# RISK ASSESSMENT & METHOD STATEMENT

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|---|---|
| **Date Produced** | 01/05/2026 |
| **Recommended Review Date** | 01/05/2027 |

**Attending Site Information**

| | |
|---|---|
| **Project Name** | Any project attended. |
| **Client Name** | On behalf of any client. |
| **Site Address** | Any site throughout the UK. |
| **Total AV Job Number** | Various |

**Total Audio Visual - Contact Information & Responsible Persons**

| Information | Name | Job Title | Contact Details |
|---|---|---|---|
| Company Directors | Andrew Hawkins<br>Ben Hawkins | Managing Director<br>Operations Director | andrew@totalav.co.uk<br>ben@totalav.co.uk |

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|---|---|
| **REVISION DATE** | N/A - ORIGINAL DOCUMENT |

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## Hazards Applicable To Tasks

| Hazard Topic | Applicable/Not Applicable |
|---|---|
| Power Tools | YES |
| Environmental Impacts | YES |
| Asbestos | YES |
| Slips, Trips and Falls | YES |
| Visual Aids and Lighting | YES |
| Lone Working | YES |
| Personal Injury | YES |
| Hazardous Substances | NO |
| Electric Shock | YES |
| Noise | YES |
| Ceiling Voids & Access through Loft Spaces | YES |
| Dust from Drilling | YES |
| Collisions with Moving Vehicles | YES |
| Working at Heights – Steps, Scaffold Towers & MEWPs | YES |
| Manual Handling | YES |
| Airborne Dust | YES |
| Abrasive Tools | NO |
| Hot Works (Permit Required) | TASK SPECIFIC |

| Personal Protective Equipment (PPE) | |
|---|---|
| Personal Protective Equipment | Required/Not Required |
| Hi-Viz jacket | TASK SPECIFIC |
| Hard hat (BS EN 397) | TASK SPECIFIC |
| Steel toe cap boots (BS EN ISO 20345;2011) | YES |
| Gloves | TASK SPECIFIC |
| Eye Protection | TASK SPECIFIC |
| Ear Protection | TASK SPECIFIC |

The following RAMS have been developed to provide a safe system of work and must be adhered to at all times, any significant deviation from this system must first be authorised by your manager or safety representative in writing before proceeding with the work task.

**Please read and register that you understand the entire document before beginning work, if you have any questions, please contact your manager or safety representative immediately.**

Please fill out the RAMS Register to confirm you agree you have read the RAMS and fully understand the risks relating to the task in hand.

You will also be requested through Work2Fleetmatics to verify you have read and understood the risk assessment before works begin.

**RAMS Register:**

| Engineer Name | Date | Signature |
|---|---|---|
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**Preventative measures you must take as the onsite operative:**

- You must be “competent” to carry out the task.
- Warning signs must be placed at the entrance to the work area and the work area must be cordoned off from public access.
- Visitors and other members of staff are prohibited from entry. Unless accompanied by a competent person, all visitors should be issued with personal protective equipment.
- You must follow all directions given by the project manager and/or his agents.
- Be versed in the risk assessment, method statement and always follow these.

**Emergency Procedures:**

1) Site Staff should notify the works supervisor of any accidents or incidents immediately.
2) Medical - Local medical facility can be found using google maps: https://www.google.com/maps
3) Fire – Site Staff are to familiarise themselves with the attending sites fire procedures and identify the nearest escape routes & assembly locations before commencing works.

**Operatives Competence:**

All Site Staff are to be qualified or classed as competent to complete the proposed tasks
If Site Staff feel they are not qualified or competent to complete any of the proposed tasks they must raise this immediately to the task manager so appropriate training can be provided.

**Environmental Protection Measures:**

All waste must be removed from site and disposed of at the Total AV Storage/Waste facility at our head office location if there are no site specific skips available.

**General Precaution:**

**Staff & Training**

Work will be carried out by staff from Total Audio Visual Solutions Ltd and competent subcontractors working on behalf of Total Audio Visual Solutions Ltd.

All members of staff will be experienced and competent in the trade and tasks that they are carrying out.

**Preparation & Induction**
All workers will be given copies of risk assessments and method statements; any queries or concerns will be raised with the Project Manager. Staff will be inducted on site by the site manager, (if necessary).

**Health Surveillance**
Health surveillance is not anticipated to be necessary on this task.

**Site Welfare**
Total Audio Visual Solutions will ensure that adequate washing, toilet, drying and refreshment facilities for staff and subcontractors are made available, in most cases these are to be provided on site by the End Client or Main Contractor.
Staff and contractors are responsible for ensuring that such welfare facilities are maintained in a clean and wholesome manner.

**First Aid**
Adequate means provision of a trained first aider must be in place onsite along with suitable first aid equipment.
This first aid equipment is located in each Total Audio Visual Solutions Ltd company vehicle.

**Site Access and Egress**
Total Audio Visual Solutions Ltd will ensure safe access and egress is maintained for themselves and other contractors in the area they are working in, good standards of housekeeping will be maintained.

**RISK ASSESSMENT**

| Roles | Task Managers (™) Name/'s | Signature | Persons covered by this risk assessment. |
|---|---|---|---|
| Author | Andrew Hawkins<br>Managing Director | A.Hawkins<br>01/05/2026 | Total Audio Visual Solutions Ltd Staff and Subcontractors.<br>Surrounding Public.<br>Building Tenants/Occupiers. |

| RISK CALCULATION MATRIX | | | | | |
|---|---|---|---|---|---|
| | **Likelihood** | | **Severity** | | **Risk Rating** |
| 1 | Highly Unlikely | 1 | Trivial | 1 | Urgent action – (Risk no 15 – 25) |
| 2 | Unlikely | 2 | Minor Injury | 2 | High Priority – (Risk no 10 – 14) |
| 3 | Possible | 3 | Over 3-day injury | 3 | Medium Priority – (Risk no 5 – 9) |
| 4 | Probable | 4 | Major Injury | 4 | Low Priority – (Risk no 2 – 4) |
| 5 | Certain | 5 | Incapacity or Death | 5 | Very Low Priority – No action required (Risk no 1) |

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**RISK ASSESSMENT**

Initial risk ratings shown as (*) in Hazard/Consequences, Final risk rating after control procedures have been accounted for in "Final Risk Rating (a x b)"

| Hazard / Consequences | Control Procedures | Likelihood (a) | Severity (b) | Final Risk Rating (a x b) |
|---|---|---|---|---|
| **Power Tools**<br><br>If not used correctly within the manufacturer's instructions, power tools could cause bodily harm.<br><br>***Initial Risk Rating* (15)** | • All power tools and machinery must comply with Provision and Use of Work Equipment Regulations 1992.<br>• All employees and contractors must have received instruction in the safe use and operation of the equipment they are proposing to use. *(Following the manufacturers guidance)<br>• All power tools must be regularly inspected via PAT Test, well maintained and in good condition.<br>• Operatives must inspect each piece of equipment before each use. Operatives must wear the PPE as recommended by the manufacturer<br>• If drilling, cutting or using any form of power tool operatives must wear eye protection. | 2 | 4 | 8 |
| **Persons covered by risk matrix & control measures**<br><br>Total Audio Visual Solutions Ltd Staff & Subcontractors.<br>Surrounding Public.<br>Building Tenants/Occupiers. | | | | |

| Hazard / Consequences | Control Procedures | Likelihood (a) | Severity (b) | Final Risk Rating (a x b) |
|---|---|---|---|---|
| **Environmental impacts**<br><br>Waste Produced<br>Emissions<br>Waste Contamination<br>Environmental damage<br><br>***Initial Risk Rating* (10)** | • All waste is to be disposed of and transported using the correct disposal facilities<br>• All electrical waste is disposed of as per the WEEE waste procedures.<br>• Vehicles are to be switched off when stopped at all times to reduce emissions. | 1 | 2 | 2 |
| **Persons covered by risk matrix & control measures**<br><br>Total Audio Visual Solutions Ltd Staff & Subcontractors.<br>Surrounding Public.<br>Building Tenants/Occupiers. | | | | |

| Hazard / Consequences | Control Procedures | Likelihood (a) | Severity (b) | Final Risk Rating (a x b) |
|---|---|---|---|---|
| **Asbestos**<br>**When working in buildings built prior to 1999.*<br><br>*Risk of Asbestosis & other asbestos related disease if asbestos is disturbed*<br><br>***Initial Risk Rating* (20)** | • All operatives are trained annually in the awareness of asbestos which will allow them to identify any areas that may be at risk.<br>• All operatives will request and read the properties asbestos report before work commences to identify any risks.<br>• If operatives are concerned about areas of potential asbestos they must stop work immediately and report to the appointed task supervisor. | 1 | 5 | 5 |
| **Persons covered by risk matrix & control measures**<br><br>Total Audio Visual Solutions Ltd Staff & Subcontractors..<br>Surrounding Public.<br>Building Tenants/Occupiers. | | | | |

| Hazard / Consequences | Control Procedures | Likelihood (a) | Severity (b) | Final Risk Rating (a x b) |
|---|---|---|---|---|
| **Slips, trips and falls.**<br><br>Injury caused as a result of a slip, trip or fall.<br><br>***Initial Risk Rating* (12)** | • All site operatives will keep the working area tidy and remove trip hazards as and when they occur.<br>• All site operatives will wear suitable protective footwear.<br>• All escape routes will always be free of our equipment and materials.<br>• Operatives to monitor and assess wet weather, external works, or uneven ground before completing the works. | 3 | 3 | 9 |
| **Persons covered by risk matrix & control measures**<br><br>Total Audio Visual Solutions Ltd Staff & Subcontractors..<br>Surrounding Public.<br>Building Tenants/Occupiers. | | | | |

| Hazard / Consequences | Control Procedures | Likelihood (a) | Severity (b) | Final Risk Rating (a x b) |
|---|---|---|---|---|
| **Visual aids and Lighting.**<br><br>Lowered vision due to limited lighting creating an overall risk to all working procedures.<br><br>***Initial Risk Rating* (8)** | • Operatives are to use portable LED temporary lights when working in unlit areas.<br>• Work is to cease operations if lighting goes below 100lx<br>• All work areas are to be accessed by authorised working personnel only, Restrict access to Surrounding Public, Site Visitors & Building Tenants/Occupiers | 2 | 4 | 8 |
| **Persons covered by risk matrix & control measures**<br><br>Total Audio Visual Solutions Ltd Staff & Subcontractors..<br>Surrounding Public.<br>Building Tenants/Occupiers. | | | | |

| Hazard / Consequences | Control Procedures | Likelihood (a) | Severity (b) | Final Risk Rating (a x b) |
|---|---|---|---|---|
| **Lone Working**<br><br>Employees may suffer personal injury whilst working alone, They could also become unconscious and require medical assistance.<br><br>***Initial Risk Rating* (25)** | • Lone working is not permitted in high risk areas (Confined Spaces, Working at Height, Excavation/underground works, hot areas (above 50 degrees celsius), areas with hazardous substances. .<br>• Lone working is to be avoided where possible, if lone working then operatives should be checked up on regularly by the task supervisor.<br>• Operatives will be surrounded by other site users/visitors and the client will be made aware of their presence onsite. | 2 | 5 | 10 |
| **Persons covered by risk matrix & control measures**<br><br>Total Audio Visual Solutions Ltd Staff & Subcontractors..<br>Surrounding Public.<br>Building Tenants/Occupiers. | | | | |

| Hazard / Consequences | Control Procedures | Likelihood (a) | Severity (b) | Final Risk Rating (a x b) |
|---|---|---|---|---|
| **Personal Injury**<br><br>Injury could be caused in various scenarios to staff, other contractors, and visitors during work.<br><br>***Initial Risk Rating* (25)** | • All hazardous areas are signposted, barriered off and, where appropriate, covered to avoid possible injury to workers and members of the public.<br>• Anyone who may be affected by the works to be informed of site work prior to works starting.<br>• Site staff will cordon off the work area and block unauthorised access to the work area.<br>• Hand tools and power tools will not be left unattended.<br>• The site will be made safe at the end of the shift.<br>• Each working process is to be assessed by the onsite operative and conducted in a safe manner following the procedures provided by forms of manufacturer guidances and Tool Box Talks. | 2 | 4 | 8 |
| **Persons covered by risk matrix & control measures**<br><br>Total Audio Visual Solutions Ltd Staff & Subcontractors..<br>Surrounding Public.<br>Building Tenants/Occupiers. | | | | |

| Hazard / Consequences | Control Procedures | Likelihood (a) | Severity (b) | Final Risk Rating (a x b) |
|---|---|---|---|---|
| **Hazardous Substances**<br><br>Employees may suffer ill-health if exposed to harmful or toxic substances.<br><br>***Initial Risk Rating* (15)** | • Standard work activity should not expose site staff to hazardous substances, Where a risk appears a last minute risk assessment should be completed to identify the relevant COSHH data sheets and information. | 1 | 5 | 10 |
| **Persons covered by risk matrix & control measures**<br><br>Total Audio Visual Solutions Ltd Staff & Subcontractors..<br>Surrounding Public.<br>Building Tenants/Occupiers. | | | | |

| Hazard / Consequences | Control Procedures | Likelihood (a) | Severity (b) | Final Risk Rating (a x b) |
|---|---|---|---|---|
| **Electric Shock**<br><br>Risk of electrocution.<br><br>***Initial Risk Rating* (25)** | Inside dado trunking and other methods of containment.<br><br>• Separate power, data & AV cables using internal dividers.<br>• Keep different voltage systems physically isolated.<br>• Avoid overcrowding, which increases risk of accidental contact.<br>• Never assume cables are dead.<br>• Use insulated tools.<br>• Keep hands clear until testing is complete.<br>• Avoid working on live systems unless absolutely justified (and then under strict controls). | 1 | 5 | 5 |
| **Persons covered by risk matrix & control measures**<br><br>Total Audio Visual Solutions Ltd Staff & Subcontractors.<br>Surrounding Public.<br>Building Tenants/Occupiers. | | | | |

| Hazard / Consequences | Control Procedures | Likelihood (a) | Severity (b) | Final Risk Rating (a x b) |
|---|---|---|---|---|
| **Noise**<br><br>Employees may suffer a temporary reduction in hearing or ringing in the ears, which can lead to permanent hearing loss. Loud background noise may result in difficulty hearing<br><br>***Initial Risk Rating* (15)** | • Operatives to wear appropriate hearing protection<br>• Operatives are to monitor the noise levels as per the HSE Guidelines;<br>(If normal conversation cannot be heard at a distance of 2 metres from the speaker then the noise level is likely to be in the region of 85 db(A)<br>If above 80 db(A) a noise survey will need to be conducted.<br>• If the task is deemed noisy site they must limit the time exposed to the noise to less than 4 hours and wear appropriate hearing protection which can range from ear plugs to ear defenders depending on the specific task | 2 | 3 | 6 |
| **Persons covered by risk matrix & control measures**<br><br>Total Audio Visual Solutions Ltd Staff & Subcontractors.. | | | | |

| Hazard / Consequences | Control Procedures | Likelihood (a) | Severity (b) | Final Risk Rating (a x b) |
|---|---|---|---|---|
| **Ceiling Voids & Access through loft spaces**<br><br>Risk to health through confined space ventilation and risk of getting trapped or injured working in a limited space.<br><br>***Initial Risk Rating* (12)** | • When entering a loft space, the attending operative is to conduct a visual LMRA to identify a plan for access. In the assessment they will plan their route and identify all relevant supporting roof areas.<br>• Operatives are to wear correct faceguard protection to prevent inhaling airborne dust and substances.<br>• Working operatives to make a visual check of ceiling area.<br>• Always enter from a safe working platform.<br>• Wear the appropriate PPE<br>• Only proceed with works if there is sufficient space to do so. | 2 | 4 | 8 |
| **Persons covered by risk matrix & control measures**<br><br>Total Audio Visual Solutions Ltd Staff & Subcontractors..<br>Subcontractors. | | | | |

| Hazard / Consequences | Control Procedures | Likelihood (a) | Severity (b) | Final Risk Rating (a x b) |
|---|---|---|---|---|
| **Dust From Drilling**<br><br>Tasks including but not limited to drilling where airborne dust from construction materials may become present.<br><br>(Including but not limited to; Silica Dust, Gypsum, Cement,<br><br>LimeStone, Marble etc.)<br><br>***Initial Risk Rating* (15)** | • When drilling, all holes must be drilled whilst using equipment to capture the dust right where it starts, This process is to remove the airborne dust potential, All operatives are advised to use a drill with an attached extractor or suitable vacuum adaptor (For example a 'DX06 Extractor for Makita") or other suitable extraction equipment<br>• The appropriate eye protection must be worn whilst conducting all drilling tasks. | 2 | 4 | 8 |
| **Persons covered by risk matrix & control measures**<br><br>Total Audio Visual Solutions Ltd Staff & Subcontractors..<br>Subcontractors. | | | | |

| Hazard / Consequences | Control Procedures | Likelihood (a) | Severity (b) | Final Risk Rating (a x b) |
|---|---|---|---|---|
| **Collisions with moving vehicles**<br><br>Staff or Subcontractors may get struck by moving vehicles such as forklifts, MEWPS, Lorries etc.<br><br>***Initial Risk Rating* (15)** | • Ensure the working area is cordoned off and relevant warning signs displayed.<br>• Ensure vehicle operatives are aware of your working location Wear hi visibility clothing Maintain good housekeeping<br>• Be aware of traffic/pedestrian routes<br>• Cordon off work area | 2 | 5 | 10 |
| **Persons covered by risk matrix & control measures**<br><br>Total Audio Visual Solutions Ltd Staff & Subcontractors..<br>Subcontractors. | | | | |

**Working At Heights - Steps, Scaffold Towers & MEWPs** *(Task Specific LMRA will be required)*

| Hazard / Consequences | Control Procedures | Likelihood (a) | Severity (b) | Final Risk Rating (a x b) |
|---|---|---|---|---|
| **Falling personnel or materials**<br><br>***Initial Risk Rating* (15)** | • All tools are to be safely attached to the Access equipment.<br>• Operatives must wear appropriate PPE for the task in hand. The working area below the access equipment is to be cordoned off. | 1 | 5 | 5 |
| | | | | |
| **Structural failure**<br><br>***Initial Risk Rating* (15)** | • Each part of the access equipment must be inspected on each occasion before it is used.<br>• Equipment must have valid inspection documents - LOLER (MEWPS) | 1 | 5 | 5 |
| | | | | |
| **Overhead obstructions**<br><br>***Initial Risk Rating* (12)** | • Working area checked for overhead cables and other obstructions before work commences. | 2 | 4 | 8 |
| | | | | |
| **Unstable ground conditions**<br><br>***Initial Risk Rating* (12)** | • Ground conditions inspected before and throughout the duration of the works, Soft ground to be avoided without an additional risk assessment. | 3 | 3 | 9 |
| **Persons covered by risk matrix & control measures**<br>Total Audio Visual Solutions Ltd Staff & Subcontractors..<br>Subcontractors.<br>Surrounding Public. | | | | |

**Manual Handling**

| Hazard / Consequences | Control Procedures | Likelihood (a) | Severity (b) | Final Risk Rating (a x b) |
|---|---|---|---|---|
| **Injury**<br><br>Persons completing manual handling tasks may be subject to injury if the correct procedures are not followed.<br><br>***Initial Risk Rating* (10)** | • All staff and subcontractors are to be trained in manual handling techniques.<br>• Large and awkward items are to be handled/carried by two or more operatives.<br>• Avoid Manual Handling where possible.<br>• Utilise machinery where possible to reduce the risk | 3 | 2 | 5 |
| | | | | |
| **Musculo-skeletal injuries**<br><br>Employees may suffer back injury or back pain from handling heavy or bulky objects and repetitive tasks<br><br>***Initial Risk Rating* (10)** | • Consider ergonomics<br>• Plan lifts, what size and over what distance the item is to be handled.<br>• Apply safe lifting techniques – see references below<br>• Assess the force required of the task and consider employees individual capabilities<br>• Where possible use mechanical handling aids to minimise manual handling | 3 | 2 | 6 |
| **Persons covered by risk matrix & control measures**<br><br>Total Audio Visual Solutions Ltd Staff & Subcontractors. | | | | |

| Hazard / Consequences | Control Procedures | Likelihood (a) | Severity (b) | Final Risk Rating (a x b) |
|---|---|---|---|---|
| **Airborne Dust**<br><br>Employees may be harmed from inhalation of dust or dust contact with eyes<br><br>***Initial Risk Rating* (9)** | • Safety glasses & breathing apparatus to be worn on site if airborne dust is surrounding.<br>• Take regular breaks.<br>• Work is to stop if dust conditions become a concern. | 2 | 2 | 4 |
| **Persons covered by risk matrix & control measures**<br><br>Total Audio Visual Solutions Ltd Staff & Subcontractors. | | | | |

| Hazard / Consequences | Control Procedures | Likelihood (a) | Severity (b) | Final Risk Rating (a x b) |
|---|---|---|---|---|
| **Abrasive Tools**<br><br>Contact with rotating parts. Flying Particles. Fire or Explosion from sparks<br><br>***Initial Risk Rating* (25)** | • Ensure users are trained and competent.<br>• Users must follow manufacturers guidance and instruction manuals.<br>• Appropriate PPE to be worn as required in the equipment manufacturer's recommendations<br>• Keep flammable materials away from the work area. | 2 | 5 | 10 |
| **Persons covered by risk matrix & control measures**<br><br>Total Audio Visual Solutions Ltd Staff & Subcontractors. | | | | |

| Hazard / Consequences | Control Procedures | Likelihood (a) | Severity (b) | Final Risk Rating (a x b) |
|---|---|---|---|---|
| **Hot Works**<br><br>Fire / damage to property.<br><br>Burns & injury to people.<br><br>***Initial Risk Rating* (25)** | • A hot works permit must be filled out by the user before works commence<br>• Ensure users are trained and competent.<br>• Appropriate PPE to be worn as required in the equipment manufacturer's recommendations<br>• Keep flammable materials away from the work area. | 2 | 5 | 10 |
| **Persons covered by risk matrix & control measures**<br><br>Total Audio Visual Solutions Ltd Staff & Subcontractors..<br>Subcontractors. | | | | |

**METHOD STATEMENT**

This method statement outlines the procedure for safe working. The aim is to ensure that all personnel comply with health, safety, and welfare regulations upon arrival, during work preparation through to completion of the work task.

If the completing work operatives feel any elements of their work is not captured within the method statement they must inform the works manager/supervisor immediately.

**Method**

## Site Arrival & Departure

1. Arrive on site at an agreed time and park safely in the designated area.
2. Sign in at client reception and follow site access procedures.
3. Familiarise yourself with site welfare facilities, fire exits, and emergency procedures.
4. Report to the client/site contact and confirm scope of works and work location.
5. Survey the work area and carry out a brief dynamic risk assessment.
6. Unload tools and equipment safely, following manual handling risk assessment.
7. Set up work area ensuring it is safe, tidy, and suitable to begin work.
8. Complete installation/work as per agreed scope and relevant standards.
9. Pack away tools and materials, leaving the area clean and free from any waste or hazards.
10. Obtain client sign-off, sign out at reception, and leave site safely.

## Installation Method Procedure for Installing Audio Visual Equipment

### 1. Pre-Installation Checks

- Review latest drawings, job specifications, and manufacturer instructions
- Confirm installation locations and mounting requirements
- Ensure all equipment and materials are delivered, correct, and undamaged
- Verify containment routes and power supplies are installed and safe to use
- Ensure safe access equipment is in place where required

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### 2. Containment & Cable Installation

- Install containment systems (tray, trunking, conduit) in line with drawings
- Route AV, data, and power cabling through containment
- Maintain segregation between power and data/AV cables
- Avoid sharp bends and excessive pulling tension on cables
- Clearly label all cables at both ends

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### 3. Mounting of Equipment

- Set out fixing points in accordance with drawings
- Check structural suitability of mounting surfaces
- Install brackets, mounts, or supports securely using appropriate fixings
- Mount AV equipment (screens, projectors, speakers, cameras, etc.)
- Ensure all equipment is level, aligned, and securely fixed
- Allow adequate ventilation and access for maintenance

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### 4. Rack Installation (Where Applicable)

- Position and secure AV rack/cabinet in designated location
- Install equipment within rack (e.g. amplifiers, processors, switches)
- Route and dress cables neatly using cable management systems
- Maintain separation of power and signal cabling within the rack

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**5. Electrical & Data Connections (Where Applicable)**

- Isolate power supplies before making connections
- Connect equipment to power supplies in accordance with regulations
- Terminate AV/data cabling (e.g. HDMI, Cat6, fibre)
- Ensure all terminations are secure and compliant with standards
- Label all outlets, panels, and equipment clearly

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**6. System Integration**

- Interconnect all AV system components
- Connect to network infrastructure where required
- Configure system settings in line with design requirements
- Install and configure control systems/software if applicable

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**7. Testing & Commissioning**

- Carry out initial power-up checks
- Test all equipment for correct operation
- Verify audio and visual signal quality
- Test all inputs, outputs, and control interfaces
- Rectify any identified faults or issues

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**8. Final Checks**

- Ensure all equipment is securely installed and operational
- Confirm all cables are properly dressed and labelled
- Remove any temporary fixings or packaging materials
- Leave the installation area clean and tidy.

## Last Minute Risk Assessment (LMRA)

To complete a **Last Minute Risk Assessment (LMRA)**, you are to pause right before starting work and run through a quick safety check to ensure that all risks relating to the task in hand have been captured within the main job risk assessment.

To confirm if an LMRA is required, follow the 5 LMRA steps.

**1. Observe the area**
Look around for anything that could cause harm that have not been included above, This could be changes in the environment, unsafe conditions, or new hazards.

***(If there are no changes or new hazards then work can proceed)***

***(If you have identified a new condition or hazard please move on to point 2)***

**2. Think about the risks**
Ask yourself what could go wrong with the task based on your new findings?

**3. Control the risks**
Take simple actions to make things safer, use the right PPE, move hazards, adjust your method, or get help.

**4. Complete the paperwork**
Complete an onsite risk assessment using the provided forms below.

- **If your final risk rating is Low to Medium Risk, and you are confident you have controlled the risk enough to proceed safely then work can proceed.**
- **If you are not satisfied that the risk can be avoided then, stop the job and report the issue to the works supervisor.**

**LAST MINUTE RISK ASSESSMENT**

| Role/'s | Name/'s | Signature/'s | Persons covered by this risk assessment. |
|---|---|---|---|
| | | | |

| RISK CALCULATION MATRIX | | | | | |
|---|---|---|---|---|---|
| | **Likelihood** | | **Severity** | | **Risk Rating** |
| 1 | Highly Unlikely | 1 | Trivial | 1 | Urgent action – (Risk no 15 – 25) |
| 2 | Unlikely | 2 | Minor Injury | 2 | High Priority – (Risk no 10 – 14) |
| 3 | Possible | 3 | Over 3-day injury | 3 | Medium Priority – (Risk no 5 – 9) |
| 4 | Probable | 4 | Major Injury | 4 | Low Priority – (Risk no 2 – 4) |
| 5 | Certain | 5 | Incapacity or Death | 5 | Very Low Priority – No action required (Risk no 1) |

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**RISK ASSESSMENT**

Initial risk ratings shown as (*) in Hazard/Consequences, Final risk rating after control procedures have been accounted for in "Final Risk Rating (a x b)"

**LMRA 1**

| Hazard / Consequences | Control Procedures | Likelihood (a) | Severity (b) | Final Risk Rating (a x b) |
|---|---|---|---|---|
| | | | | |
| **Persons covered by risk matrix & control measures** | | | | |

**LMRA 2**

| Hazard / Consequences | Control Procedures | Likelihood (a) | Severity (b) | Final Risk Rating (a x b) |
|---|---|---|---|---|
| | | | | |
| **Persons covered by risk matrix & control measures** | | | | |

**LMRA 3**

| Hazard / Consequences | Control Procedures | Likelihood (a) | Severity (b) | Final Risk Rating (a x b) |
|---|---|---|---|---|
| | | | | |
| **Persons covered by risk matrix & control measures** | | | | |

**LMRA 3**

| Hazard / Consequences | Control Procedures | Likelihood (a) | Severity (b) | Final Risk Rating (a x b) |
|---|---|---|---|---|
| | | | | |
| **Persons covered by risk matrix & control measures** | | | | |