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	Install smoke alarms	**Start date**	9 Nov 2026
Working hours	7:00 am to 3:30 pm	**Trade**	Electrical

2. RISK ASSESSMENT

#	Activity / step	Hazards	Who might be harmed and how	Risk before	Controls	Risk after	Responsible
1	Plan alarm locations and let the occupants know	Working in an occupied home or building	Residents, Children, Staff, Workers. 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.	**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)]	**Low (3)** **Very unlikely / Lost time injury**	Site supervisor
2	Isolate the circuit for hard wired alarms, lock off and label and 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**	2.1 Isolate the power before any work. Do not work live. [Eliminate] 2.2 Lock out and tag the isolation point with your own personal lock and danger tag. [Isolate] 2.3 Prove dead at the point of work with an approved voltage indicator (GS38), and prove the tester before and after. [Control (engineering)] 2.4 Only competent, qualified electricians do electrical work, following a safe isolation procedure. [Control (procedures)] 2.5 Check for back feeds from solar, batteries and generators that can keep a circuit live after the main switch is off. [Control (procedures)] 2.6 If live work cannot be avoided, use a permit, a safety observer and insulated tools. [Control (procedures)] 2.7 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
3	Set up a platform ladder and cut ceiling holes, wearing glasses	Falling from a ladder General dust Eye injuries	Workers, Occupants, People nearby. How: The ladder slips or	**High (12)** **Possible / Major injury**	3.1 Use a podium step, mobile tower or MEWP for longer jobs instead of a straight ladder. [Reduce / substitute] 3.2 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
	and a dust mask	Rules: Work at Height Regulations 2005	tips, or the worker overreaches, and they fall onto a hard surface. Dust from plasterboard, filler, cement and clean up irritates eyes and lungs and makes it hard to see.		damaged ladder from site. [Control (engineering)] 3.3 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)] 3.4 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)] 3.5 Keep three points of contact and your belt buckle between the stiles. Do not overreach. [Control (procedures)] 3.6 Use low-dust products, such as dust-reduced or pre-mixed compounds. [Reduce / substitute] 3.7 Seal off the work area with plastic sheeting in occupied buildings. [Isolate] 3.8 Use tools with dust extraction and a vacuum for clean up. [Control (engineering)] 3.9 Lightly mist the area with water to keep dust down, away from anything electrical. [Control (engineering)] 3.10 Never dry sweep or blow dust off with compressed air. [Control (procedures)] 3.11 Use tool guards and screens to stop flying particles. [Control (engineering)] 3.12 Use dust extraction and water to keep dust out of the air. [Control (engineering)] 3.13 Keep others out of the area when cutting, grinding or chipping. [Control (procedures)] 3.14 Keep an eye wash station or eye wash bottles on site. [Control (procedures)] 3.15 Wear safety glasses at all times, goggles for dust and chemicals, and a face shield for grinding. [PPE]		
4	Run cable in the ceiling space, staying on joists	Falling through a floor opening or void Heat stress Rules: Work at Height Regulations 2005	Workers, Visitors. How: A worker steps into an open hole, stairwell, lift shaft or penetration and falls to the level below. Hard work in hot weather or hot roof spaces causes heat exhaustion or heat stroke, which can kill.	**Very high (15) Possible / Fatal**	4.1 Cover every hole and penetration with a fixed, secured cover marked "HOLE" or "DANGER". [Isolate] 4.2 Put guardrails with toe boards around stairwells, lift shafts, voids and open edges. [Isolate] 4.3 Install stairs early and fit temporary handrails as soon as they go in. [Control (engineering)] 4.4 Never remove a cover or guardrail without approval. Put it back straight away. [Control (procedures)] 4.5 Inspect covers and barriers daily and after other trades have been through. [Control (procedures)] 4.6 Keep lighting good enough to see openings, especially on lower floors and in the evening. [Control (procedures)] 4.7 Use a harness clipped to a rated anchor when working right next to an open void. [PPE] 4.8 Schedule heavy work for the cooler part of the day. [Eliminate] 4.9 Provide shade over work and rest areas, and fans or cooling in roof spaces. [Control (engineering)]	**Medium (8) Unlikely / Major injury**	Site supervisor

#	Activity / step	Hazards	Who might be harmed and how	Risk before	Controls	Risk after	Responsible
					4.10 Supply cool drinking water close by and drink a cup every 15 to 20 minutes. [Control (procedures)] 4.11 Take regular rest breaks in the shade, more often as it gets hotter. [Control (procedures)] 4.12 Let new and returning workers build up to full work in the heat over about a week. [Control (procedures)] 4.13 Watch each other for dizziness, headache, confusion or stopping sweating. Stop work, cool down and get help. [Control (procedures)] 4.14 Have a hot weather plan, including when work stops. [Control (procedures)] 4.15 Wear light, loose, long-sleeved clothing, a hat or brim, and sunscreen. [PPE]		
5	Connect and test every alarm, then clean up	Electric shock from live wiring Poor housekeeping and waste Rules: Electricity at Work Regulations 1989	Workers, Occupants, 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.	**Very high (15) Possible / Fatal**	5.1 Electric shock from live wiring: see step 2 for the full controls [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]	**Medium (5) Very unlikely / Fatal**	Site 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.

3. METHOD STATEMENT: SEQUENCE OF WORK

Step	What we will do	How it is done safely
1	Plan alarm locations and let the occupants know	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	Isolate the circuit for hard wired alarms, lock off and label and 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.
3	Set up a platform ladder and cut ceiling holes, wearing	Use a podium step, mobile tower or MEWP for longer jobs instead of a straight ladder. Use EN 131 professional ladders in good

Step	What we will do	How it is done safely
	glasses and a dust mask	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.
4	Run cable in the ceiling space, staying on joists	Cover every hole and penetration with a fixed, secured cover marked "HOLE" or "DANGER". Put guardrails with toe boards around stairwells, lift shafts, voids and open edges. Install stairs early and fit temporary handrails as soon as they go in.
5	Connect and test every alarm, then clean up	Electric shock from live wiring: see step 2 for the full controls Order materials to size and send packaging back where you can. Put skips and waste chutes close to the work.

4. PPE AND PERMITS

Required PPE	Permits and plans
Safety boots Safety glasses FFP3 dust mask Insulated electrical gloves Arc-rated clothing and face shield Safety helmet Safety goggles Face shield Sun protection (sunscreen and neck cover) Rigger gloves	Permit to work (electrical isolation)

5. PLANT AND EQUIPMENT

Plant / equipment	Licence or training needed	Inspection needed	Rego / ID	Last inspected	Certificate / report
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)			
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)			
Hand tools					

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