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	PAT testing	**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	Agree with the client which items to test and when they can be unplugged	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	Visually inspect each lead and tool for damage before testing	Electric shock from leads and power tools Cuts from sharp edges Rules: Electricity at Work Regulations 1989	Workers. How: Damaged leads, plugs or tools, or water near power, give the user an electric shock. Sheet metal, glass, blades, cable tray and offcuts cut hands and arms.	**High (12) Possible / Major injury**	2.1 Use battery-powered tools where you can. [Reduce / substitute] 2.2 Use 110V tools through a centre-tapped transformer, or battery tools. Use an RCD on any 230V supply. [Control (engineering)] 2.3 Keep leads off the ground and out of water, using lead stands or hooks. [Control (engineering)] 2.4 Check leads, plugs and tools before every use. Tag out and remove anything damaged. [Control (procedures)] 2.5 Keep tools and leads inspected and PAT tested on a regular schedule. [Control (procedures)] 2.6 Do not use tools in rain or wet areas unless they are rated for it. [Control (procedures)] 2.7 Wear safety boots and dry gloves. [PPE] 2.8 Deburr or cover sharp edges, and fit edge protectors on exposed sheet metal. [Control (engineering)] 2.9 Use knives with retractable or self-retracting blades. [Control (engineering)] 2.10 Cut away from your body and keep your other hand clear. [Control (procedures)] 2.11 Put used blades in a blade bin or sharps container. [Control	**Low (4) Very unlikely / Major injury**	Site supervisor

#	Activity / step	Hazards	Who might be harmed and how	Risk before	Controls	Risk after	Responsible
					(procedures)] 2.12 Use two people to handle large sheets of metal or glass. [Control (procedures)] 2.13 Wear cut-resistant gloves and long sleeves. [PPE]		
3	Test each item with the tester, keeping hands clear during the leakage and insulation tests	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**	3.1 Isolate the power before any work. Do not work live. [Eliminate] 3.2 Lock out and tag the isolation point with your own personal lock and danger tag. [Isolate] 3.3 Prove dead at the point of work with an approved voltage indicator (GS38), and prove the tester before and after. [Control (engineering)] 3.4 Only competent, qualified electricians do electrical work, following a safe isolation procedure. [Control (procedures)] 3.5 Check for back feeds from solar, batteries and generators that can keep a circuit live after the main switch is off. [Control (procedures)] 3.6 If live work cannot be avoided, use a permit, a safety observer and insulated tools. [Control (procedures)] 3.7 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
4	Tag items that pass, and take failed items out of service with a danger tag	Electric shock from leads and power tools Rules: Electricity at Work Regulations 1989	Workers. How: Damaged leads, plugs or tools, or water near power, give the user an electric shock.	**High (12) Possible / Major injury**	4.1 Electric shock from leads and power tools: see step 2 for the full controls [Control (procedures)]	**Low (4) Very unlikely / Major injury**	Site supervisor
5	Coil leads, keep walkways clear and record results	Slips and trips Lifting and carrying heavy loads Rules: Manual Handling Operations Regulations 1992	Workers, Visitors, Public. How: Workers slip on wet or muddy ground or trip on leads, offcuts and uneven ground, causing sprains, broken bones or head injuries. Lifting, carrying, pushing or twisting with heavy or awkward loads strains the back, shoulders or knees.	**High (12) Likely / Lost time injury**	5.1 Plan walkways and keep them clear of materials, hoses and leads. [Eliminate] 5.2 Run leads and hoses overhead on hooks or stands, or along walls, not across walkways. [Control (engineering)] 5.3 Fill or cover holes, and lay boards or mats on muddy access paths. [Control (engineering)] 5.4 Clean up offcuts, packaging and spills as you go, not at the end of the day. [Control (procedures)] 5.5 Keep work areas, stairs and access paths well lit. [Control (procedures)] 5.6 Wear safety boots with good grip, laced up. [PPE] 5.7 Plan to avoid carrying: have materials delivered, and old items picked up, as close as possible to where they are used. [Eliminate] 5.8 Use lighter or smaller loads: order smaller bags and shorter lengths, and drain or break down old items before moving them. [Reduce / substitute] 5.9 Use trolleys, pallet jacks, hoists, vacuum lifters or plant instead of carrying by hand. [Control (engineering)] 5.10 Use a two-person lift for anything heavy, long or awkward. Plan the route first and clear it. [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
					5.11 Keep the load close, back straight and no twisting. Turn with your feet. [Control (procedures)] 5.12 Rotate tasks and take breaks on long lifting jobs. [Control (procedures)] 5.13 Wear gloves for grip and safety boots to protect your feet. [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	Agree with the client which items to test and when they can be unplugged	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	Visually inspect each lead and tool for damage before testing	Use battery-powered tools where you can. Use 110V tools through a centre-tapped transformer, or battery tools. Use an RCD on any 230V supply. Keep leads off the ground and out of water, using lead stands or hooks.
3	Test each item with the tester, keeping hands clear during the leakage and insulation tests	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.
4	Tag items that pass, and take failed items out of service with a danger tag	Electric shock from leads and power tools: see step 2 for the full controls
5	Coil leads, keep walkways clear and record results	Plan walkways and keep them clear of materials, hoses and leads. Run leads and hoses overhead on hooks or stands, or along walls, not across walkways. Fill or cover holes, and lay boards or mats on muddy access paths.

4. PPE AND PERMITS

Required PPE	Permits and plans
Safety boots Safety glasses FFP3 dust mask Rigger gloves Cut-resistant gloves Insulated electrical gloves Arc-rated clothing and face shield	Permit to work (electrical isolation)

5. PLANT AND EQUIPMENT

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

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)			

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

Rev	Date	By	What changed

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