for this hazard	Exclusion zone below the work, fenced and signed, Tools tethered and materials kept back from the edge, Hard hats worn by everyone inside the zone
How these controls apply on this job	An exclusion zone 3 m out from the tower and the display frame, marked with barrier posts and chain and signed, set up by L. Bright before the tower goes up and kept until the last cabinet is hung. Drills and hand tools are tethered to the operator's harness point on the tower, fixings stay in a lidded tray on the platform, and nothing is left on the toeboard line. Cabinets go up one at a time on the genie lift, never carried up the tower. Hard hats worn by everyone in the zone, including whoever is passing cabinets to the lift.
Likelihood of harm with these controls	3. Possible
Severity of the harm	4. Major injury
Risk score (likelihood x severity)	12
Rating	Medium

> Medium, 5 to 12. Record what further action would lower the risk, who will do it and by when.

Further action needed	Zone marked out and checked by P. Marchetti before the tower build, and walked again after every tower move.

What kind of control is it?	Practical safeguard, such as a barrier or guardrail
Who will do it?	L. Bright
Needed by	17 Nov 2026
Likelihood once the action is done	1. Very unlikely
Severity once the action is done	4. Major injury
Residual risk score	4
Residual rating	Low

Hazards and controls 3: Manual handling

Type of hazard	Manual handling
Where is it?	Van to the hall (about 60 m through the side entrance) and at the stage wall and rack room
What is the hazard, who might be harmed, and how?	Back, shoulder and hand injuries moving the 40 display cabinets (14 kg each, awkward edges), the steel frame sections (28 kg each), the four line-array boxes (22 kg each) and the 42U rack (85 kg empty). The crew.
Controls in place or planned for this hazard	Materials delivered to the point of use or moved by hoist, trolley or telehandler, Loads broken down or smaller packs ordered, Two-person lifts for heavy or awkward items, Routes cleared and kept clear before carrying starts
How these controls apply on this job	The delivery is wheeled from the van to the hall on a stair-climbing sack truck and a flatbed trolley, timed outside the school's movement periods. Cabinets are unpacked at the stage wall and go onto the frame from the genie lift, so nobody lifts one above shoulder height. Frame sections and the line-array boxes are two-person lifts. The rack arrives empty, is wheeled on its own castors, and is populated in the rack room so the heaviest items (amplifiers, 18 kg) go in at waist height. The route from the side entrance is walked and cleared before each delivery run.
Likelihood of harm with these controls	3. Possible
Severity of the harm	3. Injury needing time off work
Risk score (likelihood x severity)	9
Rating	Medium

> Medium, 5 to 12. Record what further action would lower the risk, who will do it and by when.

Further action needed	Trolleys and the genie lift booked with the delivery and confirmed on the van before leaving the depot on 17 November.
What kind of control is it?	Changes the job, equipment or materials to reduce exposure

Who will do it?	K. Sandhu
Needed by	17 Nov 2026
Likelihood once the action is done	1. Very unlikely
Severity once the action is done	3. Injury needing time off work
Residual risk score	3
Residual rating	Low

Hazards and controls 4: Electricity and live working

Type of hazard	Electricity and live working
Where is it?	New 32 A circuit at the stage wall from distribution board DB-H1 in the hall store; 230 V temporary supply for the display and rack during commissioning
What is the hazard, who might be harmed, and how?	Electric shock or burns while connecting the display power distribution to the new circuit if it were live, and shock from damaged leads on the 230 V test supply. The crew.
What supplies the equipment?	230 V mains
Is the 230 V equipment protected by an RCD?	Yes
Will any work be done on or near live conductors?	No
Controls in place or planned for this hazard	Supply isolated, locked off and proved dead before work starts, Battery tools, or 110 V centre tapped to earth on construction sites, 230 V equipment on an RCD, with leads and plugs checked before use
How these controls apply on this job	The new circuit is installed and certified by the school's electrical contractor before we arrive and the certificate is checked by P. Marchetti at the step 1 permit check. Before the final connection the circuit breaker in DB-H1 is switched off and locked off with P. Marchetti's own padlock and tag, and the circuit is proved dead at the stage wall with a two-pole tester proved on a proving unit before and after. No live working: if the circuit cannot be proved dead the connection waits for the school's electrician. All drilling and fixing tools are cordless. The display and rack are powered for commissioning from a 230 V socket through a 30 mA RCD plug-in adaptor until the school's electrician has energised the new circuit, and every lead is checked for damage before use.
Likelihood of harm with these controls	2. Unlikely
Severity of the harm	5. Death
Risk score (likelihood x severity)	10

Rating	Medium

> Medium, 5 to 12. Record what further action would lower the risk, who will do it and by when.

Further action needed	Isolation point, lock and tag recorded on the electrical isolation permit (page 6) and photographed by P. Marchetti before the final connection.
What kind of control is it?	Removes the hazard
Who will do it?	P. Marchetti
Needed by	18 Nov 2026
Likelihood once the action is done	1. Very unlikely
Severity once the action is done	5. Death
Residual risk score	5
Residual rating	Medium

Hazards and controls 5: Lifting operations

Type of hazard	Lifting operations
Where is it?	Genie material lift at the stage wall
What is the hazard, who might be harmed, and how?	The display frame sections (28 kg) and each 14 kg cabinet lifted to 4.2 m on a genie material lift; a load slipping from the forks or the lift tipping onto someone at the stage wall. The crew.
Controls in place or planned for this hazard	Lift plan written by an appointed person for every lift, Lifting equipment and accessories with a current thorough examination, Exclusion zone under and around the load, with no lifting over people
How these controls apply on this job	A simple lift plan written by H. Whitfield for the frame sections and the cabinets, kept with this RAMS: the genie lift (rated 159 kg) is set up on its outriggers on the level hall floor, loads are strapped to the forks with a ratchet strap, and each lift is to the frame height only. The lift's six-monthly thorough examination certificate (dated 14 August 2026) is checked at the step 1 hold point. P. Marchetti or K. Sandhu operate the lift; L. Bright loads at floor level and steps back outside the exclusion zone before the winch is turned. Nobody is under the forks or between the lift and the wall while a load is raised.
Likelihood of harm with these controls	2. Unlikely
Severity of the harm	4. Major injury
Risk score (likelihood x severity)	8
Rating	Medium

Medium, 5 to 12. Record what further action would lower the risk, who will do it and by when.

Further action needed	Thorough examination certificate and outrigger setup checked by P. Marchetti before the first frame section is lifted.
What kind of control is it?	Practical safeguard, such as a barrier or guardrail
Who will do it?	P. Marchetti
Needed by	17 Nov 2026
Likelihood once the action is done	1. Very unlikely
Severity once the action is done	4. Major injury
Residual risk score	4
Residual rating	Low

Hazards and controls 6: Members of the public and building occupants

Type of hazard	Members of the public and building occupants
Where is it?	Hall doors from the corridor, the stage door from the drama studio, the hall corridor during the containment work, and the side entrance during deliveries
What is the hazard, who might be harmed, and how?	Students, staff or visitors walking into the hall or the corridor work strip and being struck by tools or cable, tripping on cable, or reaching the tower or the genie lift; the caretaker entering the hall while a load is up. Students, staff, visitors and the caretaker.
Controls in place or planned for this hazard	Work timed for when the area is empty or closed, Work area fenced or barriered and signed, Occupants and neighbours told what is happening and when, No tools, materials or plant left unattended where people can reach them, Noisy or dusty work timed to suit the building
How these controls apply on this job	The hall is closed to the school for the three days and both corridor doors and the stage door are locked and signed. The corridor containment is done in the lesson periods only (09:15 to 12:00 and 13:30 to 15:00), behind barrier posts and chain, with a crew member on the floor to stop anyone walking under the tower or the podium. The caretaker and the office manager have the programme for each day and the caretaker is texted by P. Marchetti before the tower goes up and when the hall is clear. Drilling into the roof steels and the corridor wall is done in lesson time, not at breaks, and is stopped on request from the school. Tools, cable drums and cabinets are never left in the corridor, and the tower and the genie lift are locked in the hall at breaks and overnight with the hall doors locked. All three of the crew are DBS checked, wear photo ID and do not go anywhere in the school on their own without the caretaker.
Likelihood of harm with these controls	3. Possible

Severity of the harm	3. Injury needing time off work
Risk score (likelihood x severity)	9
Rating	Medium

> Medium, 5 to 12. Record what further action would lower the risk, who will do it and by when.

Further action needed	Programme and lock-off arrangements confirmed with the caretaker at the permit meeting at 08:00 on 17 November, and the corridor timings written on the barrier signs.
What kind of control is it?	Instruction, briefing or supervision
Who will do it?	P. Marchetti
Needed by	17 Nov 2026
Likelihood once the action is done	1. Very unlikely
Severity once the action is done	3. Injury needing time off work
Residual risk score	3
Residual rating	Low

Hazards and controls 7: Slips, trips and falls on the level

Type of hazard	Slips, trips and falls on the level
Where is it?	Hall floor around the stage wall, the corridor strip, and the rack room
What is the hazard, who might be harmed, and how?	Trips over cable being pulled, cable drums, packaging and the genie lift outriggers, and slips on the sprung hall floor if packaging film is left down. The crew, and the caretaker.
Controls in place or planned for this hazard	Cordless tools so there are no trailing leads, Leads and hoses run at high level or covered where they cross routes, Waste cleared as the work goes and routes kept clear, Safety boots with a good grip worn
How these controls apply on this job	All tools are cordless, so the only lead on the floor is the RCD-protected test supply during commissioning, which runs along the stage wall under a rubber cable protector. Cable is pulled from drums on a drum stand at the stage end and coiled or clipped into the tray as it goes, never left across the floor at a break. Packaging from the cabinets is bagged as each one is unpacked and taken to the van at lunchtime and at the end of the day. The outriggers of the genie lift are inside the exclusion zone and marked with the barrier chain. Safety boots worn throughout.
Likelihood of harm with these controls	3. Possible
Severity of the harm	2. Injury needing first aid
Risk score (likelihood x severity)	6

Rating	Medium

> Medium, 5 to 12. Record what further action would lower the risk, who will do it and by when.

Further action needed	Floor walked and cleared by L. Bright at each break and before the hall is locked each evening.
What kind of control is it?	Instruction, briefing or supervision
Who will do it?	L. Bright
Needed by	17 Nov 2026
Likelihood once the action is done	1. Very unlikely
Severity once the action is done	2. Injury needing first aid
Residual risk score	2
Residual rating	Low
Hazards recorded	7
Highest risk score	15
Hazards rated high	1
Still high after further action	0

> Every hazard rated high has a further action that brings it below 15. Those actions must be done, and checked, before the step that needs them.

4. Sequence of work

Sequence of work 1: Sign in, permit check, exclusion zone and tower build

What is done at this step	Sign in, permit check, exclusion zone and tower build
How it is done	Sign in at reception, meet the caretaker and collect the school contractor permit. Check the electrical certificate for the new circuit, lock the hall doors and the stage door, and mark out the exclusion zone with barrier posts and chain. Unload the tower, the genie lift and the frame sections onto trolleys and bring them in through the side entrance. Build the tower to 5.8 m at the first speaker position using the through-the-trap method, fit the stabilisers, lock the castors and inspect and tag it. Set up the genie lift on its outriggers at the stage wall and check its thorough examination certificate.
Hazards at this step	Work at height, Manual handling, Members of the public and building occupants, Lifting operations
Working height at this step (m)	5.8

> Work at Height Regulations 2005, regulation 4. Work at height must be properly planned, appropriately supervised and carried out as safely as is reasonably practicable. Say here how the work is reached and how falls are prevented.

Controls at this step	Tower built by P. Marchetti and K. Sandhu only; L. Bright passes components from the floor and sets out the zone. Deliveries timed after 09:00. Nobody above the first lift until the tower is tagged.
Is there a hold point before the next step?	Yes
What is checked, and by whom?	Tower handover: P. Marchetti inspects the complete tower (guardrails, toeboards, stabilisers, castors locked, platform trap), tags it, photographs the tag and records the date in this RAMS before step 2. Genie lift certificate and outrigger setup checked at the same time.

Sequence of work 2: Fix the speaker brackets and hang the line arrays

What is done at this step	Fix the speaker brackets and hang the line arrays
How it is done	From the tower platform at 5.8 m, mark and drill the roof steel at the first position for the speaker bracket, fit the bracket with M12 grade 8.8 bolts to the structural engineer's detail (ref SE-BL-118) and torque them. Hang the four-box array one box at a time, each box hoisted to the platform on the tower's own gin wheel and rope and clipped to the bracket rails with its safety steel before the previous one is released. Move the tower to the second position, re-inspect and repeat.
Hazards at this step	Work at height, Falling objects, Manual handling, Members of the public and building occupants
Working height at this step (m)	5.8

> Work at Height Regulations 2005, regulation 4. Work at height must be properly planned, appropriately supervised and carried out as safely as is reasonably practicable. Say here how the work is reached and how falls are prevented.

Controls at this step	Two engineers on the job, one on the platform and one on the floor at the gin wheel. Tools tethered, bolts in a lidded tray. Zone kept clear below the platform. Hearing and eye protection for the drilling, done in lesson time. Tower re-inspected and the tag updated after the move.
Is there a hold point before the next step?	No

Sequence of work 3: Fix the display frame to the stage wall

What is done at this step	Fix the display frame to the stage wall
How it is done	Lower the tower to a 4.2 m platform and set it against the stage wall. Set out the frame fixing positions from the drawing, drill the blockwork wall and fit the twelve M12 resin anchors to the manufacturer's instructions and cure time. Lift each of the four frame sections to height on the genie lift, bolt it to the anchors and level it. Pull test three anchors with the calibrated tester to the proof load on the structural detail.

Hazards at this step	Work at height, Lifting operations, Falling objects, Manual handling
Working height at this step (m)	4.2

> Work at Height Regulations 2005, regulation 4. Work at height must be properly planned, appropriately supervised and carried out as safely as is reasonably practicable. Say here how the work is reached and how falls are prevented.

Controls at this step	Frame sections strapped to the genie lift forks and lifted only when the zone is clear. Resin cure time (45 minutes at the hall temperature) respected before any load goes on an anchor. Drilling with on-tool dust extraction and eye and hearing protection.
Is there a hold point before the next step?	Yes
What is checked, and by whom?	Bracket fixings: P. Marchetti checks every anchor and bolt against the drawing, records the three pull test results and photographs the frame, and signs the frame off in this RAMS before any display cabinet is hung.

Sequence of work 4: Hang the LED display cabinets

What is done at this step	Hang the LED display cabinets
How it is done	Unpack the 40 cabinets at the stage wall, one at a time, and lift each to the frame on the genie lift. Starting from the bottom centre, hook each cabinet onto the frame rails, engage its locks to its neighbours and connect the power and data jumpers behind it. Work outwards and upwards until the 4.5 m by 2.5 m display is complete, then fit the edge trims.
Hazards at this step	Lifting operations, Falling objects, Manual handling, Slips, trips and falls on the level
Controls at this step	L. Bright unpacks and loads the lift at floor level and steps outside the zone before each lift. P. Marchetti or K. Sandhu take the cabinet from the forks at the tower or podium platform and lock it in before the lift is lowered. Packaging bagged as it comes off. No cabinet is ever carried up the tower.
Is there a hold point before the next step?	No

Sequence of work 5: Containment, cabling and the final power connection

What is done at this step	Containment, cabling and the final power connection
How it is done	Fix basket tray and conduit from the stage wall, through the ceiling void above the stage and along the hall corridor at 3.2 m to the rack room, drilling the blockwork from the podium and the tower at the corridor positions. Pull the fibre and HDBaseT video cables, the control and data cables and the speaker cables from drums at the stage end, clip them into the tray and label both ends. Build and populate the rack. Isolate and lock off the new 32 A circuit at DB-H1, prove it dead at the stage wall, and connect the display power distribution unit to it.

Hazards at this step	Work at height, Electricity and live working, Slips, trips and falls on the level, Members of the public and building occupants, Manual handling
Working height at this step (m)	4.2

> Work at Height Regulations 2005, regulation 4. Work at height must be properly planned, appropriately supervised and carried out as safely as is reasonably practicable. Say here how the work is reached and how falls are prevented.

Controls at this step	Corridor work only in lesson periods behind the barrier strip with a crew member on the floor. Cable coiled or clipped in as it is pulled. Isolation under the electrical isolation permit: breaker locked off with P. Marchetti's padlock and tag, proved dead with a two-pole tester proved before and after, the connection made by P. Marchetti only. The circuit stays locked off until the school's electrician checks the connection and removes the lock.
Is there a hold point before the next step?	No

Sequence of work 6: Commission, clear up and hand over

What is done at this step	Commission, clear up and hand over
How it is done	Power the display and the rack from the RCD-protected test supply and, once the school's electrician has energised the new circuit, from the dedicated circuit. Load the display processor and the audio DSP configurations, align the line arrays with the measurement microphone, and test every input from the stage and the control panel. Strike the tower and the genie lift, remove the exclusion zone, take all packaging and off-cuts to the van, and walk the hall and corridor with the caretaker. Train the site manager and the drama lead on the control panel and hand over the O&M file.
Hazards at this step	Electricity and live working, Slips, trips and falls on the level, Members of the public and building occupants
Controls at this step	Test supply lead under a cable protector and removed as soon as the new circuit is live. Tower struck by the two PASMA engineers with the zone still in place. Hall not handed back to the school until the floor has been walked and the caretaker has signed the permit off.
Is there a hold point before the next step?	No
Steps recorded	6
Steps with a hold point	2
Steps with work at height	4
Highest working height (m)	5.8

5. Plant, materials and PPE

Plant and power tools	Cordless power tools, 230 V equipment on RCD, Drilling or breaking equipment, Lifting gear or hoist
Access equipment	Mobile tower, Podium steps

> Work at height is planned. The Work at Height Regulations 2005, regulation 4, require it to be properly planned and appropriately supervised, and done only when the weather does not put people at risk. Planning includes emergencies and rescue: see page 6.

Will equipment be checked before each use, and faults reported?	Yes
Materials delivered and used	4.5 m by 2.5 m LED display (40 cabinets, 14 kg each) with a wall frame in four steel sections, two line-array speaker brackets and eight line-array boxes, 42U AV rack with amplifiers, DSP, display processor, matrix switcher and network switch, 60 m of 150 mm basket tray and 20 mm conduit with fixings, M12 resin anchors, fibre and HDBaseT video cable, Cat6A data cable, speaker cable, a wall control panel, and contact adhesive for the cable labels and the frame edge trims.
Will any hazardous substances be used or produced?	Yes

Hazardous substances 1: Contact adhesive (frame edge trims and label backing)

Product or substance	Contact adhesive (frame edge trims and label backing)
Has a COSHH assessment been made for this work?	Yes
COSHH assessment reference	COSHH-BL-017
Could the work disturb materials that may contain asbestos?	No
PPE to be worn	Safety helmet, Safety boots, High visibility clothing, Gloves, Eye protection, Hearing protection

6. Permits, emergency and environment

Permits needed	Venue or client work permit, Electrical isolation
What is isolated, where, and how is it locked off?	Circuit 14 (new 32 A radial to the stage wall display supply) at distribution board DB-H1 in the hall store. The MCB is switched off and locked off with P. Marchetti's personal padlock and a caution tag, the key is kept by P. Marchetti, and the circuit is proved dead at the stage wall outlet with a two-pole tester proved on a proving unit before and after. The lock is only removed by P. Marchetti once the school's electrician has checked the connection. Nothing else in DB-H1 is touched.
First aider on site	P. Marchetti

Where is the first aid kit?	Brightline AV kit on the stage by the rack of tools, and the school's kit in the reception office
Nearest hospital with an emergency department	Royal Berkshire Hospital, London Road, Reading RG1 5AN (emergency department)
Fire assembly point	Playground, at the painted assembly markers by the sports hall
Assembly point (GPS)	Playground assembly markers · 51.440360, -0.969410 (SU 72250 71900, ±5 m)
What happens in an emergency	Stop work, lower the genie lift and make the area safe. Call 999 and give the school address and the side entrance by the contractor bay, then ring reception on the internal number on the permit so the school can open the gate and meet the ambulance. P. Marchetti gives first aid; if he is the casualty, K. Sandhu uses the school's first aider from reception. On the fire alarm the crew leave by the nearest exit and go to the playground assembly point, where P. Marchetti reports to the school's fire marshal. All incidents and near misses are reported to H. Whitfield the same day and to the school office before leaving site.
Rescue plan for work at height	A casualty on the tower platform who can move climbs down through the trap with an engineer below them. A casualty who cannot move is kept on the platform, made safe and kept warm, and the fire service is called with the platform height and position; the tower is not dismantled around them. Nobody works in a harness on this job, so no suspension rescue is expected. The podium steps have a gate and a guarded platform, so a casualty on the podium is brought down by the second engineer.
Waste produced	Packaging, Metal, General waste
Will waste be taken off site?	Yes
Waste carrier and licence number	Brightline AV (upper tier waste carrier CBDU 318204) takes packaging and tray off-cuts back to the depot for the recycling contractor.
Noise, dust, spills and neighbours	Drilling into the roof steels and the blockwork is done in lesson periods only and stopped on request from the school. Drilling uses on-tool dust extraction and the hall floor is vacuumed before handover. Contact adhesive is used in small quantities with the stage door propped open to the drama studio for ventilation. No waste is left on site and nothing goes in the school's bins.

7. Briefing

Has everyone on the crew had the site or venue induction?	Yes
Has the crew been briefed on this RAMS?	Yes
Briefed by	P. Marchetti
Date	17 Nov 2026

Does anyone need the briefing in another language or format?	No
Has the crew been told to stop and report if the work or conditions change from this RAMS?	Yes
Questions or points raised by the crew	K. Sandhu asked whether the corridor tray could be fixed during the lunch break to save time: no, the corridor is busiest then, so it stays in lesson periods. L. Bright asked if he could go up the tower to pass cabinets: no, cabinets go up on the genie lift and he stays at floor level.

Crew briefed and signed 1: P. Marchetti

Name	P. Marchetti
Signature	

Crew briefed and signed 2: K. Sandhu

Name	K. Sandhu
Signature	

Crew briefed and signed 3: L. Bright

Name	L. Bright
Signature	
People signed	3

8. Approval and review

Points to resolve before work starts	0

Nothing counted above. The RAMS is ready for the work to start, once the site conditions match it.

Written by	H. Whitfield
Author signature	
Has someone other than the author checked and approved this RAMS?	Yes
Approved by	G. Ferreira, projects director, Brightline AV
Date approved	10 Nov 2026
Approver signature	
Review date	18 Nov 2026
Days from writing to review	13
What would prompt a review on this job?	Access equipment moved or altered, New people joining the crew, Change to the method or sequence, Incident or near miss, Isolation changed or removed, Building occupancy changed