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	Post hole boring and pier holes	**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 mark every hole	Hitting underground services Gas and fuel lines Rules: HSE HSG47 Avoiding danger from underground services; Gas Safety (Installation and Use) Regulations 1998	Workers, Public, Occupants. How: Digging, drilling or driving pegs hits a buried power cable, gas pipe or water main, causing electrocution, explosion or flooding. Damaging or opening a gas or fuel line causes a leak, fire or explosion.	**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 Isolate and purge the line before work, with the owner's approval. [Eliminate] 1.9 Lock off and tag the isolation valve. [Isolate] 1.10 Check for leaks with a gas detector before and during work, and ventilate the area. [Control (engineering)] 1.11 Only Gas Safe registered engineers work on gas fittings. [Control (procedures)] 1.12 Remove ignition sources: no smoking, no hot work and no sparking tools near the line. [Control (procedures)] 1.13 Know where the shut-off valve is and what to do if a leak happens. [Control (procedures)] 1.14 Wear safety glasses and gloves, and keep a fire extinguisher close by. [PPE]	**Medium (5) Very unlikely / Fatal**	Site supervisor
2	Set up the auger machine on firm ground with an exclusion zone	Being hit by mobile plant Contact with overhead power lines	Workers, Visitors, Public, Plant operators. How: Excavators, loaders, telehandlers and trucks run over or	**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	**Medium (5) Very unlikely / Fatal**	Site supervisor

#	Activity / step	Hazards	Who might be harmed and how	Risk before	Controls	Risk after	Responsible
		Rules: CDM Regulations 2015 and PUWER 1998; HSE GS6 Avoiding danger from overhead power lines	crush workers, especially when reversing or slewing. A ladder, MEWP, crane, tipper or long length of material touches or gets close to an overhead line and electrocutes people.		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] 2.9 Ask the distribution network operator (DNO) to turn off, move or insulate the lines before work starts. [Eliminate] 2.10 Use non-conductive (fibreglass) ladders near any power lines. [Reduce / substitute] 2.11 Mark the safe distance with flags, tape or goal posts and keep all plant and people outside it. [Isolate] 2.12 Follow HSE GS6: barriers, goal posts under the lines and a permit for work near them. [Control (procedures)] 2.13 Use a dedicated spotter whenever plant moves or raises anything near lines. [Control (procedures)] 2.14 Treat all lines as live. If plant touches a line, stay in the cab and keep everyone well away. [Control (procedures)]		
3	Keep clear of the turning auger, no loose clothing	Injury from power tools Being hit by mobile plant Rules: Provision and Use of Work Equipment Regulations 1998 (PUWER); CDM Regulations 2015 and PUWER 1998	Workers, People nearby, Visitors, Public. How: Drills, saws, routers and sanders kick back, catch clothing or throw debris, causing cuts, broken bones and eye injuries. Excavators, loaders, telehandlers and trucks run over or crush workers, especially when reversing or slewing.	**Very high (15) Possible / Fatal**	3.1 Keep all guards fitted and working. Never tie back or remove a guard. [Control (engineering)] 3.2 Clamp or secure the work piece. Do not hold it by hand. [Control (engineering)] 3.3 Only trained, competent people use power tools, following the maker's instructions. [Control (procedures)] 3.4 Check tools before use. Unplug or remove the battery before changing blades or bits. [Control (procedures)] 3.5 No loose clothing, jewellery or long hair near spinning parts. [Control (procedures)] 3.6 Wear safety glasses and hearing protection. Do not wear loose gloves on drills or other rotating tools. [PPE] 3.7 Being hit by mobile plant: see step 2 for the full controls [Control (procedures)]	**Medium (6) Unlikely / Lost time injury**	Site supervisor
4	Cover open holes straight away	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	**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	**Medium (5) Very unlikely / Fatal**	Site supervisor

#	Activity / step	Hazards	Who might be harmed and how	Risk before	Controls	Risk after	Responsible
			into the site and are hit by plant or falling objects, or fall into holes.		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)]		
5	Spread or remove spoil and clean up	Poor housekeeping and waste	Workers, Visitors. How: Rubbish, offcuts and materials left lying around cause trips, cuts and fires, and block exits.	**Medium (8) Likely / Minor injury**	5.1 Order materials to size and send packaging back where you can. [Eliminate] 5.2 Put skips and waste chutes close to the work. [Control (engineering)] 5.3 Clean as you go, and do a full clean up at the end of each day. [Control (procedures)] 5.4 Keep exits, stairs and walkways clear at all times. [Control (procedures)] 5.5 Stack materials neatly on level ground, away from edges. [Control (procedures)] 5.6 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)] 5.7 Wear gloves when handling waste. [PPE]	**Low (4) Unlikely / Minor injury**	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 and mark every hole	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 the auger machine on firm ground with an exclusion zone	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.

Step	What we will do	How it is done safely
3	Keep clear of the turning auger, no loose clothing	Keep all guards fitted and working. Never tie back or remove a guard. Clamp or secure the work piece. Do not hold it by hand. Only trained, competent people use power tools, following the maker's instructions.
4	Cover open holes straight away	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	Spread or remove spoil and clean up	Order materials to size and send packaging back where you can. Put skips and waste chutes close to the work. Clean as you go, and do a full clean up at the end of each day.

4. PPE AND PERMITS

Required PPE	Permits and plans
Safety boots Hi-vis vest Ear defenders Rigger gloves Safety helmet Safety glasses	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