RISK ASSESSMENT AND METHOD STATEMENT (RAMS)

Business name

Document: RAMS-001 Rev 1
Prepared: 9 Nov 2026
Review by: 9 Dec 2026
Highest risk after controls: Medium

1. BUSINESS AND JOB DETAILS

Job	Timber flooring installation and sanding	**Start date**	9 Nov 2026
Working hours	7:00 am to 3:30 pm	**Trade**	Carpentry

2. RISK ASSESSMENT

#	Activity / step	Hazards	Who might be harmed and how	Risk before	Controls	Risk after	Responsible
1	Clear the room and agree access with occupants	Working in an occupied home or building Slips and trips	Residents, Children, Staff, Workers, Visitors, Public. How: Residents, staff or children wander into the work area and get hurt, or the work blocks exits or cuts off power or water while people are inside. Workers slip on wet or muddy ground or trip on leads, offcuts and uneven ground, causing sprains, broken bones or head injuries.	**Medium (9) Possible / Lost time injury**	1.1 Plan noisy, dusty or risky work for when the building is empty. [Eliminate] 1.2 Close off the work area with barriers, plastic sheeting or locked doors, and put up signs. [Isolate] 1.3 Keep fire exits and paths clear at all times. [Control (procedures)] 1.4 Tell occupants before you turn off power, water or gas, and before noisy or dusty work. [Control (procedures)] 1.5 Lock away tools, chemicals and materials each day, out of reach of children. [Control (procedures)] 1.6 Clean up dust and debris at the end of each day. [Control (procedures)] 1.7 Plan walkways and keep them clear of materials, hoses and leads. [Eliminate] 1.8 Run leads and hoses overhead on hooks or stands, or along walls, not across walkways. [Control (engineering)] 1.9 Fill or cover holes, and lay boards or mats on muddy access paths. [Control (engineering)] 1.10 Clean up offcuts, packaging and spills as you go, not at the end of the day. [Control (procedures)] 1.11 Keep work areas, stairs and access paths well lit. [Control (procedures)] 1.12 Wear safety boots with good grip, laced up. [PPE]	**Low (4) Unlikely / Minor injury**	Site supervisor
2	Cut boards with dust extraction	Saw cuts and kickback Wood and MDF dust Loud noise Rules: Provision and Use of Work Equipment Regulations 1998 (PUWER); COSHH	Workers, People nearby. How: Circular saws, drop saws and table saws cut fingers and hands or throw material back at the user. Sawing and sanding	**High (12) Possible / Major injury**	2.1 Keep blade guards fitted and working, and use the riving knife on table saws. [Control (engineering)] 2.2 Use push sticks and clamps, and support long pieces so they do not pinch the blade. [Control (engineering)] 2.3 Use a sharp, undamaged blade made for the material. [Control (procedures)] 2.4 Stand to one side of the blade line, out of the kickback path. [Control (procedures)]	**Medium (8) Unlikely / Major injury**	Site supervisor

#	Activity / step	Hazards	Who might be harmed and how	Risk before	Controls	Risk after	Responsible
		Regulations 2002; Control of Noise at Work Regulations 2005	timber, MDF and treated wood makes fine dust that causes asthma, skin problems and some cancers.		2.5 Let the blade stop fully before reaching in or putting the saw down. [Control (procedures)] 2.6 Buy pre-cut or pre-finished timber where you can. [Reduce / substitute] 2.7 Cut outdoors or in a well-ventilated area away from others. [Isolate] 2.8 Use saws and sanders with dust extraction connected to an M-class (or better) vacuum. [Control (engineering)] 2.9 Clean up with a vacuum, not a broom or compressed air. [Control (procedures)] 2.10 Do a COSHH assessment for hardwood and MDF dust. [Control (procedures)] 2.11 Wear an FFP3 dust mask for cutting and sanding. [PPE] 2.12 Use quieter tools and methods, such as cut-to-size materials, low-noise machines and battery tools. [Reduce / substitute] 2.13 Keep noisy plant away from work areas, and use screens or distance between the noise and people. [Isolate] 2.14 Keep tools maintained and use mufflers on compressors and generators. [Control (engineering)] 2.15 Limit time on noisy tools and rotate workers. [Control (procedures)] 2.16 If you have to shout to be heard by someone 2 metres away, the noise is probably 85 dB(A) or more: wear hearing protection. [Control (procedures)] 2.17 Assess noise. At 85 dB(A) or more, hearing protection is required and the zone must be marked. [Control (procedures)]		
3	Lay and nail boards, working on knee pads	Nail gun injuries Repetitive work and awkward postures Lifting and carrying heavy loads Rules: Manual Handling Operations Regulations 1992	Workers, People nearby. How: A nail gun fires by accident, or a nail goes through the timber or ricochets and hits the user or someone nearby. Doing the same movement for hours, kneeling or working overhead causes long-term damage to joints, muscles and tendons.	**High (12) Possible / Major injury**	3.1 Use a nail gun with a sequential (single shot) trigger, not a contact or bump trigger. [Reduce / substitute] 3.2 Disconnect the air or battery before clearing jams, adjusting or moving between work areas. [Control (engineering)] 3.3 Keep your free hand at least 30 cm from the nailing point. [Control (procedures)] 3.4 Never point the gun at anyone or carry it with your finger on the trigger. [Control (procedures)] 3.5 Train new users before they use a nail gun, and check for pipes, cables and metal behind the surface. [Control (procedures)] 3.6 Use tools that cut the effort: powered screwdrivers, long-handled tools and extension poles for overhead work. [Reduce / substitute] 3.7 Set work up at waist height on benches or trestles where you can. [Control (engineering)] 3.8 Use light tools with good grips, and keep blades and bits sharp. [Control (engineering)] 3.9 Rotate tasks and take short breaks every hour on repetitive work. [Control (procedures)] 3.10 Warm up before heavy physical work and report aches and pains early. [Control (procedures)]	**Medium (8) Unlikely / Major injury**	Site supervisor

#	Activity / step	Hazards	Who might be harmed and how	Risk before	Controls	Risk after	Responsible
					3.11 Plan to avoid carrying: have materials delivered, and old items picked up, as close as possible to where they are used. [Eliminate] 3.12 Use lighter or smaller loads: order smaller bags and shorter lengths, and drain or break down old items before moving them. [Reduce / substitute] 3.13 Use trolleys, pallet jacks, hoists, vacuum lifters or plant instead of carrying by hand. [Control (engineering)] 3.14 Use a two-person lift for anything heavy, long or awkward. Plan the route first and clear it. [Control (procedures)] 3.15 Keep the load close, back straight and no twisting. Turn with your feet. [Control (procedures)]		
4	Sand the floor with an extractor and empty bags often, as sanding dust can catch fire	Wood and MDF dust Loud noise Hand-arm and whole-body vibration Fire from hot works Rules: COSHH Regulations 2002; Control of Noise at Work Regulations 2005; Control of Vibration at Work Regulations 2005; CDM 2015 regs 29 to 31 (fire on construction sites). Occupied premises: Regulatory Reform (Fire Safety) Order 2005 (England and Wales), Fire (Scotland) Act 2005, Fire Safety Regulations (NI) 2010	Workers, People nearby, Occupants, Public. How: Sawing and sanding timber, MDF and treated wood makes fine dust that causes asthma, skin problems and some cancers. Saws, grinders, jackhammers and machines cause permanent hearing loss and ringing in the ears over time.	**Very high (15) Possible / Fatal**	4.1 Wear safety glasses. [PPE] 4.2 Wood and MDF dust: see step 2 for the full controls [Control (procedures)] 4.3 Wear earplugs or earmuffs rated for the noise. [PPE] 4.4 Loud noise: see step 2 for the full controls [Control (procedures)] 4.5 Use low-vibration tools and methods, such as a breaker on an excavator instead of a hand jackhammer. [Reduce / substitute] 4.6 Keep tools sharp and well maintained, and use anti-vibration handles and seats. [Control (engineering)] 4.7 Limit trigger time using the HSE vibration calculator to stay below the exposure action value, and rotate workers. [Control (procedures)] 4.8 Keep hands warm and dry, and take regular breaks. [Control (procedures)] 4.9 Use cold work methods where you can, such as bolting, press fittings or cutting with a saw instead of a torch. [Eliminate] 4.10 Move anything that can burn at least 10 metres away, or cover it with fire blankets. [Isolate] 4.11 Use fire-resistant screens to stop sparks reaching people or gaps in walls and floors. [Control (engineering)] 4.12 Get a hot work permit before starting. [Control (procedures)]	**Medium (6) Unlikely / Lost time injury**	Site supervisor
5	Apply coatings with good airflow and no ignition sources	Hazardous chemicals Flammable liquids and gases Rules: COSHH Regulations 2002; Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR)	Workers, Occupants, Public. How: Glues, sealants, solvents, acids, cleaners and cement burn skin and eyes or cause breathing problems and poisoning. Petrol, solvents, thinners and LPG catch fire or explode when vapour	**High (10) Unlikely / Fatal**	5.1 Choose the least harmful product that does the job, for example water-based instead of solvent-based. [Reduce / substitute] 5.2 Use chemicals in well-ventilated areas, or use fans and extraction in closed rooms. [Control (engineering)] 5.3 Do a COSHH assessment and read the Safety Data Sheet (SDS) before use. [Control (procedures)] 5.4 Keep chemicals in labelled containers. Never decant into drink bottles. [Control (procedures)] 5.5 Store chemicals away from heat, food and drink, and keep products that react with each other apart. [Control (procedures)] 5.6 Have eye wash and a spill kit nearby, and wash hands before eating. [Control (procedures)]	**Medium (6) Unlikely / Lost time injury**	Site supervisor

#	Activity / step	Hazards	Who might be harmed and how	Risk before	Controls	Risk after	Responsible
			reaches a spark, flame or hot surface.		5.7 Wear chemical-resistant gloves and safety glasses or goggles as listed on the SDS. [PPE] 5.8 Use a respirator with the right cartridge if the SDS calls for one. [PPE] 5.9 Use non-flammable or water-based products where you can. [Reduce / substitute] 5.10 Keep ignition sources away: no smoking, no hot work and no running engines near flammables. [Isolate] 5.11 Store fuels and solvents in approved, closed containers in a ventilated area away from the work. [Control (engineering)] 5.12 Refuel equipment outdoors with the engine off and cool. [Control (procedures)] 5.13 Keep only what you need for the day on site. [Control (procedures)] 5.14 Store gas cylinders upright, secured and outdoors. [Control (procedures)] 5.15 Keep a suitable fire extinguisher where flammables are used or stored. [Control (procedures)] 5.16 Wear chemical gloves and safety glasses when pouring or mixing. [PPE]		
6	Dispose of oily rags safely and clean up	Fire and emergencies Poor housekeeping and waste Rules: CDM 2015 regs 29 to 31 (fire on construction sites). Occupied premises: Regulatory Reform (Fire Safety) Order 2005 (England and Wales), Fire (Scotland) Act 2005, Fire Safety Regulations (NI) 2010	Workers, Occupants, Visitors. How: A fire, injury or other emergency happens and workers cannot get out, raise the alarm or get first aid in time. Rubbish, offcuts and materials left lying around cause trips, cuts and fires, and block exits.	**High (10) Unlikely / Fatal**	6.1 Provide fire extinguishers suited to the site, checked and easy to reach. [Control (engineering)] 6.2 Keep exits and escape routes clear and signed. [Control (engineering)] 6.3 Have a site emergency plan: alarm, exits, assembly point and emergency contacts. [Control (procedures)] 6.4 Keep a stocked first aid kit and at least one trained first aider on site. [Control (procedures)] 6.5 Know the site address and how emergency services get in. Call 999. [Control (procedures)] 6.6 Go through the emergency plan with every worker and visitor at induction. [Control (procedures)] 6.7 Keep flammable materials and rubbish away from exits and escape routes. [Control (procedures)] 6.8 Order materials to size and send packaging back where you can. [Eliminate] 6.9 Put skips and waste chutes close to the work. [Control (engineering)] 6.10 Clean as you go, and do a full clean up at the end of each day. [Control (procedures)] 6.11 Keep exits, stairs and walkways clear at all times. [Control (procedures)] 6.12 Stack materials neatly on level ground, away from edges. [Control (procedures)] 6.13 Use a registered waste carrier and keep waste transfer notes for at least 2 years. Keep hazardous waste such as asbestos	**Medium (5) Very unlikely / Fatal**	Site supervisor

#	Activity / step	Hazards	Who might be harmed and how	Risk before	Controls	Risk after	Responsible
					separate, with consignment notes (special waste in Scotland). [Control (procedures)] 6.14 Wear gloves when handling waste. [PPE]		

Risk key: risk = likelihood x consequence on a 5 x 5 matrix. Low, Medium, High, Very high. Work must not start while the risk after controls is high or above. Controls are listed in order of the hierarchy of control (eric-pd): Eliminate, Reduce / substitute, Isolate, Control (engineering), Control (procedures), PPE.

3. METHOD STATEMENT: SEQUENCE OF WORK

Step	What we will do	How it is done safely
1	Clear the room and agree access with occupants	Plan noisy, dusty or risky work for when the building is empty. Close off the work area with barriers, plastic sheeting or locked doors, and put up signs. Keep fire exits and paths clear at all times.
2	Cut boards with dust extraction	Keep blade guards fitted and working, and use the riving knife on table saws. Use push sticks and clamps, and support long pieces so they do not pinch the blade. Use a sharp, undamaged blade made for the material.
3	Lay and nail boards, working on knee pads	Use a nail gun with a sequential (single shot) trigger, not a contact or bump trigger. Disconnect the air or battery before clearing jams, adjusting or moving between work areas. Keep your free hand at least 30 cm from the nailing point.
4	Sand the floor with an extractor and empty bags often, as sanding dust can catch fire	Wear safety glasses. Wood and MDF dust: see step 2 for the full controls Wear earplugs or earmuffs rated for the noise.
5	Apply coatings with good airflow and no ignition sources	Choose the least harmful product that does the job, for example water-based instead of solvent-based. Use chemicals in well-ventilated areas, or use fans and extraction in closed rooms. Do a COSHH assessment and read the Safety Data Sheet (SDS) before use.
6	Dispose of oily rags safely and clean up	Provide fire extinguishers suited to the site, checked and easy to reach. Keep exits and escape routes clear and signed. Have a site emergency plan: alarm, exits, assembly point and emergency contacts.

4. PPE AND PERMITS

Required PPE	Permits and plans
Safety boots Knee pads Safety glasses FFP3 dust mask Ear defenders Rigger gloves Welding gauntlets Face shield Coveralls Chemical-resistant gloves Safety goggles	Hot works permit (fire watch at least 60 minutes after)

Required PPE	Permits and plans
Half-mask respirator (P3 filters)	

5. PLANT AND EQUIPMENT

Plant / equipment	Licence or training needed	Inspection needed	Rego / ID	Last inspected	Certificate / report
Nail gun					
Mitre saw		User check before each use; formal visual inspection and PAT testing at intervals set by risk (110V on site)			
Power sander		User check before each use; formal visual inspection and PAT testing at intervals set by risk (110V on site)			
H-class dust extractor		User check before each use; formal visual inspection and PAT testing at intervals set by risk (110V on site)			
Air compressor		Pressure system: written scheme of examination by a competent person (Pressure Systems Safety Regulations 2000), plus pre-use hose and coupling checks			

6. CREW COMPETENCY, TICKETS AND LICENCES

Crew listed at sign-on below, with ticket and licence numbers.

7. EMERGENCY ARRANGEMENTS

Emergency number	999	**First aid kit**	In the work vehicle
Fire extinguisher	In the work vehicle	**Alarm and evacuation**	Shout "Fire" or "Stop" and use the site alarm. Stop work, make the area safe and go to the assembly point. Do not go back in until the supervisor says it is safe.
Reporting incidents	Report reportable incidents to HSE under RIDDOR 2013 (hse.gov.uk/riddor).		

8. SITE ARRANGEMENTS

Welfare	Toilets, drinking water, hand washing and a break area on site	**Security and access**	Work area fenced or kept locked when unattended. Tools and materials secured. Public kept out.
Environmental and waste	Waste goes in a skip or the van and is taken away by a registered waste carrier, with waste transfer notes kept (duty of care). Hazardous waste such as asbestos is kept separate and consigned correctly. Dust and noise kept to a minimum. No run-off into drains.		

9. MONITORING, REVIEW AND LEGAL BASIS

The supervisor checks the controls at the start of each shift and during the work. Stop work and review this RAMS if the work, the crew or the site conditions change, after any incident or near miss, or if the principal contractor asks.

Legal basis: Management of Health and Safety at Work Regulations 1999 and the Construction (Design and Management) Regulations 2015. Employers must assess the risks of their work and record the significant findings (required where you employ 5 or more people). On CDM projects, contractors give their RAMS to the principal contractor before starting, and brief the workers on it.

Keep this RAMS, every revision and the signed briefing register with the site file for the length of the job, and keep a copy in your records afterwards.

10. REVISION HISTORY

Rev	Date	By	What changed
1	9 Nov 2026		First issue

11. APPROVAL AND BRIEFING REGISTER

	Name	Signature	Date	
Prepared by				
Approved by				
Supervisor				
Principal contractor review				Accepted for use: Yes / No

By signing below, each person confirms this RAMS was explained to them in a site briefing, they understand it and will follow it, and they will stop work and tell the supervisor if anything changes.

Name	Role / company	Tickets / licences	Inducted	Signature	Date

Name	Role / company	Tickets / licences	Inducted	Signature	Date