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	Build a garden annexe	**Start date**	9 Nov 2026
Working hours	7:00 am to 3:30 pm	**Trade**	General building

2. WORK INVOLVING PARTICULAR RISKS (CDM 2015 SCHEDULE 3)

YES	Risk of burial under earthfalls, engulfment in swampland or falling from a height, made worse by the work, processes or site		Work on wells, underground earthworks and tunnels
	Chemical or biological substances that are a particular danger, or that need health monitoring by law		Divers with a system of air supply
	Ionising radiation needing controlled or supervised areas		Work in caissons with a compressed air atmosphere
	Work near high voltage power lines		Use of explosives
	Risk of drowning		Assembling or dismantling heavy prefabricated components

3. RISK ASSESSMENT

#	Activity / step	Hazards	Who might be harmed and how	Risk before	Controls	Risk after	Responsible
1	Set up fencing and keep the main house occupants away from the work	Public entering the work area Working in an occupied home or building Rules: CDM Regulations 2015	Public, Children, Workers, Residents, Staff. How: Members of the public, including children, walk into the site and are hit by plant or falling objects, or fall into holes. 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.	**High (12) Possible / Major injury**	1.1 Fence off the site with secure temporary fencing and lock the gates when you leave. [Isolate] 1.2 Give pedestrians a safe, marked path around the work, with ramps for prams and wheelchairs. [Isolate] 1.3 Use hoarding, covered walkways or catch fans where work is above public areas. [Control (engineering)] 1.4 Put signs at each entry: site name, contact number and "No unauthorised entry". [Control (procedures)] 1.5 Make the site safe at the end of each day: cover holes, lower plant, remove ladders and lock tools away. [Control (procedures)] 1.6 Use a spotter when moving plant or materials across public paths. [Control (procedures)] 1.7 Plan noisy, dusty or risky work for when the building is empty. [Eliminate] 1.8 Close off the work area with barriers, plastic sheeting or locked doors, and put up signs. [Isolate] 1.9 Keep fire exits and paths clear at all times. [Control (procedures)] 1.10 Tell occupants before you turn off power, water or gas, and before noisy or dusty work. [Control (procedures)]	**Low (4) Very unlikely / Major injury**	Site supervisor

#	Activity / step	Hazards	Who might be harmed and how	Risk before	Controls	Risk after	Responsible
					1.11 Lock away tools, chemicals and materials each day, out of reach of children. [Control (procedures)] 1.12 Clean up dust and debris at the end of each day. [Control (procedures)]		
2	Excavate and pour the slab	Hitting underground services Being hit by mobile plant Wet concrete and cement burns Rules: HSE HSG47 Avoiding danger from underground services; CDM Regulations 2015 and PUWER 1998	Workers, Public, Visitors. How: Digging, drilling or driving pegs hits a buried power cable, gas pipe or water main, causing electrocution, explosion or flooding. Excavators, loaders, telehandlers and trucks run over or crush workers, especially when reversing or slewing.	**Very high (15) Possible / Fatal**	2.1 Keep machine buckets well clear of marked services and use a spotter. [Isolate] 2.2 Do a CAT and Genny scan before digging and mark services on the ground. [Control (engineering)] 2.3 Hand dig trial holes to find services before machine digging (safe digging practice). [Control (engineering)] 2.4 Get utility plans before digging and check them against what you see on site. [Control (procedures)] 2.5 Keep plans or locate tickets on site and check them again if the work area grows. [Control (procedures)] 2.6 Separate people and plant with barriers, exclusion zones and marked walkways. [Isolate] 2.7 Use plant with working reversing alarms, cameras and lights. [Control (engineering)] 2.8 Have a traffic management plan showing plant routes, loading areas and pedestrian paths. [Control (procedures)] 2.9 Use a spotter when reversing or working near people. [Control (procedures)] 2.10 Make eye contact with the operator before going near. Stay out of the swing radius. [Control (procedures)] 2.11 Use long-handled tools and pumps to cut down contact. [Control (engineering)] 2.12 Wash concrete off skin straight away with clean water. [Control (procedures)] 2.13 Have clean water and eye wash where concrete or mortar is mixed and used. [Control (procedures)] 2.14 Do a COSHH assessment for cement, lime and mortar, and check hands regularly for early signs of dermatitis. [Control (procedures)] 2.15 Wear waterproof gloves, long sleeves and waterproof boots with trousers worn over the top. [PPE] 2.16 Wear safety glasses or goggles to stop splashes. [PPE]	**Medium (5) Very unlikely / Fatal**	Site supervisor
3	Frame and roof with edge protection	Falling from height Falling from a roof edge Nail gun injuries Rules: Work at Height Regulations 2005	Workers, People below, People nearby. How: A worker falls from any height where a fall could cause injury, such as an edge, platform or opening. A worker slips or walks off the edge of a roof or gutter line and	**Very high (20) Likely / Fatal**	3.1 Do the work from the ground where you can, for example pre-assemble on the ground or use extension poles. [Eliminate] 3.2 Install guardrails or edge protection on all open edges before work starts. [Isolate] 3.3 Use a scaffold, mobile tower or MEWP instead of working off a ladder. [Control (engineering)] 3.4 Where edge protection is not practical, use a fall restraint or fall arrest system on a rated anchor point. [Control (engineering)] 3.5 Have a rescue plan so a worker hanging in a harness can be	**Medium (8) Unlikely / Major injury**	Site supervisor

#	Activity / step	Hazards	Who might be harmed and how	Risk before	Controls	Risk after	Responsible
			falls to the ground.		brought down within minutes. [Control (procedures)] 3.6 Do what you can from the ground or from a scaffold at the gutter line, for example pre-assemble parts on the ground. [Eliminate] 3.7 Install edge protection or guardrails on all open roof edges before work starts. [Isolate] 3.8 Use a perimeter scaffold with handrails and toe boards along the eaves where practical. [Control (engineering)] 3.9 Where guardrails cannot be fitted, use fall restraint on certified roof anchors so workers cannot reach the edge. [Control (engineering)] 3.10 Use one safe, controlled access point and keep others off the roof. [Control (procedures)] 3.11 Use a nail gun with a sequential (single shot) trigger, not a contact or bump trigger. [Reduce / substitute] 3.12 Disconnect the air or battery before clearing jams, adjusting or moving between work areas. [Control (engineering)] 3.13 Keep your free hand at least 30 cm from the nailing point. [Control (procedures)] 3.14 Never point the gun at anyone or carry it with your finger on the trigger. [Control (procedures)] 3.15 Train new users before they use a nail gun, and check for pipes, cables and metal behind the surface. [Control (procedures)]		
4	Connect services by competent trades: a Gas Safe registered engineer for gas and a qualified electrician for electrics	Electric shock from live wiring Gas and fuel lines Trench or excavation collapse Rules: Electricity at Work Regulations 1989; Gas Safety (Installation and Use) Regulations 1998; CDM Regulations 2015, regulation 22 (excavations)	Workers, Occupants, Public. How: Contact with live wires, distribution boards or equipment gives an electric shock or arc flash burn that can kill. Damaging or opening a gas or fuel line causes a leak, fire or explosion.	**Very high (15) Possible / Fatal**	4.1 Isolate the power before any work. Do not work live. [Eliminate] 4.2 Lock out and tag the isolation point with your own personal lock and danger tag. [Isolate] 4.3 Prove dead at the point of work with an approved voltage indicator (GS38), and prove the tester before and after. [Control (engineering)] 4.4 Only competent, qualified electricians do electrical work, following a safe isolation procedure. [Control (procedures)] 4.5 Check for back feeds from solar, batteries and generators that can keep a circuit live after the main switch is off. [Control (procedures)] 4.6 Isolate and purge the line before work, with the owner's approval. [Eliminate] 4.7 Lock off and tag the isolation valve. [Isolate] 4.8 Check for leaks with a gas detector before and during work, and ventilate the area. [Control (engineering)] 4.9 Only Gas Safe registered engineers work on gas fittings. [Control (procedures)] 4.10 Remove ignition sources: no smoking, no hot work and no sparking tools near the line. [Control (procedures)] 4.11 Use methods that keep people out of the trench, such as directional boring or working from the surface. [Eliminate] 4.12 Barricade or cover the excavation so people and plant cannot fall in. [Isolate]	**Medium (5) Very unlikely / Fatal**	Site supervisor

#	Activity / step	Hazards	Who might be harmed and how	Risk before	Controls	Risk after	Responsible
					4.13 Support or batter back the sides of any excavation where collapse could happen. Use trench boxes or sheet piling for deeper trenches. [Control (engineering)] 4.14 Keep spoil, materials and plant at least 1 metre back from the edge. [Control (engineering)] 4.15 Provide a safe way in and out, such as a ladder near where people work. [Control (engineering)] 4.16 Inspect the excavation at the start of each shift and after rain or anything that could weaken it. Record it. [Control (procedures)]		
5	Fit out and clean up	General dust Poor housekeeping and waste	Workers, Occupants, Visitors. How: Dust from plasterboard, filler, cement and clean up irritates eyes and lungs and makes it hard to see. Rubbish, offcuts and materials left lying around cause trips, cuts and fires, and block exits.	**Medium (8) Likely / Minor injury**	5.1 Use low-dust products, such as dust-reduced or pre-mixed compounds. [Reduce / substitute] 5.2 Seal off the work area with plastic sheeting in occupied buildings. [Isolate] 5.3 Use tools with dust extraction and a vacuum for clean up. [Control (engineering)] 5.4 Lightly mist the area with water to keep dust down, away from anything electrical. [Control (engineering)] 5.5 Never dry sweep or blow dust off with compressed air. [Control (procedures)] 5.6 Wear a dust mask and safety glasses. [PPE] 5.7 Order materials to size and send packaging back where you can. [Eliminate] 5.8 Put skips and waste chutes close to the work. [Control (engineering)] 5.9 Clean as you go, and do a full clean up at the end of each day. [Control (procedures)] 5.10 Keep exits, stairs and walkways clear at all times. [Control (procedures)] 5.11 Stack materials neatly on level ground, away from edges. [Control (procedures)] 5.12 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)] 5.13 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.

4. METHOD STATEMENT: SEQUENCE OF WORK

Step	What we will do	How it is done safely
1	Set up fencing and keep the main house occupants away from the work	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.

Step	What we will do	How it is done safely
2	Excavate and pour the slab	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).
3	Frame and roof with edge protection	Do the work from the ground where you can, for example pre-assemble on the ground or use extension poles. Install guardrails or edge protection on all open edges before work starts. Use a scaffold, mobile tower or MEWP instead of working off a ladder.
4	Connect services by competent trades: a Gas Safe registered engineer for gas and a qualified electrician for electrics	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.
5	Fit out and clean up	Use low-dust products, such as dust-reduced or pre-mixed compounds. Seal off the work area with plastic sheeting in occupied buildings. Use tools with dust extraction and a vacuum for clean up.

5. PPE AND PERMITS

Required PPE	Permits and plans
Safety boots Hi-vis vest Safety helmet Safety glasses Ear defenders Full body harness and lanyard FFP3 dust mask Chemical-resistant gloves Safety goggles Knee pads Sun protection (sunscreen and neck cover) Rigger gloves	Roof access permit Work at height permit

6. 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			
Concrete pump					
Tube and fitting or system scaffold	CISRS scaffolder card to erect, alter or dismantle	Inspected by a competent person after assembly, after anything that could affect stability (such as high winds or alteration) and at least every 7 days where a fall of 2 m or more is possible; report within 24 hours (Work at Height Regulations 2005 reg 12, Schedule 7)			

Plant / equipment	Licence or training needed	Inspection needed	Rego / ID	Last inspected	Certificate / report
Nail gun					
Circular saw		User check before each use; formal visual inspection and PAT testing at intervals set by risk (110V on site)			

7. CREW COMPETENCY, TICKETS AND LICENCES

Crew listed at sign-on below, with ticket and licence numbers.

8. 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).		

9. 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.		

10. 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.

11. REVISION HISTORY

Rev	Date	By	What changed
1	9 Nov 2026		First issue

Rev	Date	By	What changed

12. 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