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	Sliding glass door installation	**Start date**	9 Nov 2026
Working hours	7:00 am to 3:30 pm	**Trade**	Glazing

2. RISK ASSESSMENT

#	Activity / step	Hazards	Who might be harmed and how	Risk before	Controls	Risk after	Responsible
1	Remove the old door, wearing cut gloves	Glass handling and breakage Cuts from sharp edges	Workers, Occupants. How: Glass panes break while being moved or fitted, causing deep cuts, or heavy panels fall and crush. Sheet metal, glass, blades, cable tray and offcuts cut hands and arms.	**High (12) Possible / Major injury**	1.1 Use suction lifters, glass trolleys or a glazing robot for large panes. [Control (engineering)] 1.2 Store glass upright on racks and secure it. Never lay it flat or lean it loosely. [Control (engineering)] 1.3 Use two or more people for large panes, and clear the carry route first. [Control (procedures)] 1.4 Mark new glass with tape or stickers so nobody walks into it. [Control (procedures)] 1.5 Clean up broken glass straight away into a marked container. [Control (procedures)] 1.6 Wear cut-resistant gloves, arm guards, safety glasses and safety boots. [PPE] 1.7 Deburr or cover sharp edges, and fit edge protectors on exposed sheet metal. [Control (engineering)] 1.8 Use knives with retractable or self-retracting blades. [Control (engineering)] 1.9 Cut away from your body and keep your other hand clear. [Control (procedures)] 1.10 Put used blades in a blade bin or sharps container. [Control (procedures)] 1.11 Use two people to handle large sheets of metal or glass. [Control (procedures)] 1.12 Wear cut-resistant gloves and long sleeves. [PPE]	**Medium (8) Unlikely / Major injury**	Site supervisor
2	Carry panels with enough people or a glass trolley	Lifting and carrying heavy loads Rules: Manual Handling Operations Regulations 1992	Workers. How: Lifting, carrying, pushing or twisting with heavy or awkward loads strains the back, shoulders or knees.	**High (12) Likely / Lost time injury**	2.1 Plan to avoid carrying: have materials delivered, and old items picked up, as close as possible to where they are used. [Eliminate] 2.2 Use lighter or smaller loads: order smaller bags and shorter lengths, and drain or break down old items before moving them. [Reduce / substitute] 2.3 Use trolleys, pallet jacks, hoists, vacuum lifters or plant instead of carrying by hand. [Control (engineering)] 2.4 Use a two-person lift for anything heavy, long or awkward. Plan	**Medium (6) Unlikely / Lost time injury**	Site supervisor

#	Activity / step	Hazards	Who might be harmed and how	Risk before	Controls	Risk after	Responsible
					the route first and clear it. [Control (procedures)] 2.5 Keep the load close, back straight and no twisting. Turn with your feet. [Control (procedures)] 2.6 Rotate tasks and take breaks on long lifting jobs. [Control (procedures)] 2.7 Wear gloves for grip and safety boots to protect your feet. [PPE]		
3	Fit and level the frame	Injury from power tools Repetitive work and awkward postures Rules: Provision and Use of Work Equipment Regulations 1998 (PUWER)	Workers, People nearby. How: Drills, saws, routers and sanders kick back, catch clothing or throw debris, causing cuts, broken bones and eye injuries. Doing the same movement for hours, kneeling or working overhead causes long-term damage to joints, muscles and tendons.	**Medium (9) Possible / Lost time injury**	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 Use tools that cut the effort: powered screwdrivers, long-handled tools and extension poles for overhead work. [Reduce / substitute] 3.8 Set work up at waist height on benches or trestles where you can. [Control (engineering)] 3.9 Use light tools with good grips, and keep blades and bits sharp. [Control (engineering)] 3.10 Rotate tasks and take short breaks every hour on repetitive work. [Control (procedures)] 3.11 Warm up before heavy physical work and report aches and pains early. [Control (procedures)] 3.12 Wear knee pads for kneeling work and gloves for grip. [PPE]	**Medium (6) Unlikely / Lost time injury**	Site supervisor
4	Install panels and test the door	Glass handling and breakage Lifting and carrying heavy loads Rules: Manual Handling Operations Regulations 1992	Workers, Occupants. How: Glass panes break while being moved or fitted, causing deep cuts, or heavy panels fall and crush. Lifting, carrying, pushing or twisting with heavy or awkward loads strains the back, shoulders or knees.	**High (12) Possible / Major injury**	4.1 Glass handling and breakage: see step 1 for the full controls [Control (procedures)] 4.2 Lifting and carrying heavy loads: see step 2 for the full controls [Control (procedures)]	**Medium (8) Unlikely / Major injury**	Site supervisor
5	Clean up	Poor housekeeping and waste	Workers, Visitors. How: Rubbish, offcuts and materials left lying around cause trips, cuts	**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)]	**Low (4) Unlikely / Minor injury**	Site supervisor

#	Activity / step	Hazards	Who might be harmed and how	Risk before	Controls	Risk after	Responsible
			and fires, and block exits.		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]		

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	Remove the old door, wearing cut gloves	Use suction lifters, glass trolleys or a glazing robot for large panes. Store glass upright on racks and secure it. Never lay it flat or lean it loosely. Use two or more people for large panes, and clear the carry route first.
2	Carry panels with enough people or a glass trolley	Plan to avoid carrying: have materials delivered, and old items picked up, as close as possible to where they are used. Use lighter or smaller loads: order smaller bags and shorter lengths, and drain or break down old items before moving them. Use trolleys, pallet jacks, hoists, vacuum lifters or plant instead of carrying by hand.
3	Fit and level the frame	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	Install panels and test the door	Glass handling and breakage: see step 1 for the full controls Lifting and carrying heavy loads: see step 2 for the full controls
5	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
Cut-resistant gloves Safety glasses Safety boots Rigger gloves Ear defenders Knee pads	None required

5. PLANT AND EQUIPMENT

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

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