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	Pool 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, check overhead power lines and access, and set out the pool	Hitting underground services Contact with overhead power lines Rules: HSE HSG47 Avoiding danger from underground services; HSE GS6 Avoiding danger from overhead power lines	Workers, Public, Plant operators. How: Digging, drilling or driving pegs hits a buried power cable, gas pipe or water main, causing electrocution, explosion or flooding. A ladder, MEWP, crane, tipper or long length of material touches or gets close to an overhead line and electrocutes people.	**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] 1.8 Ask the distribution network operator (DNO) to turn off, move or insulate the lines before work starts. [Eliminate] 1.9 Use non-conductive (fibreglass) ladders near any power lines. [Reduce / substitute] 1.10 Mark the safe distance with flags, tape or goal posts and keep all plant and people outside it. [Isolate] 1.11 Follow HSE GS6: barriers, goal posts under the lines and a permit for work near them. [Control (procedures)] 1.12 Use a dedicated spotter whenever plant moves or raises anything near lines. [Control (procedures)] 1.13 Treat all lines as live. If plant touches a line, stay in the cab and keep everyone well away. [Control (procedures)]	**Medium (5) Very unlikely / Fatal**	Site supervisor
2	Plan truck routes and protect neighbouring fences and footings	Road traffic Structural collapse during alterations Rules: Safety at Street Works and Road Works	Workers, Road users, Public, Occupants. How: Passing cars and trucks hit workers or plant working on or next to a road. Removing a	**Very high (15) Possible / Fatal**	2.1 Do the work at low-traffic times, or close the road or lane with approval. [Eliminate] 2.2 Put solid barriers between the work and traffic where speeds are high, not just cones. [Isolate] 2.3 Use a truck-mounted attenuator or buffer vehicle on high speed roads. [Control (engineering)]	**Medium (5) Very unlikely / Fatal**	Site supervisor

#	Activity / step	Hazards	Who might be harmed and how	Risk before	Controls	Risk after	Responsible
		Code of Practice (Red Book); CDM Regulations 2015, regulation 19 (stability of structures)	wall, beam, post or bracing makes part of the building fall on workers.		2.4 Set up signs and cones to Chapter 8 (Traffic Signs Manual) by trained operatives. [Control (procedures)] 2.5 Get a street works permit or licence from the highway authority before you start. [Control (procedures)] 2.6 Park work vehicles to shield the work zone, with beacons on. [Control (procedures)] 2.7 Wear Class 2 or 3 hi-vis clothing (EN ISO 20471). [PPE] 2.8 Get an engineer to check before removing any wall, beam, post or bracing that may be load-bearing. [Eliminate] 2.9 Keep everyone clear of the area under and next to the work. [Isolate] 2.10 Install temporary props, needles or shoring as designed before removing any support. [Control (engineering)] 2.11 Follow the engineer's sequence. Do not change it without approval. [Control (procedures)] 2.12 Check props daily. Do not remove them until the permanent support is in and approved. [Control (procedures)] 2.13 Wear a hard hat and safety boots. [PPE]		
3	Set up an exclusion zone and spotter around the excavator	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**	3.1 Separate people and plant with barriers, exclusion zones and marked walkways. [Isolate] 3.2 Use plant with working reversing alarms, cameras and lights. [Control (engineering)] 3.3 Have a traffic management plan showing plant routes, loading areas and pedestrian paths. [Control (procedures)] 3.4 Use a spotter when reversing or working near people. [Control (procedures)] 3.5 Make eye contact with the operator before going near. Stay out of the swing radius. [Control (procedures)] 3.6 Operators hold a CPCS, NPORS or equal card for the plant they use. [Control (procedures)] 3.7 Do a pre-start check on each machine every day and record it. [Control (procedures)] 3.8 Wear hi-vis clothing and a hard hat. [PPE]	**Medium (5) Very unlikely / Fatal**	Site supervisor
4	Dig in stages, keeping spoil away from the edge	Trench or excavation collapse Being hit by mobile plant Rules: CDM Regulations 2015, regulation 22 (excavations); CDM Regulations 2015 and PUWER 1998	Workers, Visitors, Public. How: The trench walls 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. Excavators,	**Very high (15) Possible / Fatal**	4.1 Use methods that keep people out of the trench, such as directional boring or working from the surface. [Eliminate] 4.2 Barricade or cover the excavation so people and plant cannot fall in. [Isolate] 4.3 Trench or excavation collapse: see step 5 for the full controls [Control (procedures)] 4.4 Being hit by mobile plant: see step 3 for the full controls [Control (procedures)]	**Medium (5) Very unlikely / Fatal**	Site supervisor

#	Activity / step	Hazards	Who might be harmed and how	Risk before	Controls	Risk after	Responsible
			loaders, telehandlers and trucks run over or crush workers, especially when reversing or slewing.				
5	Batter or shore the walls and keep people out of the hole unless it is safe	Trench or excavation collapse Falling through a floor opening or void Rules: CDM Regulations 2015, regulation 22 (excavations); Work at Height Regulations 2005	Workers, Visitors. How: The trench walls 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. A worker steps into an open hole, stairwell, lift shaft or penetration and falls to the level below.	**Very high (15) Possible / Fatal**	5.1 Use methods that keep people out of the trench, such as directional boring or working from the surface. [Eliminate] 5.2 Barricade or cover the excavation so people and plant cannot fall in. [Isolate] 5.3 Support or batter back the sides of any excavation where collapse could happen. Use trench boxes or sheet piling for deeper trenches. [Control (engineering)] 5.4 Keep spoil, materials and plant at least 1 metre back from the edge. [Control (engineering)] 5.5 Provide a safe way in and out, such as a ladder near where people work. [Control (engineering)] 5.6 Inspect the excavation at the start of each shift and after rain or anything that could weaken it. Record it. [Control (procedures)] 5.7 Never work alone in a trench. Watch for water, cracks and bulging walls, and get out if you see them. [Control (procedures)] 5.8 Wear a hard hat, hi-vis and safety boots. [PPE] 5.9 Cover every hole and penetration with a fixed, secured cover marked "HOLE" or "DANGER". [Isolate] 5.10 Put guardrails with toe boards around stairwells, lift shafts, voids and open edges. [Isolate] 5.11 Install stairs early and fit temporary handrails as soon as they go in. [Control (engineering)] 5.12 Never remove a cover or guardrail without approval. Put it back straight away. [Control (procedures)] 5.13 Inspect covers and barriers daily and after other trades have been through. [Control (procedures)] 5.14 Keep lighting good enough to see openings, especially on lower floors and in the evening. [Control (procedures)] 5.15 Use a harness clipped to a rated anchor when working right next to an open void. [PPE]	**Medium (5) Very unlikely / Fatal**	Site supervisor
6	Watch for groundwater and pump out, keeping pump leads dry	Drowning Electric shock from leads and power tools Rules: Electricity at Work Regulations 1989	Workers. How: A worker falls into a river, dam, pool or flooded pit and drowns or is swept away. Damaged leads, plugs or tools, or water near power, give the user an electric shock.	**High (12) Possible / Major injury**	6.1 Work from the bank or a platform instead of in or over the water where you can. [Eliminate] 6.2 Put up barriers or guardrails along water edges. [Isolate] 6.3 Pump out flooded pits and excavations before work. [Control (engineering)] 6.4 Never work near deep water alone. Keep a rescue person with a throw line or life ring ready. [Control (procedures)] 6.5 Check water levels and the weather, and stop work in floods or fast-flowing water. [Control (procedures)] 6.6 Wear a life jacket when working over or next to water deep	**Medium (5) Very unlikely / Fatal**	Site supervisor

#	Activity / step	Hazards	Who might be harmed and how	Risk before	Controls	Risk after	Responsible
					enough to drown in. [PPE] 6.7 Use battery-powered tools where you can. [Reduce / substitute] 6.8 Use 110V tools through a centre-tapped transformer, or battery tools. Use an RCD on any 230V supply. [Control (engineering)] 6.9 Keep leads off the ground and out of water, using lead stands or hooks. [Control (engineering)] 6.10 Check leads, plugs and tools before every use. Tag out and remove anything damaged. [Control (procedures)] 6.11 Keep tools and leads inspected and PAT tested on a regular schedule. [Control (procedures)] 6.12 Do not use tools in rain or wet areas unless they are rated for it. [Control (procedures)] 6.13 Wear safety boots and dry gloves. [PPE]		
7	Load and cart spoil, cleaning the road	Road traffic Poor housekeeping and waste Rules: Safety at Street Works and Road Works Code of Practice (Red Book)	Workers, Road users, Public, Visitors. How: Passing cars and trucks hit workers or plant working on or next to a road. Rubbish, offcuts and materials left lying around cause trips, cuts and fires, and block exits.	**Very high (15) Possible / Fatal**	7.1 Road traffic: see step 2 for the full controls [Control (procedures)] 7.2 Order materials to size and send packaging back where you can. [Eliminate] 7.3 Put skips and waste chutes close to the work. [Control (engineering)] 7.4 Clean as you go, and do a full clean up at the end of each day. [Control (procedures)] 7.5 Keep exits, stairs and walkways clear at all times. [Control (procedures)] 7.6 Stack materials neatly on level ground, away from edges. [Control (procedures)] 7.7 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)] 7.8 Wear gloves when handling waste. [PPE]	**Medium (5) Very unlikely / Fatal**	Site supervisor
8	Fence the hole at the end of every day	Public entering the work area Falling through a floor opening or void Drowning Rules: CDM Regulations 2015; Work at Height Regulations 2005	Public, Children, Workers, Visitors. How: Members of the public, including children, walk into the site and are hit by plant or falling objects, or fall into holes. A worker steps into an open hole, stairwell, lift shaft or penetration and falls to the level below.	**Very high (15) Possible / Fatal**	8.1 Fence off the site with secure temporary fencing and lock the gates when you leave. [Isolate] 8.2 Give pedestrians a safe, marked path around the work, with ramps for prams and wheelchairs. [Isolate] 8.3 Use hoarding, covered walkways or catch fans where work is above public areas. [Control (engineering)] 8.4 Put signs at each entry: site name, contact number and "No unauthorised entry". [Control (procedures)] 8.5 Make the site safe at the end of each day: cover holes, lower plant, remove ladders and lock tools away. [Control (procedures)] 8.6 Falling through a floor opening or void: see step 5 for the full controls [Control (procedures)] 8.7 Drowning: see step 6 for the full controls [Control (procedures)]	**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	Get utility plans, check overhead power lines and access, and set out the pool	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	Plan truck routes and protect neighbouring fences and footings	Do the work at low-traffic times, or close the road or lane with approval. Put solid barriers between the work and traffic where speeds are high, not just cones. Use a truck-mounted attenuator or buffer vehicle on high speed roads.
3	Set up an exclusion zone and spotter around the excavator	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.
4	Dig in stages, keeping spoil away from the edge	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. Trench or excavation collapse: see step 5 for the full controls
5	Batter or shore the walls and keep people out of the hole unless it is safe	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.
6	Watch for groundwater and pump out, keeping pump leads dry	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.
7	Load and cart spoil, cleaning the road	Road traffic: 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.
8	Fence the hole at the end of every day	Fence off the site with secure temporary fencing and lock the gates when you leave. Give pedestrians a safe, marked path around the work, with ramps for prams and wheelchairs. Use hoarding, covered walkways or catch fans where work is above public areas.

4. PPE AND PERMITS

Required PPE	Permits and plans
Safety boots Hi-vis vest Safety helmet Ear defenders Rigger gloves	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			
Site dumper	CPCS or NPORS forward tipping				

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

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