SITE survey. APP

SITE SURVEY REPORT

RAMS: Risk Assessment and Method Statement

Prepared for	Durham city centre events team (sample organisation)
Date	9 Nov 2026
Site	Durham Market Place Christmas lights switch-on
Prepared by	K. Ashworth

FORM

RAMS: Risk Assessment and Method Statement

1. The job

Project	Durham Market Place Christmas lights switch-on: covered stage build (completed example)
RAMS reference	RAMS-NL-2026-114
Revision	B
Date written	9 Nov 2026
Client	Durham city centre events team (sample organisation)
Site	Market Place, Durham
Site address	Market Place, Durham DH1 3NJ
Where on site is the work?	Centre of the Market Place. Stage on the east side facing the Town Hall, audience pen in front, generator and trucks in the north-east corner by the top of Saddler Street.
Work position on site (GPS)	Market Place, stage position · 54.776730, -1.575640 (NZ 27420 42540, ±7 m)
What type of work is this RAMS for?	Events, exhibitions and staging
Task	Build, operate and strike a 10 m by 8 m covered stage with flown PA and a lighting rig for the Christmas lights switch-on
Scope of the work	Build a 10 m by 8 m stage deck at 1.2 m with a ground-support truss roof (four towers, roof grid at 7.5 m, PVC roof skin and side walls), fly two PA line arrays from the grid, build and fly three lighting trusses, run power from a hired 100 kVA generator through our distro, and strike everything overnight after the show. The structure is a temporary demountable structure built from the supplier's drawing NL-GS-10×8 rev 3 under the event's own management plan and the council's event permit; it is not construction work under CDM 2015. Not included: the heras fence line and stewards (the council's contractor), the audience barrier (the council's contractor), the Christmas lights themselves, the generator fuel delivery (the hire company) and the artists' own equipment on stage.
Start date	27 Nov 2026
Expected finish date	29 Nov 2026
Calendar days, including the start and finish	3

Working hours	Friday 27 November 06:00 to 20:00 (build). Saturday 28 November 08:00 to 18:30 (checks, soundcheck and show), then breakdown through the night until 06:00 on Sunday 29 November.
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 Market Place stays open to shoppers and the Saturday market throughout the build. The council's contractor fences the stage, generator and truck area with heras panels before we arrive, and the council's stewards cover the two gates. A 3 m pedestrian route along the shop fronts is kept open and lit at all times. Vehicle movements happen before 08:00 and after the square has cleared on Saturday night, with a banksman walking each vehicle.
Is this construction work under CDM 2015?	No

2. People and competence

Written by	K. Ashworth
Role	Production manager, Northlight Productions
Supervisor on site	K. Ashworth
Supervisor phone number	07700 900318

Crew 1: K. Ashworth

Name	K. Ashworth
Company	Northlight Productions
Cards and training held	Rigging competence (NRC or equivalent), IPAF, PASMA, First aid at work, Harness and lanyard training
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: O. Brennan

Name	O. Brennan
Company	Northlight Productions
Cards and training held	Rigging competence (NRC or equivalent), Harness and lanyard training, IPAF

Earliest expiry date of the cards needed for this job	31 May 2027
Has this person the skills, knowledge, training and experience for the tasks given to them?	Yes

Crew 3: M. Szabo

Name	M. Szabo
Company	Northlight Productions
Cards and training held	Rigging competence (NRC or equivalent), Harness and lanyard training, IPAF
Earliest expiry date of the cards needed for this job	28 Feb 2027
Has this person the skills, knowledge, training and experience for the tasks given to them?	Yes

Crew 4: L. Dempsey

Name	L. Dempsey
Company	Northlight Productions
Cards and training held	Manufacturer training for the equipment
Earliest expiry date of the cards needed for this job	31 Jan 2028
Has this person the skills, knowledge, training and experience for the tasks given to them?	Yes

Crew 5: P. Achebe

Name	P. Achebe
Company	Northlight Productions
Cards and training held	Manufacturer training for the equipment
Earliest expiry date of the cards needed for this job	30 Nov 2027
Has this person the skills, knowledge, training and experience for the tasks given to them?	Yes

Crew 6: E. Whitfield

Name	E. Whitfield
Company	Northlight Productions
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	Third event with the company. Ground duties only: unloading at the truck tail lift with L. Dempsey, deck panels, cable ramps and sweeping. Does not go on the deck while anything is being raised or lowered above it, does not climb, does not operate a hoist controller and does not go in the MEWP. Works within sight of K. Ashworth or L. Dempsey at all times.
People on the crew	6
Are any subcontractors doing part of this work?	Yes
Which companies, and who supervises them?	Wear Plant Hire (sample organisation) supply the telehandler with their own NPORS-carded operator for the Friday load-in and the Sunday load-out, directed by K. Ashworth. Tyne Valley Power Hire (sample organisation) deliver, earth, fuel and connect the 100 kVA generator and hand over the main feed to our distro, supervised by K. Ashworth. The council's fence and stewarding contractor is not part of this RAMS and works to the council's event management plan.
Who could be affected by this work?	The crew, Other contractors on site, Members of the public, Event crew, performers or audience
Is anyone especially at risk?	Yes
Who?	New starter or trainee
What is being done differently for them?	E. Whitfield is briefed separately on the exclusion zone under the roof and the arrays and on the vehicle route, and is given the ground tasks listed in the sequence of work only. Paired with L. Dempsey for the whole job.

3. Risk assessment

Hazards and controls 1: Temporary structures and rigging

Type of hazard	Temporary structures and rigging

Where is it?	Stage deck and ground-support roof, 10 m by 8 m, centre of the Market Place
What is the hazard, who might be harmed, and how?	Collapse or overturning of the roof structure during the raise, under wind load, or because the ballast, bracing or sleeve block pins are not as the drawing. The crew on and under it, the artists on stage and the audience in the pen.

Photos of the hazard



Controls in place or planned for this hazard	Structure designed and built to the drawing or the supplier instructions, Rigging done by competent riggers and loads kept within the rating, Checked and signed off before use and after any change, Wind limits set, the weather monitored and the structure secured or lowered above them, Area beneath the rigging cleared while loads are raised
How these controls apply on this job	The roof is built exactly to the supplier's drawing NL-GS-10×8 rev 3 and the ballast schedule in the wind management plan (WMP-NL-114): 1,000 kg water ballast per tower leg plus the deck bracing, checked with the schedule in hand. O. Brennan and M. Szabo build the towers and grid; nobody else touches the structure. The raise is done in stages with all four hoists together and the grid levelled and pinned at each stage. K. Ashworth checks the structure against the drawing and the ballast schedule and signs the structure sign-off sheet before any PA or lighting is flown, and again after any change. Wind is read from the anemometer on the stage-left tower and logged every hour.
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	Structure sign-off sheet NL-SO-114 completed and signed by K. Ashworth as the hold point at the end of step 3, with photographs of each ballast tank gauge and each sleeve block pin. Nothing is flown from the grid until it is signed.
What kind of control is it?	Practical safeguard, such as a barrier or guardrail
Who will do it?	K. Ashworth
Needed by	27 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 2: Weather, heat and cold

Type of hazard	Weather, heat and cold
Where is it?	Whole site, late November, open square
What is the hazard, who might be harmed, and how?	Wind loading the roof skin and the arrays, gusts catching the roof during the raise, rain and ice on the deck and the truss, lightning, and cold affecting the crew's hands and judgement through the overnight breakdown. The crew, the artists and the audience.
Controls in place or planned for this hazard	Forecast checked each morning and work replanned around it, Work at height and lifting stopped above the wind limit for the job, Loose materials weighted or taken down at the end of each shift, Shade, water and breaks in heat; warm clothing and breaks in cold, Lightning procedure agreed: stop and come down from height
How these controls apply on this job	Limits are those in the supplier's wind management plan WMP-NL-114. Amber at 11 m/s mean: no work at height or lifting, side walls opened, banners down. Red at 15 m/s mean or gusts of 20 m/s: arrays and trusses landed and the roof lowered to its lowest position with the skin still on, nobody on the deck. K. Ashworth checks the Met Office forecast at 06:00 and 12:00 each day and reads the anemometer hourly; readings go on the sign-off sheet. Lightning within 10 km: everyone off the truss and the MEWP, hoists left locked, crew to the trucks until 30 minutes after the last thunder. Cold: warm, waterproof clothing, hot drinks in the production truck, and a rotation during the overnight breakdown so nobody is on the truss for more than 45 minutes at a time. The deck is swept and gritted if it ices.
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	Wind limits and the red and amber actions written on the whiteboard in the production truck and read out at the briefing. K. Ashworth has the authority to stop the show and lower the roof, agreed in writing with the council's events officer.
What kind of control is it?	Instruction, briefing or supervision
Who will do it?	K. Ashworth
Needed by	27 Nov 2026
Likelihood once the action is done	2. Unlikely
Severity once the action is done	4. Major injury
Residual risk score	8
Residual rating	Medium

Hazards and controls 3: Crowds at build and breakdown

Type of hazard	Crowds at build and breakdown
Where is it?	The Market Place around the fence line, the two gates, and the vehicle route from Saddler Street
What is the hazard, who might be harmed, and how?	Shoppers, market customers and children walking into the work area, under loads or into a reversing truck, and the audience pressing the fence during the show or staying in the square when the breakdown starts. Members of the public and the crew.
Controls in place or planned for this hazard	Build and breakdown done before doors open and after the venue is clear, Site separated from the public with fencing and stewards, Access to the work area controlled and logged, Vehicle movements marshalled and timed away from the public, Emergency routes agreed with the venue and kept clear

How these controls apply on this job	The council's contractor puts the heras line up before we arrive, with the stage, generator and truck area inside it and a steward on each gate from 06:00 until the square is handed back. Gates are kept shut, and anyone coming in (artists' crew, the lights contractor, the hire companies) is logged by the gate steward and given a wristband. Vehicles move only before 08:00 on Friday and after the square has cleared on Saturday night, each walked by a banksman. Breakdown does not start until the council's steward supervisor confirms by radio that the square is clear and the audience barrier has been removed. The emergency route to Saddler Street and the 3 m shop-front route are kept clear and agreed with the council's events officer on the Friday walk-round.
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	Fence line, gates and routes walked with the council's events officer at 06:30 on Friday and again at the final check before doors. Radio channel 3 agreed with the steward supervisor for the clear-square call.
What kind of control is it?	Practical safeguard, such as a barrier or guardrail
Who will do it?	K. Ashworth
Needed by	27 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 4: Lifting operations

Type of hazard	Lifting operations
Where is it?	Four 1 t roof hoists on the towers; two 1 t hoists for each array; six 500 kg hoists for the lighting trusses
What is the hazard, who might be harmed, and how?	A hoist, bridle or shackle failing, a load swinging or snagging during the raise, or an uneven raise twisting the grid, dropping the roof, an array or a truss onto the deck. The crew on the deck and anyone within the fence.

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, Loads slung and signalled only by trained people, Exclusion zone under and around the load, with no lifting over people, Lifts stopped above the wind limit in the lift plan
How these controls apply on this job	Lift plan LP-NL-114 written by K. Ashworth as appointed person covers every lift: the roof raise, each array (12 boxes a side, 480 kg) and each lighting truss, with the hoist positions and loads from the supplier's rigging plot. All hoists, slings, steels and shackles carry a thorough examination within the last six months and the certificates are in the production truck. Only O. Brennan and M. Szabo rig the points and operate the hoist controller; signals are by radio with one rigger calling the raise. The deck and the area under each load is cleared and E. Whitfield, L. Dempsey and P. Achebe stand outside the tower footprint until the load is at trim and locked off. No lifting above amber on the anemometer.
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	Certificates checked against the kit list by O. Brennan while unloading. Every shackle moused and every array and truss given a secondary steel to the grid before the hoist controller is unplugged.
What kind of control is it?	Instruction, briefing or supervision
Who will do it?	O. Brennan
Needed by	27 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: Work at height

Type of hazard	Work at height
Where is it?	Tower head blocks and the roof grid at 7.5 m, the arrays at 7 m trim, the deck edge at 1.2 m

What is the hazard, who might be harmed, and how?	A rigger falling from the truss or a tower while fitting hoists, secondaries and cable, a fall from the MEWP basket, or a step off the open deck edge. The two riggers and the stage crew.
Can the work be done safely without working at height?	No
Access equipment	Mobile elevating work platform
Could a person fall 2 metres or more?	Yes
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, Work at height stopped in high wind, ice or poor light, Harness and lanyard clipped to a rated anchor where guardrails are not possible
How these controls apply on this job	The roof grid is assembled on the deck at 1.2 m and raised, so most of the rigging is done at low level. The PA points, secondaries and cable dressing at 7 m are done from the hired 12 m articulating MEWP by O. Brennan or M. Szabo (IPAF 3a and 3b), harness clipped to the basket anchor. Where the MEWP cannot reach (the tower head blocks and the upstage corner of the grid), the rigger climbs the tower with a twin-lanyard harness clipped to a rated chord at all times, and the second rigger is at the base with the rescue kit. The MEWP is checked before use each day against the hire company's pre-use sheet, and its thorough examination certificate is in the truck. No climbing or MEWP work above amber on the anemometer, in rain that makes the truss slippery, or without the tower work lights on after dark. Deck edges have a 1.1 m guardrail on the upstage and side edges; the downstage edge is marked with white tape and the audience barrier stands 2 m in front of it.
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.

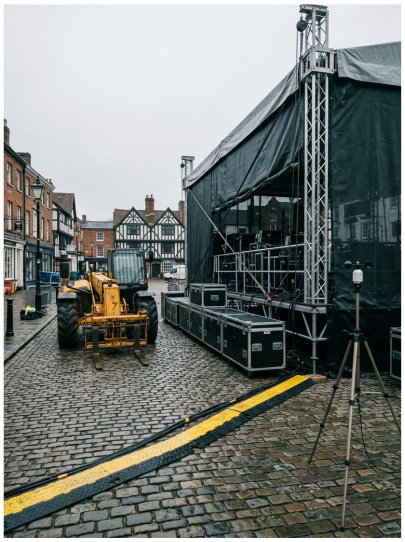
Further action needed	Harness inspection tags checked by K. Ashworth at the briefing. MEWP familiarisation run with the hire company at delivery. Rescue plan on page 6 practised on the Friday morning before the first climb.
What kind of control is it?	Practical safeguard, such as a barrier or guardrail
Who will do it?	K. Ashworth
Needed by	27 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 6: Vehicles and mobile plant

Type of hazard	Vehicles and mobile plant
Where is it?	Two 18 t trucks and the telehandler between the Saddler Street bollards and the truck area, and the telehandler working around the deck
What is the hazard, who might be harmed, and how?	Trucks reversing into the square through pedestrians, the telehandler striking a crew member or the structure while carrying deck and truss, or a load slipping from the forks. Shoppers, the crew and the hire company's operator.

Photos of the hazard



Controls in place or planned for this hazard	Pedestrians and vehicles kept apart with fenced routes and crossings, Banksman for every reversing or blind movement, Plant with working alarms, mirrors or cameras, checked daily, Drivers trained and authorised for the plant they use, Speed limits and one-way routes agreed and signed, High visibility clothing worn by everyone on site
How these controls apply on this job	The council's events officer drops the Saddler Street bollards at 06:00 on Friday and again at 23:00 on Saturday. Each truck is walked in and out by P. Achebe as banksman in a hi-vis vest with a torch, at walking pace, with the steward holding the pedestrian route while it moves. The telehandler is operated by Wear Plant Hire's NPORS-carded operator only, with K. Ashworth checking the card and the pre-use check on arrival; it works inside the fence with the reversing alarm and beacon on and a 5 m clearance to the towers, and is parked with the forks down and keys out between lifts. Deck panels and truss come off the trucks on the tail lift and are moved on dollies where the telehandler is not needed. Everyone inside the fence wears hi-vis and safety boots.

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	Vehicle route and timings confirmed in writing with the council's events officer, and the operator's NPORS card photographed into the job before the first lift.
What kind of control is it?	Instruction, briefing or supervision
Who will do it?	K. Ashworth
Needed by	27 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 7: Electricity and live working

Type of hazard	Electricity and live working
Where is it?	100 kVA generator in the north-east corner, main distro at stage left, 63 A and 32 A runs to the PA, lighting and the hoist controller, 16 A runs to the artists' positions
What is the hazard, who might be harmed, and how?	Electric shock or burns from damaged cable or connectors in the wet, a cable run across a public route being pulled or tripped over, and shock while connecting or disconnecting the main feed. The crew, the artists and the public on the shop-front route.
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	Tyne Valley Power Hire earth the generator and connect the main feed to our distro with the generator main breaker off and locked by their electrician; the padlock key stays with K. Ashworth until the distro is proved. Every outlet on the distro is RCD protected (30 mA on the 16 A and 32 A ways) and the RCDs are test-button checked at power-up each day and after any trip. All cable and connectors are IP44 or better, PAT tested within 12 months, and inspected by L. Dempsey as they are run; anything damaged is tagged and put in the truck. Cable crossing the shop-front pedestrian route and the gate goes under lit cable ramps, and the run to the generator is fenced inside the heras line. The distro and the generator are isolated and locked off before any array or truss is lowered at breakdown and before the cable is rolled. Hand tools are cordless.
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	Power-up by K. Ashworth with the RCD test results written on the sign-off sheet, and a walk of the cable ramps on the shop-front route before doors.
What kind of control is it?	Practical safeguard, such as a barrier or guardrail
Who will do it?	L. Dempsey
Needed by	27 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 8: Falling objects

Type of hazard	Falling objects
Where is it?	Over the stage deck and the area inside the tower footprint
What is the hazard, who might be harmed, and how?	Shackles, pins, spanners, clamps and lamps dropped from the grid, the MEWP basket or the arrays onto people on the deck or beside the towers. The crew and, once they are on stage, the artists.
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	Nobody is on the deck or inside the tower footprint while a rigger is on the truss or in the MEWP, except the second rigger at the tower base, who stands outside the drop line. Spanners, pin pushers and shackle keys are on tool lanyards; spare shackles, pins and clamps go up in a closed bag clipped to the basket or the rigger's harness, not loose in pockets. Lamps and the arrays are fitted with their secondary safety bonds before the hoist takes the load. Hard hats on for everyone inside the fence from the first raise until the grid is landed at breakdown, including the artists' crew if they are on the deck while anything is still moving overhead.
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	Tool lanyards and the rigging bags checked at the briefing; the artists' stage manager told that nobody goes on the deck until K. Ashworth gives the all-clear after the final check.
What kind of control is it?	Practical safeguard, such as a barrier or guardrail
Who will do it?	M. Szabo
Needed by	27 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 recorded	8
Highest risk score	15
Hazards rated high	3
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: Arrive, walk the site with the council and bring the trucks in

What is done at this step	Arrive, walk the site with the council and bring the trucks in
How it is done	06:00 Friday. K. Ashworth walks the fence line, gates, the shop-front route and the emergency route with the council's events officer and checks the stage position against the site plan. The bollards are dropped and P. Achebe walks the two trucks and then the telehandler in from Saddler Street to the truck area inside the fence. The generator arrives last and is placed in the north-east corner on its drip tray.
Hazards at this step	Vehicles and mobile plant, Crowds at build and breakdown
Controls at this step	Banksman for every movement, walking pace, steward holding the pedestrian route while each vehicle moves. Nobody unloads until the trucks are parked, braked and the engines are off. Operator's NPORS card and the telehandler pre-use check seen by K. Ashworth.
Is there a hold point before the next step?	No

Sequence of work 2: Build the stage deck and stand the four ground-support towers

What is done at this step	Build the stage deck and stand the four ground-support towers
How it is done	Deck legs and panels come off the tail lift onto dollies and are built from upstage to downstage by L. Dempsey, P. Achebe and E. Whitfield, with the upstage and side guardrails fitted as each row is complete. The telehandler sets the four tower base plates and ballast tanks on the marks from the drawing; O. Brennan and M. Szabo build the towers to 8 m, fit the head blocks and the four roof hoists, and fill the ballast tanks from the standpipe to the gauge line in the ballast schedule.
Hazards at this step	Temporary structures and rigging, Vehicles and mobile plant, Falling objects
Controls at this step	Towers built section by section from the deck and the MEWP, with the sleeve blocks pinned before the next section goes on. Telehandler 5 m from any standing tower, and nobody between the forks and the structure. E. Whitfield stays on the deck panels and dollies, outside the tower footprint.
Is there a hold point before the next step?	No

Sequence of work 3: Assemble the roof grid on the deck, fit the skin and raise the roof

What is done at this step	Assemble the roof grid on the deck, fit the skin and raise the roof

How it is done	The 10 m by 8 m grid is bolted together on the deck at 1.2 m, the roof skin and gable fillers are laced on at low level, and the PA and lighting points are marked and rigged on the grid while it is still within reach. The grid is lifted on the four tower hoists together, in 1 m stages, levelled and the sleeve blocks pinned at each stage, until it is at 7.5 m and the head blocks are locked. The side walls are laced on from the MEWP and left open at the bottom until the final check.
Hazards at this step	Temporary structures and rigging, Lifting operations, Work at height, Falling objects, Weather, heat and cold
Working height at this step (m)	7.5

> 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	O. Brennan calls the raise on radio and M. Szabo runs the controller; all four hoists move together and stop together. Deck and tower footprint cleared of everyone else during the raise. Wind read before the raise starts and the raise does not begin above amber or with gusts forecast within the hour. Riggers in harnesses on the towers only to pin and lock, clipped at all times.
Is there a hold point before the next step?	Yes
What is checked, and by whom?	Structure sign-off: K. Ashworth checks the grid, towers, sleeve block pins, bracing and every ballast tank gauge against drawing NL-GS-10×8 rev 3 and the ballast schedule, records the wind reading, and signs sheet NL-SO-114 with photographs. Nothing is flown from the grid until this is signed.

Sequence of work 4: Fly the PA line arrays and the lighting trusses

What is done at this step	Fly the PA line arrays and the lighting trusses
How it is done	The two array frames are hung from their grid points on two hoists each, the boxes are built onto the frames at deck level (12 a side) and each array is raised to its 7 m trim and locked off with a secondary steel to the grid. The three lighting trusses are built on the deck with the lamps, cable and safety bonds fitted at low level, raised on their hoists to trim and given secondary steels. Cable is dressed from the MEWP and the hoist controller is unplugged once everything is at trim.
Hazards at this step	Lifting operations, Work at height, Falling objects, Weather, heat and cold
Working height at this step (m)	7

> 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	Every lift to the lift plan, called by one rigger on radio. Deck cleared under each load until it is at trim and the secondary is on. Shackles moused, lamps bonded, tools on lanyards, closed rigging bags in the basket. MEWP work by the riggers only, harness clipped to the basket anchor. Stop above amber on the anemometer.
Is there a hold point before the next step?	No

Sequence of work 5: Power up, focus and soundcheck, then the final check before doors

What is done at this step	Power up, focus and soundcheck, then the final check before doors
How it is done	Friday afternoon: the hire company connects the main feed with the generator breaker locked off, the distro is proved and the RCDs tested, cable is run under lit ramps across the gate and the shop-front route, and the lighting is focused after dark. Saturday 10:00 to 12:00: soundcheck with the artists' engineer, then the artists' backline is brought onto the deck. 15:00 Saturday: K. Ashworth and the council's events officer walk the whole site before the audience is let into the pen at 16:00.
Hazards at this step	Electricity and live working, Crowds at build and breakdown, Weather, heat and cold, Falling objects
Controls at this step	Main feed connected only with the breaker locked off and the key with K. Ashworth. RCD test results written on the sign-off sheet. Soundcheck limited to 10:00 to 12:00 at the level agreed with the council. Nobody on the deck without a hard hat until the final check has confirmed that nothing is still to be moved overhead.
Is there a hold point before the next step?	Yes
What is checked, and by whom?	Final check before doors: K. Ashworth with the council's events officer at 15:00. Structure and ballast unchanged since sign-off, secondaries on every array and truss, wind reading and the 18:00 forecast under amber, cable ramps and the shop-front route clear, RCDs tested, fence line and gates manned, emergency route open, extinguishers at the generator and stage left, first aid kit in place, the hoist controller unplugged and locked in the truck. Signed on NL-SO-114 before the stewards open the pen.

Sequence of work 6: Show, then land the arrays and trusses once the square is clear

What is done at this step	Show, then land the arrays and trusses once the square is clear
How it is done	During the show K. Ashworth stays at stage left with the anemometer and the radio, with the authority to stop the show and lower the roof. After the switch-on the stewards clear the square and remove the audience barrier. The generator main breaker is locked off, the distro is isolated and the cable to the artists' positions and the shop-front route is rolled in first so the public route is clear. The hoist controller is plugged back in and the trusses and arrays are lowered to the deck one at a time, broken down into their cases and wheeled to the trucks. Tower work lights run from the generator's own 16 A outlet until the last load is landed.

Hazards at this step	Crowds at build and breakdown, Electricity and live working, Lifting operations, Work at height, Falling objects, Weather, heat and cold
Working height at this step (m)	7

> 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	No load is lowered until the steward supervisor confirms the square is clear on channel 3 and the generator is locked off. Secondaries removed from the MEWP only when the hoist has taken the load. Deck cleared under each load. Riggers rotated every 45 minutes in the cold, hot drinks in the production truck. Work lights on before the first lower.
Is there a hold point before the next step?	Yes
What is checked, and by whom?	K. Ashworth confirms on the radio that the steward supervisor has called the square clear, the audience barrier is out, the generator is locked off and the work lights are on, before M. Szabo plugs in the hoist controller.

Sequence of work 7: Lower the roof, strike the towers and deck, load out and hand back the square

What is done at this step	Lower the roof, strike the towers and deck, load out and hand back the square
How it is done	The side walls are unlaced, the grid is lowered on the four hoists together to the deck, the skin comes off and the grid is unbolted into its sections. The ballast tanks are drained to the square's gully, the towers come down section by section, and the deck is broken down from downstage to upstage. The bollards are dropped at 23:00 and the trucks and telehandler are walked in by P. Achebe; cases, truss and deck are loaded, the generator is collected by the hire company, and the crew sweep the square. K. Ashworth hands the square back to the council's night officer by 06:00 on Sunday.
Hazards at this step	Temporary structures and rigging, Lifting operations, Vehicles and mobile plant, Work at height, Falling objects, Weather, heat and cold
Working height at this step (m)	7.5

> 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	Roof lowered in stages with the sleeve blocks pinned until the last stage, all four hoists together, deck cleared. Ballast drained only after the grid is on the deck and the skin is off. Riggers clipped on the towers to remove the head blocks and hoists; E. Whitfield on the deck panels and sweeping only. Banksman for every vehicle movement, telehandler 5 m from any standing tower. Fence stays up until the last truck is out.
Is there a hold point before the next step?	No

Steps recorded	7
Steps with a hold point	3
Steps with work at height	4
Highest working height (m)	7.5

5. Plant, materials and PPE

Plant and power tools	Cordless power tools, 230 V equipment on RCD, Generator, Forklift or telehandler, Lifting gear or hoist
Access equipment	Mobile elevating work platform, Truss, stage or rigging access

> 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	Stage deck (40 panels at 2 m by 1 m, legs at 1.2 m, guardrails and stair), four ground-support towers with sleeve blocks and head blocks, 10 m by 8 m roof grid with PVC skin, gable fillers and side walls, 16 water ballast tanks, four 1 t roof hoists, four 1 t array hoists, six 500 kg truss hoists with controller, steels, slings and shackles, two 12-box line arrays with frames, two subs, three 8 m lighting trusses with lamps, hired 100 kVA super-silenced generator, main distro and sub-distros, 63 A, 32 A and 16 A cable, 24 cable ramps, hired 12 m articulating MEWP, anemometer, tower work lights, rescue kit, spill kit, two 6 kg CO2 extinguishers and a 9 litre foam extinguisher.
Will any hazardous substances be used or produced?	Yes

Hazardous substances 1: Diesel (generator fuel, delivered in the generator's own tank and refuelled by the hire company only)

Product or substance	Diesel (generator fuel, delivered in the generator's own tank and refuelled by the hire company only)
Has a COSHH assessment been made for this work?	Yes
COSHH assessment reference	COSHH-NL-012
Could the work disturb materials that may contain asbestos?	No
PPE to be worn	Safety helmet, Safety boots, High visibility clothing, Gloves, Fall arrest harness, 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?	Venue permit: Durham city centre events team event permit EV-2026-0417 for the Market Place, 06:00 Friday 27 November to 06:00 Sunday 29 November, with the bollard drops and the stewarding plan attached. Electrical isolation: the generator main breaker is locked off with a padlock by the hire company's electrician while the main feed is connected on Friday and while the feed is disconnected and the cable rolled on Saturday night; K. Ashworth holds the key and the lock-off tag is signed on the sign-off sheet. The main distro is isolated and locked at its incomer before any array or truss is lowered.
First aider on site	K. Ashworth (first aid at work)
Where is the first aid kit?	Production truck cab, and a second kit in the stage-left rack by the distro
Nearest hospital with an emergency department	University Hospital of North Durham, North Road, Durham DH1 5TW (emergency department)
Fire assembly point	North-west corner of the Market Place at the top of Silver Street, outside the fence line
Assembly point (GPS)	Top of Silver Street · 54.776880, -1.576210 (NZ 27383 42556, ±6 m)
What happens in an emergency	Anyone who sees an emergency calls stop on the radio. Hoists are left locked where they are and the MEWP is lowered. K. Ashworth gives first aid and calls 999, giving Market Place, Durham DH1 3NJ and the Saddler Street bollards as the meeting point; P. Achebe goes to the bollards to meet the ambulance and the council's events officer is told so the bollards can be dropped and the stewards can hold the route. For a fire at the generator the hire company's isolation is used, the CO2 and foam extinguishers are at the generator and stage left, and the crew go to the assembly point at the top of Silver Street. If the structure or the weather becomes unsafe during the show, K. Ashworth tells the stage manager and the council's events officer on channel 3, the artists leave the deck by the stair, and the roof is lowered to the red-limit position once the deck is clear. All incidents and near misses are reported to S. Lindqvist the same day.

Rescue plan for work at height	For a rigger suspended in a harness from the truss or a tower: the second rigger is always at the tower base with the rescue kit while anyone is on the structure, so the rescue starts within a minute. If the MEWP is on site and can reach, the second rigger drives the basket under the casualty, clips the casualty to the basket anchor, releases the casualty's lanyard and brings the basket down. If the MEWP cannot reach, the second rigger climbs to the casualty clipped on, attaches the rescue kit's descender and anchor strop to a rated chord above the casualty, transfers the load, cuts or releases the casualty's lanyard and lowers them to the deck. 999 is called as soon as anyone is suspended, whatever their condition. The casualty is kept talking and told to move their legs while hanging; once down they are sat with their knees up rather than laid flat, and they go to hospital even if they feel fine. The kit is checked at the briefing and the drill is run on the Friday morning before the first climb. For a MEWP failure, the ground controls are used by K. Ashworth or the other rigger; the hire company's emergency lowering procedure is on the machine.
Waste produced	Packaging, General waste
Will waste be taken off site?	Yes
Waste carrier and licence number	Northlight Productions, upper tier waste carrier CBDU987654. Packaging and general waste go back to the Northlight warehouse in the trucks and into the company's trade waste; no skip in the square. Ballast water drained to the square's surface water gully with the council's agreement.
Noise, dust, spills and neighbours	Super-silenced generator placed in the north-east corner, away from the flats above the shops on the west side, run only from power-up on Friday afternoon until the last load is landed on Saturday night, and not left idling. Drip tray and a spill kit at the generator; refuelling only by the hire company on delivery. Soundcheck limited to 10:00 to 12:00 on Saturday at the level agreed with the council's events officer. Overnight breakdown done without the PA, with the crew told to keep radio and voice levels down and no engines running inside the square until the trucks come in at 23:00. The square is swept and the cable ramps and tape lifted before hand-back.
Crowd, audience and public arrangements during build and breakdown	The Market Place stays open to the public throughout. The council's contractor fences the stage, generator and truck area with heras panels before 06:00 on Friday and stewards the two gates until hand-back; access inside the fence is by wristband and logged. A 3 m pedestrian route along the shop fronts and the emergency route to Saddler Street are kept open and lit, with cable under lit ramps. Vehicle movements are limited to before 08:00 on Friday and after the square is clear on Saturday night, each with a banksman. The audience pen in front of the stage is barriered by the council's contractor and opened at 16:00 only after the final check is signed. Breakdown does not start until the steward supervisor confirms on channel 3 that the square is clear and the audience barrier has been removed. K. Ashworth has the agreed authority to stop the show and lower the roof if the wind reaches the red limit.

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	K. Ashworth
Date	27 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	Asked what happens if the wind is at amber at 15:00 on Saturday: the final check is not signed, the pen stays shut and K. Ashworth decides with the council's events officer whether to delay doors or land the arrays. Asked whether the artists' crew can be on the deck during the soundcheck: yes, in hard hats, as long as nothing is still being moved overhead. Asked where the ballast water goes: the gully by the Town Hall, agreed with the council.

Crew briefed and signed 1: K. Ashworth

Name	K. Ashworth
Signature	

Crew briefed and signed 2: O. Brennan

Name	O. Brennan
Signature	

Crew briefed and signed 3: M. Szabo

Name	M. Szabo

Signature



Crew briefed and signed 4: L. Dempsey

Name L. Dempsey

Signature



Crew briefed and signed 5: P. Achebe

Name P. Achebe

Signature



Crew briefed and signed 6: E. Whitfield

Name E. Whitfield

Signature



People signed 6

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 K. Ashworth

Author signature



Has someone other than the author checked and approved this RAMS?	Yes
Approved by	S. Lindqvist, head of production, Northlight Productions
Date approved	16 Nov 2026
Approver signature	
Review date	28 Nov 2026
Days from writing to review	19
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, Bad weather, Venue layout or schedule changed