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	Lighting installation	**Start date**	9 Nov 2026
Working hours	7:00 am to 3:30 pm	**Trade**	Electrical

2. WORK INVOLVING PARTICULAR RISKS (CDM 2015 SCHEDULE 3)

YES	Risk of burial under earthfalls, engulfment in swampland or falling from a height, made worse by the work, processes or site		Work on wells, underground earthworks and tunnels
	Chemical or biological substances that are a particular danger, or that need health monitoring by law		Divers with a system of air supply
	Ionising radiation needing controlled or supervised areas		Work in caissons with a compressed air atmosphere
	Work near high voltage power lines		Use of explosives
	Risk of drowning		Assembling or dismantling heavy prefabricated components

3. RISK ASSESSMENT

#	Activity / step	Hazards	Who might be harmed and how	Risk before	Controls	Risk after	Responsible
1	Isolate the lighting circuit, lock off and label and test to prove dead	Electric shock from live wiring Rules: Electricity at Work Regulations 1989	Workers, Occupants. How: Contact with live wires, distribution boards or equipment gives an electric shock or arc flash burn that can kill.	**Very high (15) Possible / Fatal**	1.1 Isolate the power before any work. Do not work live. [Eliminate] 1.2 Lock out and tag the isolation point with your own personal lock and danger tag. [Isolate] 1.3 Prove dead at the point of work with an approved voltage indicator (GS38), and prove the tester before and after. [Control (engineering)] 1.4 Only competent, qualified electricians do electrical work, following a safe isolation procedure. [Control (procedures)] 1.5 Check for back feeds from solar, batteries and generators that can keep a circuit live after the main switch is off. [Control (procedures)] 1.6 If live work cannot be avoided, use a permit, a safety observer and insulated tools. [Control (procedures)] 1.7 Wear insulated gloves, arc-rated clothing and a face shield when testing or working near live parts. [PPE]	**Medium (5) Very unlikely / Fatal**	Site supervisor
2	Set up a platform ladder or MEWP on level ground under the	Falling from a ladder Falling from height MEWP tip-over or crush	Workers, People below, People nearby. How: The ladder slips or	**Very high (20) Likely / Fatal**	2.1 Use a podium step, mobile tower or MEWP for longer jobs instead of a straight ladder. [Reduce / substitute] 2.2 Use EN 131 professional ladders in good condition. Remove any	**Medium (8) Unlikely / Major injury**	Site supervisor

#	Activity / step	Hazards	Who might be harmed and how	Risk before	Controls	Risk after	Responsible
	work	Rules: Work at Height Regulations 2005; Work at Height Regulations 2005 and LOLER 1998	tips, or the worker overreaches, and they fall onto a hard surface. A worker falls from any height where a fall could cause injury, such as an edge, platform or opening.		damaged ladder from site. [Control (engineering)] 2.3 Set extension ladders at a 4 to 1 angle on firm, level ground, tied or footed, and reaching 1 metre above the landing. [Control (engineering)] 2.4 Use ladders only for short, light work (about 30 minutes in one spot). Do not carry heavy or awkward loads up a ladder. [Control (procedures)] 2.5 Keep three points of contact and your belt buckle between the stiles. Do not overreach. [Control (procedures)] 2.6 Do the work from the ground where you can, for example pre-assemble on the ground or use extension poles. [Eliminate] 2.7 Install guardrails or edge protection on all open edges before work starts. [Isolate] 2.8 Use a scaffold, mobile tower or MEWP instead of working off a ladder. [Control (engineering)] 2.9 Where edge protection is not practical, use a fall restraint or fall arrest system on a rated anchor point. [Control (engineering)] 2.10 Have a rescue plan so a worker hanging in a harness can be brought down within minutes. [Control (procedures)] 2.11 Check the ground before setting up. Use outriggers and spreader pads, and keep clear of trenches, pits and slopes. [Control (engineering)] 2.12 Use a platform with tilt alarm and secondary guarding (anti-entrapment) where there is an overhead crush risk. [Control (engineering)] 2.13 Use IPAF-trained operators for MEWPs, carrying their PAL card. [Control (procedures)] 2.14 Do a pre-start check each day. Keep a trained person on the ground who can lower the platform in an emergency. [Control (procedures)] 2.15 Never exceed the safe working load, climb on the rails or use a ladder in the basket. [Control (procedures)] 2.16 In boom-type platforms, wear a harness clipped to the basket anchor point. [PPE]		
3	Cut holes for downlights, wearing glasses and a dust mask and checking for insulation and cables	General dust Eye injuries Falling through a floor opening or void Rules: Work at Height Regulations 2005	Workers, Occupants, People nearby, Visitors. How: Dust from plasterboard, filler, cement and clean up irritates eyes and lungs and makes it hard to see. Flying chips, dust, chemicals or sparks get into the eye and cause damage or blindness.	**Very high (15) Possible / Fatal**	3.1 Use low-dust products, such as dust-reduced or pre-mixed compounds. [Reduce / substitute] 3.2 Seal off the work area with plastic sheeting in occupied buildings. [Isolate] 3.3 Use tools with dust extraction and a vacuum for clean up. [Control (engineering)] 3.4 Lightly mist the area with water to keep dust down, away from anything electrical. [Control (engineering)] 3.5 Never dry sweep or blow dust off with compressed air. [Control (procedures)] 3.6 Use tool guards and screens to stop flying particles. [Control (engineering)]	**Medium (5) Very unlikely / Fatal**	Site supervisor

#	Activity / step	Hazards	Who might be harmed and how	Risk before	Controls	Risk after	Responsible
					3.7 Use dust extraction and water to keep dust out of the air. [Control (engineering)] 3.8 Keep others out of the area when cutting, grinding or chipping. [Control (procedures)] 3.9 Keep an eye wash station or eye wash bottles on site. [Control (procedures)] 3.10 Wear safety glasses at all times, goggles for dust and chemicals, and a face shield for grinding. [PPE] 3.11 Cover every hole and penetration with a fixed, secured cover marked "HOLE" or "DANGER". [Isolate] 3.12 Put guardrails with toe boards around stairwells, lift shafts, voids and open edges. [Isolate] 3.13 Install stairs early and fit temporary handrails as soon as they go in. [Control (engineering)] 3.14 Never remove a cover or guardrail without approval. Put it back straight away. [Control (procedures)] 3.15 Inspect covers and barriers daily and after other trades have been through. [Control (procedures)]		
4	Mount fittings, keeping clearance from insulation and timber	Fire from hot works Repetitive work and awkward postures 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, Public. How: Sparks and heat from welding, grinding or flame torches set fire to timber, insulation, rubbish or fuel nearby. Doing the same movement for hours, kneeling or working overhead causes long-term damage to joints, muscles and tendons.	**Very high (15) Possible / Fatal**	4.1 Use cold work methods where you can, such as bolting, press fittings or cutting with a saw instead of a torch. [Eliminate] 4.2 Move anything that can burn at least 10 metres away, or cover it with fire blankets. [Isolate] 4.3 Use fire-resistant screens to stop sparks reaching people or gaps in walls and floors. [Control (engineering)] 4.4 Get a hot work permit before starting. [Control (procedures)] 4.5 Keep a charged fire extinguisher and fire blanket at the work spot. [Control (procedures)] 4.6 Keep a fire watch during the work and for at least 60 minutes after you finish. [Control (procedures)] 4.7 Check for smouldering behind walls, in ceilings and under floors before you leave. [Control (procedures)] 4.8 Wear flame-resistant clothing, welding gloves and eye or face protection. [PPE] 4.9 Use tools that cut the effort: powered screwdrivers, long-handled tools and extension poles for overhead work. [Reduce / substitute] 4.10 Set work up at waist height on benches or trestles where you can. [Control (engineering)] 4.11 Use light tools with good grips, and keep blades and bits sharp. [Control (engineering)] 4.12 Rotate tasks and take short breaks every hour on repetitive work. [Control (procedures)] 4.13 Warm up before heavy physical work and report aches and pains early. [Control (procedures)] 4.14 Wear knee pads for kneeling work and gloves for grip. [PPE]	**Medium (6) Unlikely / Lost time injury**	Site supervisor
5	Test, restore power	Electric shock from live	Workers, Occupants,	**Very high (15)**	5.1 Electric shock from live wiring: see step 1 for the full controls	**Medium (5)**	Site

#	Activity / step	Hazards	Who might be harmed and how	Risk before	Controls	Risk after	Responsible
	and clean up	wiring Poor housekeeping and waste Rules: Electricity at Work Regulations 1989	Visitors. How: Contact with live wires, distribution boards or equipment gives an electric shock or arc flash burn that can kill. Rubbish, offcuts and materials left lying around cause trips, cuts and fires, and block exits.	**Possible / Fatal**	[Control (procedures)] 5.2 Order materials to size and send packaging back where you can. [Eliminate] 5.3 Put skips and waste chutes close to the work. [Control (engineering)] 5.4 Clean as you go, and do a full clean up at the end of each day. [Control (procedures)] 5.5 Keep exits, stairs and walkways clear at all times. [Control (procedures)] 5.6 Stack materials neatly on level ground, away from edges. [Control (procedures)] 5.7 Use a registered waste carrier and keep waste transfer notes for at least 2 years. Keep hazardous waste such as asbestos separate, with consignment notes (special waste in Scotland). [Control (procedures)] 5.8 Wear gloves when handling waste. [PPE]	**Very unlikely / Fatal**	supervisor

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.

4. METHOD STATEMENT: SEQUENCE OF WORK

Step	What we will do	How it is done safely
1	Isolate the lighting circuit, lock off and label and test to prove dead	Isolate the power before any work. Do not work live. Lock out and tag the isolation point with your own personal lock and danger tag. Prove dead at the point of work with an approved voltage indicator (GS38), and prove the tester before and after.
2	Set up a platform ladder or MEWP on level ground under the work	Use a podium step, mobile tower or MEWP for longer jobs instead of a straight ladder. Use EN 131 professional ladders in good condition. Remove any damaged ladder from site. Set extension ladders at a 4 to 1 angle on firm, level ground, tied or footed, and reaching 1 metre above the landing.
3	Cut holes for downlights, wearing glasses and a dust mask and checking for insulation and cables	Use low-dust products, such as dust-reduced or pre-mixed compounds. Seal off the work area with plastic sheeting in occupied buildings. Use tools with dust extraction and a vacuum for clean up.
4	Mount fittings, keeping clearance from insulation and timber	Use cold work methods where you can, such as bolting, press fittings or cutting with a saw instead of a torch. Move anything that can burn at least 10 metres away, or cover it with fire blankets. Use fire-resistant screens to stop sparks reaching people or gaps in walls and floors.
5	Test, restore power and clean up	Electric shock from live wiring: see step 1 for the full controls Order materials to size and send packaging back where you can. Put skips and waste chutes close to the work.

5. PPE AND PERMITS

Required PPE	Permits and plans

Required PPE	Permits and plans
Safety boots Safety glasses Rigger gloves FFP3 dust mask Insulated electrical gloves Arc-rated clothing and face shield Safety helmet Full body harness and lanyard Hi-vis vest Safety goggles Face shield Welding gauntlets Coveralls Knee pads	Permit to work (electrical isolation) Work at height permit Hot works permit (fire watch at least 60 minutes after)

6. PLANT AND EQUIPMENT

Plant / equipment	Licence or training needed	Inspection needed	Rego / ID	Last inspected	Certificate / report
Electrical test equipment (multifunction tester)		Check leads and probes meet HSE GS38 before each use; prove the voltage indicator on a proving unit before and after; calibrate at the maker's interval (usually yearly)			
Podium step		Pre-use check every day it is used, plus regular detailed visual inspections recorded (HSE INDG455)			
Power drill		User check before each use; formal visual inspection and PAT testing at intervals set by risk (110V on site)			
Hand tools					
Scissor lift (MEWP)	IPAF PAL card (3a)	LOLER thorough examination at least every 6 months (it lifts people), plus a pre-use check each shift			

7. CREW COMPETENCY, TICKETS AND LICENCES

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

8. 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).		

9. 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.		

10. 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.

11. REVISION HISTORY

Rev	Date	By	What changed
1	9 Nov 2026		First issue

12. 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