

Risk Assessment and Method Statement (RAMS)

Template: fill in every section for this job

1. Job details

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

Job title	<i>A short name for the work, for example "Rewire of first-floor flat" or "Stage set build, main hall".</i>
Client	<i>Who the work is for: a homeowner, landlord, business, venue or main contractor, and who to speak to on the day.</i>
Site address	<i>Full address including postcode, and where in the building or site the work is.</i>
Principal contractor	<i>On construction work with more than one contractor, name the principal contractor and their site manager. If you are the only contractor, write "None": CDM 2015 then requires a construction phase plan as well, which can be short for a small job.</i>
Dates and working hours	<i>The start date, how long the work will take, and the agreed working hours, with any restrictions set by the client, the venue or neighbours.</i>

2. Document control

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

Company	<i>Your business name, as it appears on your quotes and invoices, and your trading address.</i>
Prepared by	<i>Name and role of the person who wrote this RAMS. They should know the work well.</i>
Date and revision	<i>The date of this version and its revision number. Start at 0 and raise it each time the document changes.</i>
Review date	<i>When it will be checked again: before the work starts, whenever the job, the site or the team changes, and after any accident or near miss.</i>

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.

Description of the work	<i>What you will do, in a few sentences: the task, the part of the building or site, and the finished result.</i>
Not included	<i>Anything outside this RAMS, so nobody assumes it is covered, for example "No work on the gas supply".</i>
Related documents	<i>Documents that go with this one, such as drawings, COSHH assessments, permits, an asbestos survey, the site rules or a construction phase plan.</i>

4. People and competence

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

Person in charge on site	<i>The name of the person who runs the work day to day, and how to reach them.</i>
Team	<i>Each person's name and role. Note anyone young, new or still training, and how they are supervised.</i>
Qualifications, cards and training	<i>What each person holds that matters for this job: trade qualifications, site cards such as CSCS or ECS, IPAF or PASMA for access equipment, asbestos awareness, first aid. Check the expiry dates.</i>
Others affected	<i>People outside your team who could be harmed: occupants, staff, the public, other trades. Note anyone vulnerable, such as children, older people or anyone relying on medical equipment.</i>

5. Site and access

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

Access and parking	<i>How you reach the work area, where you park and unload, and any routes you must keep clear.</i>
Site conditions and known hazards	<i>What is already there: occupants, live services, fragile surfaces, restricted space, poor lighting, traffic, other work going on.</i>

Asbestos	<i>For buildings built or refurbished before 2000, what is known about asbestos where you will work: a survey, the client's asbestos register or a sample result. If nothing is known and you will disturb the fabric, find out before work starts.</i>
Keeping others out	<i>How the work area is kept apart from other people: barriers, signs, closed doors, someone watching, and how tools and materials are kept secure.</i>

6. Plant, tools and materials

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

Plant and tools	<i>Everything you bring, from ladders, towers and powered access to power tools and test equipment, with the inspection or check each one needs.</i>
Materials	<i>The main materials, and how they are delivered, stored and lifted.</i>
Hazardous substances (COSHH)	<i>Products and dusts that are hazardous to health, such as adhesives, solvents, sealants, or silica and wood dust. List each one and attach its COSHH assessment.</i>

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.

Worn at all times	<i>PPE everyone wears throughout, for example safety footwear, or a hard hat and hi-vis on a construction site, and who checks it is in good condition.</i>
For specific tasks	<i>Extra PPE and the task it is for, for example "FFP3 mask and safety glasses when drilling". Anyone wearing a tight-fitting mask must have been face-fit tested for it.</i>

8. Permits and isolations

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

Permits required	<i>Any permit to work the client or site requires, such as hot work, work at height or a confined space. Write "None" if none applies.</i>
Isolations	<i>Services or energy to be made safe (electricity, gas, water, machinery), who isolates them, and how they are locked off and proved safe.</i>
Notifications and consents	<i>Anyone who must be told, or must agree, before or after the work: building control or a competent person scheme, a utility or network operator, a landlord, a venue, neighbours.</i>

9. Emergency arrangements

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

First aid	<i>Who the first aider is, where the first aid kit is, and where the nearest defibrillator is, if known.</i>
Nearest A&E	<i>Name and location of the nearest hospital with a full emergency department, not a minor injuries unit, and roughly how long it takes to get there.</i>
Fire	<i>How the alarm is raised, the escape routes, where to meet, and the extinguisher kept with the work (CO2 for electrical equipment).</i>
Emergency contacts	<i>Who to call: 999, the person in charge, the client, and any utility emergency line, such as 105 for a power cut or damaged electricity supply equipment.</i>
Accident and near miss reporting	<i>How accidents and near misses are recorded, and who reports to HSE under RIDDOR when the law requires it.</i>

10. Welfare

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

Welfare arrangements	<i>Where the toilets, washing facilities and drinking water are, who provides them, and where people take breaks. In someone's home, agree with the occupier what you can use.</i>
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11. Environment and waste

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

Waste	<i>The types of waste (general, electrical, hazardous), where it is kept on site and where it goes. Waste is taken away by a registered waste carrier.</i>
Noise, dust and pollution	<i>How noise, dust, fumes and run-off are kept down, for example dust extraction, nothing washed into drains, noisy work at agreed times.</i>

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.

Briefed by, date and time	<i>Who went through this RAMS with the team, and when.</i>
Points covered	<i>The main hazards, controls and emergency arrangements discussed, and any questions raised.</i>

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 (L x S = score)	Control measures	Residual risk	Responsible
1						
2						
3						
4						
5						
6						
7						
8						

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		
2		
3		
4		
5		
6		
7		
8		
9		
10		

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 Negligible	2 Minor	3 Moderate	4 Major	5 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)