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

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
YES	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	Check frames and paint for lead and asbestos	Lead paint dust and fumes Disturbing asbestos Rules: Control of Lead at Work Regulations 2002; Control of Asbestos Regulations 2012	Workers, Residents, Children, Occupants, Public. How: Lead paint was common before the 1970s and was used in some buildings until 1992. Sanding, scraping or heating it releases dust or fumes that poison workers and families, especially children. Buildings built before 2000 may contain asbestos. Drilling, cutting or breaking it releases fibres that cause cancer years later.	**Very high (15) Possible / Fatal**	1.1 Test old paint for lead before you sand, scrape, cut or heat it. [Eliminate] 1.2 Use wet scraping, chemical strippers or shrouded tools with extraction instead of dry sanding. Never burn off lead paint with an open flame. [Reduce / substitute] 1.3 Seal off the work area with plastic sheeting and keep residents, children and pets out. [Isolate] 1.4 Clean up with an H-class vacuum and wet wipes. Never dry sweep. [Control (engineering)] 1.5 Wash hands and face before eating, drinking or smoking. Change out of dusty clothes before going home. [Control (procedures)] 1.6 Wear an FFP3 mask, disposable coveralls and gloves. [PPE] 1.7 Before work on any building built before 2000, check the refurbishment and demolition asbestos survey for the work area (HSE HSG264). If there is none, presume asbestos is present or have it sampled before you start. [Eliminate] 1.8 Seal off the work area and keep everyone else out. [Isolate] 1.9 If asbestos must be disturbed, keep it wet, use hand tools not power tools, and clean up with an H-class vacuum. [Control	**Medium (5) Very unlikely / Fatal**	Site supervisor

#	Activity / step	Hazards	Who might be harmed and how	Risk before	Controls	Risk after	Responsible
					(engineering)] 1.10 Most asbestos insulation, coatings and insulating board need a licensed contractor. Notifiable non-licensed work is notified to HSE before it starts. Other work needs trained workers and controls. [Control (procedures)] 1.11 Stop work straight away if you find suspect asbestos. Do not touch it and tell your supervisor. [Control (procedures)] 1.12 Wear a fit-tested FFP3 mask (or better) and disposable type 5 coveralls. [PPE]		
2	Protect occupants and furnishings and set exclusion areas inside and out	Working in an occupied home or building Public entering the work area Rules: CDM Regulations 2015	Residents, Children, Staff, Workers, Public. How: 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. Members of the public, including children, walk into the site and are hit by plant or falling objects, or fall into holes.	**High (12) Possible / Major injury**	2.1 Plan noisy, dusty or risky work for when the building is empty. [Eliminate] 2.2 Close off the work area with barriers, plastic sheeting or locked doors, and put up signs. [Isolate] 2.3 Keep fire exits and paths clear at all times. [Control (procedures)] 2.4 Tell occupants before you turn off power, water or gas, and before noisy or dusty work. [Control (procedures)] 2.5 Lock away tools, chemicals and materials each day, out of reach of children. [Control (procedures)] 2.6 Clean up dust and debris at the end of each day. [Control (procedures)] 2.7 Fence off the site with secure temporary fencing and lock the gates when you leave. [Isolate] 2.8 Give pedestrians a safe, marked path around the work, with ramps for prams and wheelchairs. [Isolate] 2.9 Use hoarding, covered walkways or catch fans where work is above public areas. [Control (engineering)] 2.10 Put signs at each entry: site name, contact number and "No unauthorised entry". [Control (procedures)] 2.11 Make the site safe at the end of each day: cover holes, lower plant, remove ladders and lock tools away. [Control (procedures)] 2.12 Use a spotter when moving plant or materials across public paths. [Control (procedures)]	**Low (4) Very unlikely / Major injury**	Site supervisor
3	Set up access for upper floor windows and barricade below	Falling from height Scaffold collapse or fall from scaffold Falling tools and materials Rules: Work at Height Regulations 2005; Work at Height Regulations 2005, regulation 10 (falling objects)	Workers, People below, Public. How: A worker falls from any height where a fall could cause injury, such as an edge, platform or opening. A scaffold that is badly built, overloaded or altered collapses or tips, or a worker falls from an unguarded platform.	**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 brought down within minutes. [Control (procedures)] 3.6 Scaffold is built, altered and taken down only by CISRS-carded scaffolders, to TG20 or a specific design. [Control (engineering)]	**Medium (8) Unlikely / Major injury**	Site supervisor

#	Activity / step	Hazards	Who might be harmed and how	Risk before	Controls	Risk after	Responsible
					3.7 Fit guardrails, mid rails and toe boards on every working platform. [Control (engineering)] 3.8 Use mobile scaffolds only on firm, level ground with castors locked and outriggers fitted. Never move one with anyone on it. [Control (engineering)] 3.9 Mobile towers are built by PASMA-trained workers. [Control (procedures)] 3.10 Inspect the scaffold before first use, after any change or bad weather, and at least every 7 days. Record it on the tag and register. [Control (procedures)] 3.11 Do not overload platforms. Know the duty rating and keep material stacks over the standards. [Control (procedures)] 3.12 Barricade and sign the drop zone under overhead work so nobody walks beneath. [Isolate] 3.13 Fit toe boards, kick plates and mesh screens on scaffolds and edges. [Control (engineering)] 3.14 Use catch fans, debris netting or covered walkways where people pass below. [Control (engineering)] 3.15 Tether hand tools when working at height. [Control (engineering)] 3.16 Keep platforms tidy. Do not stack materials near edges or above toe board height. [Control (procedures)]		
4	Remove beads and old glass first, 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**	4.1 Use suction lifters, glass trolleys or a glazing robot for large panes. [Control (engineering)] 4.2 Store glass upright on racks and secure it. Never lay it flat or lean it loosely. [Control (engineering)] 4.3 Glass handling and breakage: see step 7 for the full controls [Control (procedures)] 4.4 Deburr or cover sharp edges, and fit edge protectors on exposed sheet metal. [Control (engineering)] 4.5 Use knives with retractable or self-retracting blades. [Control (engineering)] 4.6 Cut away from your body and keep your other hand clear. [Control (procedures)] 4.7 Put used blades in a blade bin or sharps container. [Control (procedures)] 4.8 Use two people to handle large sheets of metal or glass. [Control (procedures)] 4.9 Wear cut-resistant gloves and long sleeves. [PPE]	**Medium (8) Unlikely / Major injury**	Site supervisor
5	Remove the old frame, guarding the open hole	Falling through a floor opening or void Lifting and carrying heavy loads Rules: Work at Height	Workers, Visitors. How: A worker steps into an open hole, stairwell, lift shaft or penetration and falls to the level below. Lifting,	**Very high (15) Possible / Fatal**	5.1 Cover every hole and penetration with a fixed, secured cover marked "HOLE" or "DANGER". [Isolate] 5.2 Put guardrails with toe boards around stairwells, lift shafts, voids and open edges. [Isolate] 5.3 Install stairs early and fit temporary handrails as soon as they go in. [Control (engineering)]	**Medium (6) Unlikely / Lost time injury**	Site supervisor

#	Activity / step	Hazards	Who might be harmed and how	Risk before	Controls	Risk after	Responsible
		Regulations 2005; Manual Handling Operations Regulations 1992	carrying, pushing or twisting with heavy or awkward loads strains the back, shoulders or knees.		5.4 Never remove a cover or guardrail without approval. Put it back straight away. [Control (procedures)] 5.5 Inspect covers and barriers daily and after other trades have been through. [Control (procedures)] 5.6 Keep lighting good enough to see openings, especially on lower floors and in the evening. [Control (procedures)] 5.7 Use a harness clipped to a rated anchor when working right next to an open void. [PPE] 5.8 Plan to avoid carrying: have materials delivered, and old items picked up, as close as possible to where they are used. [Eliminate] 5.9 Use lighter or smaller loads: order smaller bags and shorter lengths, and drain or break down old items before moving them. [Reduce / substitute] 5.10 Lifting and carrying heavy loads: see step 7 for the full controls [Control (procedures)]		
6	Check the opening and lintel, and prop it if it is not sound	Structural collapse during alterations Rules: CDM Regulations 2015, regulation 19 (stability of structures)	Workers, Occupants. How: Removing a wall, beam, post or bracing makes part of the building fall on workers.	**High (10) Unlikely / Fatal**	6.1 Get an engineer to check before removing any wall, beam, post or bracing that may be load-bearing. [Eliminate] 6.2 Keep everyone clear of the area under and next to the work. [Isolate] 6.3 Install temporary props, needles or shoring as designed before removing any support. [Control (engineering)] 6.4 Follow the engineer's sequence. Do not change it without approval. [Control (procedures)] 6.5 Check props daily. Do not remove them until the permanent support is in and approved. [Control (procedures)] 6.6 Wear a hard hat and safety boots. [PPE]	**Medium (5) Very unlikely / Fatal**	Site supervisor
7	Lift new windows with two people or suction lifters	Lifting and carrying heavy loads Glass handling and breakage Rules: Manual Handling Operations Regulations 1992	Workers, Occupants. How: Lifting, carrying, pushing or twisting with heavy or awkward loads strains the back, shoulders or knees. Glass panes break while being moved or fitted, causing deep cuts, or heavy panels fall and crush.	**High (12) Likely / Lost time injury**	7.1 Plan to avoid carrying: have materials delivered, and old items picked up, as close as possible to where they are used. [Eliminate] 7.2 Use lighter or smaller loads: order smaller bags and shorter lengths, and drain or break down old items before moving them. [Reduce / substitute] 7.3 Use trolleys, pallet jacks, hoists, vacuum lifters or plant instead of carrying by hand. [Control (engineering)] 7.4 Use a two-person lift for anything heavy, long or awkward. Plan the route first and clear it. [Control (procedures)] 7.5 Keep the load close, back straight and no twisting. Turn with your feet. [Control (procedures)] 7.6 Rotate tasks and take breaks on long lifting jobs. [Control (procedures)] 7.7 Wear gloves for grip and safety boots to protect your feet. [PPE] 7.8 Use suction lifters, glass trolleys or a glazing robot for large panes. [Control (engineering)] 7.9 Store glass upright on racks and secure it. Never lay it flat or lean it loosely. [Control (engineering)] 7.10 Use two or more people for large panes, and clear the carry	**Medium (8) Unlikely / Major injury**	Site supervisor

#	Activity / step	Hazards	Who might be harmed and how	Risk before	Controls	Risk after	Responsible
					route first. [Control (procedures)] 7.11 Mark new glass with tape or stickers so nobody walks into it. [Control (procedures)] 7.12 Clean up broken glass straight away into a marked container. [Control (procedures)] 7.13 Wear cut-resistant gloves, arm guards, safety glasses and safety boots. [PPE]		
8	Fix, pack, seal and flash the window	Injury from power tools Hazardous chemicals Rules: Provision and Use of Work Equipment Regulations 1998 (PUWER); COSHH Regulations 2002	Workers, People nearby, Occupants. How: Drills, saws, routers and sanders kick back, catch clothing or throw debris, causing cuts, broken bones and eye injuries. Glues, sealants, solvents, acids, cleaners and cement burn skin and eyes or cause breathing problems and poisoning.	**Medium (9) Possible / Lost time injury**	8.1 Keep all guards fitted and working. Never tie back or remove a guard. [Control (engineering)] 8.2 Clamp or secure the work piece. Do not hold it by hand. [Control (engineering)] 8.3 Only trained, competent people use power tools, following the maker's instructions. [Control (procedures)] 8.4 Check tools before use. Unplug or remove the battery before changing blades or bits. [Control (procedures)] 8.5 No loose clothing, jewellery or long hair near spinning parts. [Control (procedures)] 8.6 Wear safety glasses and hearing protection. Do not wear loose gloves on drills or other rotating tools. [PPE] 8.7 Choose the least harmful product that does the job, for example water-based instead of solvent-based. [Reduce / substitute] 8.8 Use chemicals in well-ventilated areas, or use fans and extraction in closed rooms. [Control (engineering)] 8.9 Do a COSHH assessment and read the Safety Data Sheet (SDS) before use. [Control (procedures)] 8.10 Keep chemicals in labelled containers. Never decant into drink bottles. [Control (procedures)] 8.11 Store chemicals away from heat, food and drink, and keep products that react with each other apart. [Control (procedures)] 8.12 Have eye wash and a spill kit nearby, and wash hands before eating. [Control (procedures)] 8.13 Wear chemical-resistant gloves and safety glasses or goggles as listed on the SDS. [PPE] 8.14 Use a respirator with the right cartridge if the SDS calls for one. [PPE]	**Medium (6) Unlikely / Lost time injury**	Site supervisor
9	Make good, then clean up broken glass and waste	Poor housekeeping and waste Cuts from sharp edges	Workers, Visitors. How: Rubbish, offcuts and materials left lying around cause trips, cuts and fires, and block exits. Sheet metal, glass, blades, cable tray and offcuts cut hands and arms.	**Medium (8) Likely / Minor injury**	9.1 Order materials to size and send packaging back where you can. [Eliminate] 9.2 Put skips and waste chutes close to the work. [Control (engineering)] 9.3 Clean as you go, and do a full clean up at the end of each day. [Control (procedures)] 9.4 Keep exits, stairs and walkways clear at all times. [Control (procedures)] 9.5 Stack materials neatly on level ground, away from edges. [Control (procedures)]	**Low (4) Unlikely / Minor injury**	Site supervisor

#	Activity / step	Hazards	Who might be harmed and how	Risk before	Controls	Risk after	Responsible
					9.6 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)] 9.7 Wear gloves when handling waste. [PPE] 9.8 Cuts from sharp edges: see step 4 for the full controls [Control (procedures)]		

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	Check frames and paint for lead and asbestos	Test old paint for lead before you sand, scrape, cut or heat it. Use wet scraping, chemical strippers or shrouded tools with extraction instead of dry sanding. Never burn off lead paint with an open flame. Seal off the work area with plastic sheeting and keep residents, children and pets out.
2	Protect occupants and furnishings and set exclusion areas inside and out	Plan noisy, dusty or risky work for when the building is empty. Close off the work area with barriers, plastic sheeting or locked doors, and put up signs. Keep fire exits and paths clear at all times.
3	Set up access for upper floor windows and barricade below	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	Remove beads and old glass first, 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. Glass handling and breakage: see step 7 for the full controls
5	Remove the old frame, guarding the open hole	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.
6	Check the opening and lintel, and prop it if it is not sound	Get an engineer to check before removing any wall, beam, post or bracing that may be load-bearing. Keep everyone clear of the area under and next to the work. Install temporary props, needles or shoring as designed before removing any support.
7	Lift new windows with two people or suction lifters	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.
8	Fix, pack, seal and flash the window	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.
9	Make good, then clean up broken glass and waste	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.

5. PPE AND PERMITS

Required PPE	Permits and plans
Safety boots Cut-resistant gloves Safety glasses Safety helmet Half-mask respirator (P3 filters) Coveralls Rigger gloves FFP3 dust mask Hi-vis vest Ear defenders Chemical-resistant gloves Safety goggles	Work at height permit

6. 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)			
Mobile access tower	PASMA certificate	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); re-inspect each time the tower is moved and re-erected			
Hand tools					
Podium step		Pre-use check every day it is used, plus regular detailed visual inspections recorded (HSE INDG455)			

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

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