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	Footing excavation	**Start date**	9 Nov 2026
Working hours	7:00 am to 3:30 pm	**Trade**	Excavation and earthworks

2. RISK ASSESSMENT

#	Activity / step	Hazards	Who might be harmed and how	Risk before	Controls	Risk after	Responsible
1	Get utility plans and set out footings	Hitting underground services Rules: HSE HSG47 Avoiding danger from underground services	Workers, Public. How: Digging, drilling or driving pegs hits a buried power cable, gas pipe or water main, causing electrocution, explosion or flooding.	**Very high (15) Possible / Fatal**	1.1 Keep machine buckets well clear of marked services and use a spotter. [Isolate] 1.2 Do a CAT and Genny scan before digging and mark services on the ground. [Control (engineering)] 1.3 Hand dig trial holes to find services before machine digging (safe digging practice). [Control (engineering)] 1.4 Get utility plans before digging and check them against what you see on site. [Control (procedures)] 1.5 Keep plans or locate tickets on site and check them again if the work area grows. [Control (procedures)] 1.6 If you hit a service, stop, get everyone clear, and call the owner and emergency services. [Control (procedures)] 1.7 Wear safety boots, gloves and hi-vis when digging. [PPE]	**Medium (5) Very unlikely / Fatal**	Site supervisor
2	Set up an exclusion zone around the machine	Being hit by mobile plant Rules: CDM Regulations 2015 and PUWER 1998	Workers, Visitors, Public. How: Excavators, loaders, telehandlers and trucks run over or crush workers, especially when reversing or slewing.	**Very high (15) Possible / Fatal**	2.1 Separate people and plant with barriers, exclusion zones and marked walkways. [Isolate] 2.2 Use plant with working reversing alarms, cameras and lights. [Control (engineering)] 2.3 Have a traffic management plan showing plant routes, loading areas and pedestrian paths. [Control (procedures)] 2.4 Use a spotter when reversing or working near people. [Control (procedures)] 2.5 Make eye contact with the operator before going near. Stay out of the swing radius. [Control (procedures)] 2.6 Operators hold a CPCS, NPORS or equal card for the plant they use. [Control (procedures)] 2.7 Do a pre-start check on each machine every day and record it. [Control (procedures)] 2.8 Wear hi-vis clothing and a hard hat. [PPE]	**Medium (5) Very unlikely / Fatal**	Site supervisor
3	Dig to the engineer depth, checking	Trench or excavation collapse	Workers. How: The trench walls	**Very high (15) Possible / Fatal**	3.1 Use methods that keep people out of the trench, such as directional boring or working from the surface. [Eliminate]	**Medium (5) Very unlikely / Fatal**	Site supervisor

#	Activity / step	Hazards	Who might be harmed and how	Risk before	Controls	Risk after	Responsible
	ground stability	Rules: CDM Regulations 2015, regulation 22 (excavations)	cave in and bury or crush a worker. Any excavation can collapse, however shallow. Sides must be supported or battered back wherever a collapse could hurt someone.		3.2 Barricade or cover the excavation so people and plant cannot fall in. [Isolate] 3.3 Support or batter back the sides of any excavation where collapse could happen. Use trench boxes or sheet piling for deeper trenches. [Control (engineering)] 3.4 Keep spoil, materials and plant at least 1 metre back from the edge. [Control (engineering)] 3.5 Provide a safe way in and out, such as a ladder near where people work. [Control (engineering)] 3.6 Inspect the excavation at the start of each shift and after rain or anything that could weaken it. Record it. [Control (procedures)] 3.7 Never work alone in a trench. Watch for water, cracks and bulging walls, and get out if you see them. [Control (procedures)] 3.8 Wear a hard hat, hi-vis and safety boots. [PPE]		
4	Cover or barricade open footings at the end of each day	Falling through a floor opening or void Public entering the work area Rules: Work at Height Regulations 2005; CDM Regulations 2015	Workers, Visitors, Public, Children. How: A worker steps into an open hole, stairwell, lift shaft or penetration and falls to the level below. Members of the public, including children, walk into the site and are hit by plant or falling objects, or fall into holes.	**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 Fence off the site with secure temporary fencing and lock the gates when you leave. [Isolate] 4.9 Give pedestrians a safe, marked path around the work, with ramps for prams and wheelchairs. [Isolate] 4.10 Use hoarding, covered walkways or catch fans where work is above public areas. [Control (engineering)] 4.11 Put signs at each entry: site name, contact number and "No unauthorised entry". [Control (procedures)] 4.12 Make the site safe at the end of each day: cover holes, lower plant, remove ladders and lock tools away. [Control (procedures)] 4.13 Use a spotter when moving plant or materials across public paths. [Control (procedures)]	**Medium (5) Very unlikely / Fatal**	Site supervisor
5	Remove water and loose soil before inspection	Drowning Slips and trips	Workers, Visitors, Public. How: A worker falls into a river, dam, pool or flooded pit and drowns	**High (10) Unlikely / Fatal**	5.1 Work from the bank or a platform instead of in or over the water where you can. [Eliminate] 5.2 Put up barriers or guardrails along water edges. [Isolate] 5.3 Pump out flooded pits and excavations before work. [Control (engineering)]	**Medium (5) Very unlikely / Fatal**	Site supervisor

#	Activity / step	Hazards	Who might be harmed and how	Risk before	Controls	Risk after	Responsible
			or is swept away. Workers slip on wet or muddy ground or trip on leads, offcuts and uneven ground, causing sprains, broken bones or head injuries.		5.4 Never work near deep water alone. Keep a rescue person with a throw line or life ring ready. [Control (procedures)] 5.5 Check water levels and the weather, and stop work in floods or fast-flowing water. [Control (procedures)] 5.6 Wear a life jacket when working over or next to water deep enough to drown in. [PPE] 5.7 Plan walkways and keep them clear of materials, hoses and leads. [Eliminate] 5.8 Run leads and hoses overhead on hooks or stands, or along walls, not across walkways. [Control (engineering)] 5.9 Fill or cover holes, and lay boards or mats on muddy access paths. [Control (engineering)] 5.10 Clean up offcuts, packaging and spills as you go, not at the end of the day. [Control (procedures)] 5.11 Keep work areas, stairs and access paths well lit. [Control (procedures)] 5.12 Wear safety boots with good grip, laced up. [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	Get utility plans and set out footings	Keep machine buckets well clear of marked services and use a spotter. Do a CAT and Genny scan before digging and mark services on the ground. Hand dig trial holes to find services before machine digging (safe digging practice).
2	Set up an exclusion zone around the machine	Separate people and plant with barriers, exclusion zones and marked walkways. Use plant with working reversing alarms, cameras and lights. Have a traffic management plan showing plant routes, loading areas and pedestrian paths.
3	Dig to the engineer depth, checking ground stability	Use methods that keep people out of the trench, such as directional boring or working from the surface. Barricade or cover the excavation so people and plant cannot fall in. Support or batter back the sides of any excavation where collapse could happen. Use trench boxes or sheet piling for deeper trenches.
4	Cover or barricade open footings at the end of each day	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	Remove water and loose soil before inspection	Work from the bank or a platform instead of in or over the water where you can. Put up barriers or guardrails along water edges. Pump out flooded pits and excavations before work.

4. PPE AND PERMITS

Required PPE	Permits and plans

Required PPE	Permits and plans
Safety boots Hi-vis vest Safety helmet Ear defenders	Permit to dig

5. PLANT AND EQUIPMENT

Plant / equipment	Licence or training needed	Inspection needed	Rego / ID	Last inspected	Certificate / report
Excavator (360)	CPCS or NPORS excavator card	Daily pre-use checks and PUWER inspection; if used to lift loads, LOLER thorough examination every 12 months and its lifting accessories every 6 months			
Skid steer loader	CPCS or NPORS skid steer card				
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