

# Risk Assessment and Method Statement (RAMS)

## Worked example: Consumer unit replacement in an occupied house

### 1. Job details

Where the work is, who it is for and when it happens.

|                                |                                                                                                                                                           |
|--------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Job title</b>               | Consumer unit replacement, 22 Fernhollow Road                                                                                                             |
| <b>Client</b>                  | Mrs Ruth Ellery, homeowner. She is at home on the day and is the contact for any questions.                                                               |
| <b>Site address</b>            | 22 Fernhollow Road, Northampton. 1960s semi-detached house. The consumer unit and the meter are in the cupboard under the stairs, next to the front door. |
| <b>Principal contractor</b>    | None. Domestic job with Kilnbrook Electrical as the only contractor, so a one-page construction phase plan is kept with this RAMS.                        |
| <b>Dates and working hours</b> | 14/10/2026, one day, 08:30 to 16:30. Power off from about 09:30 to 15:00, agreed with Mrs Ellery.                                                         |

### 2. Document control

Who wrote this RAMS, which version it is and when it will be looked at again.

|                          |                                                                                                     |
|--------------------------|-----------------------------------------------------------------------------------------------------|
| <b>Company</b>           | Kilnbrook Electrical (Owen Marsh, sole trader), Northampton                                         |
| <b>Prepared by</b>       | Owen Marsh, owner and electrician                                                                   |
| <b>Date and revision</b> | 08/10/2026, revision 0 (first issue)                                                                |
| <b>Review date</b>       | 14/10/2026, on arrival before work starts, and again if anything on the day differs from this RAMS. |

### 3. Scope of work

A plain description of what will and will not be done. Someone who has never been to the site should understand the job from it.

|                                |                                                                                                                                                                                                                                                            |
|--------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Description of the work</b> | Replace the old fuse board, which has rewireable fuses and no RCD protection, with a new steel consumer unit with an RCBO for each circuit and surge protection. Test the existing circuits before and after, and certify and notify the work.             |
| <b>Not included</b>            | Rewiring or new circuits. Any work on the meter, the network operator's cut-out or the supply cable. Repairs to faults found on existing circuits, which are reported to the client and quoted separately. Decorating beyond filling the old fixing holes. |
| <b>Related documents</b>       | Construction phase plan (one page). Asbestos sample result dated 07/10/2026. Manufacturer's instructions for the new consumer unit. Electrical Installation Certificate with schedules, issued on completion.                                              |

### 4. People and competence

Who will do the work, why they are competent to do it safely, and who else could be affected.

|                                           |                                                                                                                                                                                                                                                                                                                                                                                           |
|-------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Person in charge on site</b>           | Owen Marsh, on site all day. His mobile number is on the job sheet left with Mrs Ellery.                                                                                                                                                                                                                                                                                                  |
| <b>Team</b>                               | Owen Marsh, electrician: isolates, proves dead, connects, tests and re-energises. Jay Collins, improver: works under Owen's direct supervision and never works on the board alone.                                                                                                                                                                                                        |
| <b>Qualifications, cards and training</b> | Owen: Level 3 NVQ in electrical installation with the AM2 assessment, BS 7671 18th Edition qualification, inspection and testing qualification, registered with a Part P competent person scheme, ECS card, asbestos awareness (2025), emergency first aid at work (2024). Jay: Level 3 diploma in electrical installation, working towards the AM2, ECS card, asbestos awareness (2026). |
| <b>Others affected</b>                    | Mrs Ellery, who is working from home on the day; her son, aged 4; the family dog; visitors and delivery drivers at the front door, which opens into the hall beside the cupboard.                                                                                                                                                                                                         |

## 5. Site and access

Conditions at the place of work that change how the job is done safely.

|                                          |                                                                                                                                                                                                                                                                                                                   |
|------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Access and parking</b>                | Park on the drive (agreed with Mrs Ellery). In through the front door to the hall. Keep the hall and stairs clear: they are the family's way upstairs and out of the house.                                                                                                                                       |
| <b>Site conditions and known hazards</b> | Occupied house, with the family at home all day. Old fuse board in a cramped, unlit cupboard. A double-pole isolator switch is already fitted between the meter and the fuse board. No solar panels, battery storage or generator. The gas meter is outside, away from the work.                                  |
| <b>Asbestos</b>                          | House built in 1965, no asbestos survey. The fuse board's backboard and the pads in two of its fuse carriers were sampled by a competent asbestos surveyor on 06/10/2026, and the accredited laboratory found no asbestos (result dated 07/10/2026). Any other suspect material found stops the work: see risk 2. |
| <b>Keeping others out</b>                | Mrs Ellery keeps her son and the dog out of the hall while work is under way. The cupboard door is closed, or one of the team stays at the cupboard, whenever the board is open. Tools stay in the cupboard or the tool bag, and the van is locked.                                                               |

## 6. Plant, tools and materials

Everything brought to site for the job, and any substances that need a COSHH assessment.

|                                     |                                                                                                                                                                                                                                                                                                                                                                                                                            |
|-------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Plant and tools</b>              | No ladder or stepladder: the consumer unit is at chest height in the cupboard. Approved voltage indicator and proving unit meeting HSE guidance GS38. Multifunction installation tester, calibrated within the last year. Lock-off kit with Owen's personal padlock and danger tags. Torque screwdriver. Insulated hand tools. Cordless drill with a dust extraction attachment and an M-class vacuum. Battery work light. |
| <b>Materials</b>                    | Steel consumer unit with a main switch, an RCBO for each circuit and a surge protection device, as designed for this house. New tails from the isolator to the consumer unit, earthing conductor, circuit labels and fire-rated sealant. All carried in by hand from the van; nothing heavy.                                                                                                                               |
| <b>Hazardous substances (COSHH)</b> | Fire-rated sealant for the cable entries, used in small amounts as its safety data sheet directs, with gloves. Dust from drilling the fixing holes is covered by risk 6. No other hazardous substances.                                                                                                                                                                                                                    |

## 7. Personal protective equipment (PPE)

PPE is the last line of defence. It is worn as well as the controls in the risk table, not instead of them.

|                           |                                                                                                                                                                                                    |
|---------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Worn at all times</b>  | Safety footwear. Owen checks everyone's PPE at the start of the day.                                                                                                                               |
| <b>For specific tasks</b> | Safety glasses and a disposable FFP3 mask when drilling; Owen and Jay have both been face-fit tested for the masks they use. Gloves when handling the old board, sharp cable ends and the sealant. |

## 8. Permits and isolations

Formal permissions, and how energy and services are made safe before work starts.

|                                   |                                                                                                                                                                                                                                                           |
|-----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Permits required</b>           | None. Domestic job with no permit system. The isolation is controlled by Owen's lock-off and safe isolation procedure.                                                                                                                                    |
| <b>Isolations</b>                 | Electricity only. Isolated at the double-pole isolator switch next to the meter, locked off with Owen's personal padlock and a danger tag, and proved dead at the consumer unit before work starts. The network operator's cut-out fuse is not withdrawn. |
| <b>Notifications and consents</b> | Building Regulations Part P: notified through Owen's competent person scheme within 30 days of finishing. Network operator: not needed, as the cut-out fuse is not touched. Power-off times agreed with Mrs Ellery when booking.                          |

## 9. Emergency arrangements

What happens if someone is hurt or something goes wrong. Everyone on the job should know this before work starts.

|                                         |                                                                                                                                                                                                                                                                                              |
|-----------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>First aid</b>                        | Owen holds an emergency first aid at work certificate. First aid kit and burns dressings in the van on the drive. Nearest public defibrillator located before work starts and noted on the job sheet.                                                                                        |
| <b>Nearest A&amp;E</b>                  | Northampton General Hospital emergency department, Cliftonville, Northampton. About 10 minutes by car.                                                                                                                                                                                       |
| <b>Fire</b>                             | Shout "Fire" and get everyone out by the front door, or the back door if the hall is blocked. Meet at the end of the drive and call 999. A CO2 extinguisher is kept at the cupboard during the work; use it only on a small fire, with the supply isolated, and only if it is safe to do so. |
| <b>Emergency contacts</b>               | Emergency services: 999. Owen Marsh and Mrs Ellery: mobile numbers on the job sheet. Power cut or damaged electricity supply equipment: 105.                                                                                                                                                 |
| <b>Accident and near miss reporting</b> | Owen records every accident and near miss in the job book and reports to HSE under RIDDOR when it applies.                                                                                                                                                                                   |

## 10. Welfare

Toilets, washing facilities, drinking water and somewhere to take a break. CDM 2015 requires these on construction work.

|                             |                                                                                                                                                                 |
|-----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Welfare arrangements</b> | Mrs Ellery has agreed the team can use the downstairs toilet and wash their hands there. Drinking water is carried in the van, and breaks are taken in the van. |
|-----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|

## 11. Environment and waste

How the job avoids harm to the surroundings and deals with its waste properly.

|                                  |                                                                                                                                                                  |
|----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Waste</b>                     | The old fuse board, fuses and cable offcuts are taken away in the van and recycled. Packaging is taken away. Kilnbrook Electrical is a registered waste carrier. |
| <b>Noise, dust and pollution</b> | Only the fixing holes the new unit needs are drilled, with dust extraction. The cupboard and hall are vacuumed when finished. No liquids are used.               |

## 12. Toolbox talk

Everyone who works to this RAMS is briefed on it before work starts, and again if it changes. Each person then signs the briefing register at the end of this document.

|                                  |                                                                                                                                                                                                                                                                                 |
|----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Briefed by, date and time</b> | Owen Marsh briefed Jay Collins on the drive at 08:30 on 14/10/2026, before starting. Mrs Ellery was then briefed on the power-off times and the house arrangements.                                                                                                             |
| <b>Points covered</b>            | The job and the power-off times; isolation and lock-off, with Owen holding the only key; nobody works on the board until Owen has proved it dead; stop if any suspect asbestos is found; keeping the hall clear and the child and dog out; fire, first aid and the nearest A&E. |

### 13. Risk assessment

List each significant hazard for this job and who could be harmed. Score it before controls: likelihood (1 rare, 2 unlikely, 3 possible, 4 likely, 5 almost certain) times severity (1 negligible, 2 minor, 3 moderate, 4 major, 5 catastrophic, meaning death or permanent disability). Write the controls you will actually use, then score it again. 1 to 4 is low, 5 to 9 medium, 10 to 16 high, 17 to 25 critical. If a risk is still high or critical after controls, change the method or add controls before work starts.

| # | Hazard                                                                                                                                                                   | Who might be harmed                                         | Initial risk<br>(L x S = score)                                                                    | Control measures                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Residual risk                                                                                         |
|---|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|----------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|
| 1 | Electric shock or electrocution from live parts while removing and connecting the consumer unit, including the tails between the meter and the isolator, which stay live | Owen and Jay; the occupants if live parts were left exposed | <br>3 x 5, High  | <ul style="list-style-type: none"> <li>• Supply isolated at the double-pole isolator switch, locked off with Owen's personal padlock and a danger tag. Owen keeps the only key.</li> <li>• Dead proved at the consumer unit with an approved voltage indicator meeting HSE guidance GS38, checked on a proving unit before and after, between every combination of line, neutral and earth.</li> <li>• Checked at the quote visit and again on the day: no solar panels, battery storage or generator that could feed the house.</li> <li>• The meter, the network operator's cut-out and the tails up to the isolator are treated as live and not worked on.</li> <li>• Only Owen isolates, proves dead and re-energises. Jay works under his direct supervision and never on the board alone.</li> <li>• Nobody works on live conductors (Electricity at Work Regulations 1989). The only live work is testing, done by Owen with GS38 leads and probes after the dead tests are satisfactory.</li> </ul> | <br>1 x 5, Medium  |
| 2 | Asbestos fibres released by disturbing the old fuse board, its backboard, the pads in the fuse carriers or the wall behind                                               | Owen, Jay and the occupants                                 | <br>3 x 5, High | <ul style="list-style-type: none"> <li>• Backboard and fuse carrier pads sampled by a competent asbestos surveyor on 06/10/2026. The accredited laboratory found no asbestos (result kept with this RAMS).</li> <li>• Old board removed in one piece, not broken, cut or drilled.</li> <li>• If any other suspect material is found, such as a fibre board or lining behind the old board: stop, keep everyone away, do not disturb it, and have it sampled before carrying on, in line with the Control of Asbestos Regulations 2012.</li> <li>• Owen and Jay both hold in-date asbestos awareness training.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                    | <br>1 x 5, Medium |

| # | Hazard                                                                                                                                                            | Who might be harmed                                | Initial risk<br>(L x S = score)                                                                       | Control measures                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Residual risk                                                                                       |
|---|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|-------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|
| 3 | Occupants, a young child or the dog coming into the work area: contact with open equipment, tools or sharp offcuts, or the dog getting out through the front door | Mrs Ellery, her son (aged 4), the dog and visitors | <br>3 x 4, High     | <ul style="list-style-type: none"> <li>• Agreed with Mrs Ellery on arrival that her son and the dog stay out of the hall while work is under way.</li> <li>• Cupboard door kept closed, or one of the team stays at the cupboard, whenever the board is open.</li> <li>• Covers and blanks fitted before the team steps away, so nothing is left exposed.</li> <li>• Tools, blades and offcuts kept in the cupboard or the tool bag, never on the hall floor.</li> <li>• Front door kept shut between trips to the van.</li> </ul>                                                                                                                                                       | <br>1 x 4, Low   |
| 4 | Loss of power to the house for about five and a half hours: heating, fridge-freezer, smoke alarms, home working, and anyone relying on powered medical equipment  | Mrs Ellery and her son                             | <br>3 x 3, Medium   | <ul style="list-style-type: none"> <li>• Confirmed at booking that nobody in the house relies on powered medical equipment.</li> <li>• Power-off times agreed in advance (about 09:30 to 15:00), and Mrs Ellery reminded on arrival.</li> <li>• Fridge-freezer kept shut while the power is off.</li> <li>• Mains smoke alarms have backup batteries (checked at the quote visit), and every alarm is tested once the power is back on.</li> <li>• Boiler, heating timer and clocks checked and reset with Mrs Ellery at handover.</li> <li>• If a circuit cannot safely be switched back on, the reason is explained to Mrs Ellery and the rest of the house is put back on.</li> </ul> | <br>1 x 3, Low   |
| 5 | Manual handling: lifting out the old board and holding the new steel consumer unit in place while kneeling in a cramped cupboard                                  | Owen and Jay                                       | <br>3 x 2, Medium  | <ul style="list-style-type: none"> <li>• Two people to put the new unit in place: one holds it while the other fixes it.</li> <li>• Kneeling mat, and short breaks out of the cupboard.</li> <li>• Battery work light, so nobody has to stretch or twist to see.</li> <li>• Old board carried straight out to the van, not left in the hall.</li> </ul>                                                                                                                                                                                                                                                                                                                                  | <br>2 x 2, Low  |
| 6 | Dust from drilling fixing holes in brick and plaster, including silica dust, and debris in the eyes                                                               | Owen, Jay and the occupants nearby                 | <br>3 x 3, Medium | <ul style="list-style-type: none"> <li>• Only the fixing holes the new unit needs, drilled with a dust extraction attachment connected to an M-class vacuum.</li> <li>• Disposable FFP3 mask (face-fit tested) and safety glasses while drilling.</li> <li>• Family kept out of the hall while drilling.</li> <li>• Cleaned up with the vacuum, never by dry sweeping.</li> </ul>                                                                                                                                                                                                                                                                                                        | <br>1 x 3, Low |

| # | Hazard                                                                                                                      | Who might be harmed         | Initial risk<br>(L x S = score)                                                                     | Control measures                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Residual risk                                                                                        |
|---|-----------------------------------------------------------------------------------------------------------------------------|-----------------------------|-----------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|
| 7 | Fire or burns from overheated connections, arcing when the supply is restored, or a poorly made termination in the new unit | The occupants, Owen and Jay | <br>2 x 5, High   | <ul style="list-style-type: none"> <li>• New consumer unit has a non-combustible steel enclosure, as BS 7671 requires for consumer units in homes.</li> <li>• Every terminal tightened to the manufacturer's torque setting with a torque screwdriver, and every conductor checked for correct insertion.</li> <li>• Cable entries made with the manufacturer's fittings, and any gaps sealed with fire-rated sealant.</li> <li>• Isolator, tails and cut-out checked for signs of overheating before work starts. Any damage to the network operator's equipment is reported to them on 105 and not touched.</li> <li>• Dead tests completed and satisfactory before the supply is restored, then circuits switched on one at a time.</li> <li>• CO2 extinguisher kept at the cupboard during the work.</li> </ul> | <br>1 x 5, Medium |
| 8 | Slips, trips and falls over tools, cables, dust sheets or the old board in the hall and on the stairs                       | Owen, Jay and the occupants | <br>3 x 2, Medium | <ul style="list-style-type: none"> <li>• Cordless tools and a battery work light, so there are no trailing leads.</li> <li>• Dust sheets laid flat in the hall, and none on the stairs.</li> <li>• Hall and stairs kept clear at all times.</li> <li>• Waste and packaging taken out to the van as it is produced.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <br>1 x 2, Low    |

## 14. Method statement

Write the work as numbered steps in the order it will be done, from arrival to handover. For each step, say who does it, how, and which controls from the risk table apply at that point. Include setting up, isolations, checks and tests, and leaving the site safe.

| # | Step                                                           | Detail                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|---|----------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | <b>Arrive and brief the household</b>                          | Arrive at 08:30 and park on the drive. Owen briefs Jay on this RAMS and both sign the briefing register. Owen then goes through the day with Mrs Ellery: power off from about 09:30 to 15:00, her son and the dog kept out of the hall, nothing to be switched on or off at the board, and the fridge-freezer kept shut. Lay dust sheets flat in the hall.                                                                                                                                                                                                                                                                                                                                               |
| 2 | <b>Check the existing installation and the asbestos result</b> | Before isolating, look over the isolator, the tails and the network operator's cut-out for damage, overheating or a broken seal. If any is found, stop and report it to the network operator on 105. Confirm again that there are no solar panels, battery storage or generator. Check the board and backboard are the ones sampled on 06/10/2026, and stop if any other suspect material is found (risk 2). Note what each circuit feeds, and check the main earthing and the main protective bonding to the gas and water pipes, which BS 7671 requires to be adequate for the new work. If either falls short, agree with Mrs Ellery how it will be put right before the new board goes into service. |
| 3 | <b>Confirm where the supply is isolated</b>                    | This house has a double-pole isolator switch between the meter and the fuse board, so the supply is isolated there and the network operator's cut-out fuse is not touched. The cut-out fuse belongs to the network operator. If there had been no isolator, the fuse would have been withdrawn only by the network operator, a Safe Isolation Provider, or by Owen where that network operator's own procedure allows registered electricians to do so, arranged before the job.                                                                                                                                                                                                                         |
| 4 | <b>Isolate, lock off and prove dead</b>                        | Owen switches off the main switch and then the isolator, locks the isolator off with his personal padlock and a danger tag, and keeps the key. He checks the voltage indicator on the proving unit, tests between every combination of line, neutral and earth at the incoming terminals of the board, then checks the indicator on the proving unit again. Work on the board starts only after this.                                                                                                                                                                                                                                                                                                    |
| 5 | <b>Test the existing circuits and remove the old board</b>     | Before anything is disconnected, test the insulation resistance of each existing circuit, with sensitive equipment unplugged, and record the results, so faults are found before the new RCBOs are fitted. Tell Mrs Ellery about any fault and what it means for the day. Label each circuit's cables, photograph the connections, disconnect them and remove the old board in one piece. Take it straight out to the van.                                                                                                                                                                                                                                                                               |
| 6 | <b>Fit the new consumer unit</b>                               | Fix the new steel consumer unit in the same position, drilling only the holes needed, with dust extraction (risk 6). Bring the cables in through the manufacturer's entry fittings and seal any gaps with fire-rated sealant. Connect each circuit to its RCBO, connect the earthing conductor and the new tails from the isolator, and tighten every terminal to the manufacturer's torque setting. The work is done to BS 7671:2018+A4:2026, the current IET Wiring Regulations, which require a consumer unit in a home to have a non-combustible enclosure or to be housed in one.                                                                                                                   |
| 7 | <b>Inspect and test before switching on</b>                    | With the supply still locked off, inspect the new work and carry out the dead tests: continuity of the protective conductors and ring final circuits, insulation resistance and polarity. Record every result on the schedule of test results. A circuit that is not satisfactory stays disconnected, and the reason is explained to Mrs Ellery.                                                                                                                                                                                                                                                                                                                                                         |

| #  | Step                                                    | Detail                                                                                                                                                                                                                                                                                                                                                                                                                     |
|----|---------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 8  | <b>Re-energise and complete the live tests</b>          | Fit the covers and switch off every circuit device. Owen removes his lock, switches on at the isolator and then the main switch, and switches the circuits on one at a time. He carries out the live tests (earth fault loop impedance, prospective fault current and RCBO operation) and checks the surge protection device's indicator. Then check that the smoke alarms, the boiler and the fridge-freezer are working. |
| 9  | <b>Complete the Electrical Installation Certificate</b> | Owen completes an Electrical Installation Certificate for the new consumer unit, with the schedule of inspections and the schedule of test results, and records any defects found on the existing circuits. Mrs Ellery is given a copy.                                                                                                                                                                                    |
| 10 | <b>Notify the work under the Building Regulations</b>   | Replacing a consumer unit in a home in England is notifiable under Part P of the Building Regulations. Owen notifies it through his competent person scheme within 30 days of finishing. The scheme tells the local authority and sends Mrs Ellery a Building Regulations compliance certificate.                                                                                                                          |
| 11 | <b>Hand over and clear up</b>                           | Show Mrs Ellery the new board: the isolator and main switch, what each RCBO feeds, how to use the test buttons as the label on the board explains, and what to do if one trips. Reset the clocks and heating timer with her. Vacuum the cupboard and hall, and take the old board, offcuts and packaging away for recycling.                                                                                               |

15. Sign-off

|             | Name | Signature | Date |
|-------------|------|-----------|------|
| Prepared by |      |           |      |
| Approved by |      |           |      |

Briefing register

Signing below confirms you have been briefed on this RAMS and understand the controls.

| Name | Company | Signature | Date |
|------|---------|-----------|------|
|      |         |           |      |
|      |         |           |      |
|      |         |           |      |
|      |         |           |      |
|      |         |           |      |
|      |         |           |      |
|      |         |           |      |

Risk scoring key

Find the cell where Likelihood meets Severity to get the risk score and level.

|            |                | SEVERITY        |            |               |            |                   |
|------------|----------------|-----------------|------------|---------------|------------|-------------------|
| LIKELIHOOD |                | 1<br>Negligible | 2<br>Minor | 3<br>Moderate | 4<br>Major | 5<br>Catastrophic |
| 5          | Almost Certain | 5               | 10         | 15            | 20         | 25                |
| 4          | Likely         | 4               | 8          | 12            | 16         | 20                |
| 3          | Possible       | 3               | 6          | 9             | 12         | 15                |
| 2          | Unlikely       | 2               | 4          | 6             | 8          | 10                |
| 1          | Rare           | 1               | 2          | 3             | 4          | 5                 |

Low (1 to 4)

Medium (5 to 9)

High (10 to 16)

Critical (17 to 25)

Risk Score = Likelihood (1 to 5) x Severity (1 to 5)