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	Ducted air conditioning unit installation	**Start date**	9 Nov 2026
Working hours	7:00 am to 3:30 pm	**Trade**	Heating and ventilation

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

	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 the roof space for asbestos, cables and access	Disturbing asbestos Electric shock from live wiring Tight spaces: roof spaces and under floors Rules: Control of Asbestos Regulations 2012; Electricity at Work Regulations 1989	Workers, Occupants, Public. How: Buildings built before 2000 may contain asbestos. Drilling, cutting or breaking it releases fibres that cause cancer years later. Contact with live wires, distribution boards or equipment gives an electric shock or arc flash burn that can kill.	**Very high (15) Possible / Fatal**	1.1 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] 1.2 Seal off the work area and keep everyone else out. [Isolate] 1.3 If asbestos must be disturbed, keep it wet, use hand tools not power tools, and clean up with an H-class vacuum. [Control (engineering)] 1.4 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)] 1.5 Stop work straight away if you find suspect asbestos. Do not touch it and tell your supervisor. [Control (procedures)] 1.6 Wear a fit-tested FFP3 mask (or better) and disposable type 5 coveralls. [PPE] 1.7 Isolate the power before any work. Do not work live. [Eliminate] 1.8 Lock out and tag the isolation point with your own personal lock and danger tag. [Isolate] 1.9 Prove dead at the point of work with an approved voltage	**Medium (6) Unlikely / Lost time injury**	Site supervisor

#	Activity / step	Hazards	Who might be harmed and how	Risk before	Controls	Risk after	Responsible
					indicator (GS38), and prove the tester before and after. [Control (engineering)] 1.10 Only competent, qualified electricians do electrical work, following a safe isolation procedure. [Control (procedures)] 1.11 Check for back feeds from solar, batteries and generators that can keep a circuit live after the main switch is off. [Control (procedures)] 1.12 Do as much of the work as you can from outside the tight space. [Eliminate] 1.13 Turn the power off at the consumer unit or distribution board before entering where you can, as damaged cables may be live. [Isolate] 1.14 Lay crawl boards across the joists so you cannot step through the ceiling. [Control (engineering)] 1.15 Set up ventilation and lighting in the space. [Control (engineering)] 1.16 Limit time in hot roof spaces and take breaks somewhere cool. [Control (procedures)]		
2	Work in the roof space early in the day, with breaks and water	Heat stress Confined space entry Rules: Confined Spaces Regulations 1997	Workers, Rescuers. How: Hard work in hot weather or hot roof spaces causes heat exhaustion or heat stroke, which can kill. Bad air, toxic gas or engulfment in a tank, pit, sewer or manhole overcomes workers and the people who try to rescue them.	**High (12) Possible / Major injury**	2.1 Schedule heavy work for the cooler part of the day. [Eliminate] 2.2 Provide shade over work and rest areas, and fans or cooling in roof spaces. [Control (engineering)] 2.3 Supply cool drinking water close by and drink a cup every 15 to 20 minutes. [Control (procedures)] 2.4 Take regular rest breaks in the shade, more often as it gets hotter. [Control (procedures)] 2.5 Let new and returning workers build up to full work in the heat over about a week. [Control (procedures)] 2.6 Watch each other for dizziness, headache, confusion or stopping sweating. Stop work, cool down and get help. [Control (procedures)] 2.7 Have a hot weather plan, including when work stops. [Control (procedures)] 2.8 Wear light, loose, long-sleeved clothing, a hat or brim, and sunscreen. [PPE] 2.9 Do the work from outside the space where you can, using cameras or long-reach tools. [Eliminate] 2.10 Isolate and lock out all pipes, power and moving parts going into the space. [Isolate] 2.11 Test the air for oxygen, flammable and toxic gases before entry, and keep testing during the work. [Control (engineering)] 2.12 Use forced ventilation to keep the air clean. [Control (engineering)] 2.13 Issue a confined space entry permit before anyone goes in. Only trained workers enter. [Control (procedures)] 2.14 Keep a trained standby person outside at all times, in contact with those inside. [Control (procedures)] 2.15 Set up a rescue plan and rescue gear before entry. Never go in	**Medium (8) Unlikely / Major injury**	Site supervisor

#	Activity / step	Hazards	Who might be harmed and how	Risk before	Controls	Risk after	Responsible
					to rescue without the right gear. [Control (procedures)] 2.16 Wear a harness for retrieval and the respirator the air test calls for. [PPE]		
3	Lift the indoor unit into the roof with a hoist or team	Lifting and carrying heavy loads Falling tools and materials Rules: Manual Handling Operations Regulations 1992; Work at Height Regulations 2005, regulation 10 (falling objects)	Workers, Public, People below. How: Lifting, carrying, pushing or twisting with heavy or awkward loads strains the back, shoulders or knees. Tools, materials or debris fall from above and hit someone working or walking below.	**High (12) Likely / Lost time injury**	3.1 Plan to avoid carrying: have materials delivered, and old items picked up, as close as possible to where they are used. [Eliminate] 3.2 Use lighter or smaller loads: order smaller bags and shorter lengths, and drain or break down old items before moving them. [Reduce / substitute] 3.3 Use trolleys, pallet jacks, hoists, vacuum lifters or plant instead of carrying by hand. [Control (engineering)] 3.4 Use a two-person lift for anything heavy, long or awkward. Plan the route first and clear it. [Control (procedures)] 3.5 Keep the load close, back straight and no twisting. Turn with your feet. [Control (procedures)] 3.6 Rotate tasks and take breaks on long lifting jobs. [Control (procedures)] 3.7 Wear gloves for grip and safety boots to protect your feet. [PPE] 3.8 Barricade and sign the drop zone under overhead work so nobody walks beneath. [Isolate] 3.9 Fit toe boards, kick plates and mesh screens on scaffolds and edges. [Control (engineering)] 3.10 Use catch fans, debris netting or covered walkways where people pass below. [Control (engineering)] 3.11 Tether hand tools when working at height. [Control (engineering)] 3.12 Keep platforms tidy. Do not stack materials near edges or above toe board height. [Control (procedures)] 3.13 Lower materials with a hoist, chute or rope. Never throw or drop anything down. [Control (procedures)] 3.14 Wear a hard hat anywhere objects could fall. [PPE]	**Medium (8) Unlikely / Major injury**	Site supervisor
4	Walk on joists or crawl boards only	Falling through a floor opening or void Rules: Work at Height Regulations 2005	Workers, Visitors. How: A worker steps into an open hole, stairwell, lift shaft or penetration and falls to the level below.	**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 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]	**Medium (5) Very unlikely / Fatal**	Site supervisor

#	Activity / step	Hazards	Who might be harmed and how	Risk before	Controls	Risk after	Responsible
5	Install ducts, cutting with care and wearing gloves and a mask for insulation	Cuts from sharp edges General dust	Workers, Occupants. How: Sheet metal, glass, blades, cable tray and offcuts cut hands and arms. Dust from plasterboard, filler, cement and clean up irritates eyes and lungs and makes it hard to see.	**Medium (8) Likely / Minor injury**	5.1 Deburr or cover sharp edges, and fit edge protectors on exposed sheet metal. [Control (engineering)] 5.2 Use knives with retractable or self-retracting blades. [Control (engineering)] 5.3 Cut away from your body and keep your other hand clear. [Control (procedures)] 5.4 Put used blades in a blade bin or sharps container. [Control (procedures)] 5.5 Use two people to handle large sheets of metal or glass. [Control (procedures)] 5.6 Wear cut-resistant gloves and long sleeves. [PPE] 5.7 Use low-dust products, such as dust-reduced or pre-mixed compounds. [Reduce / substitute] 5.8 Seal off the work area with plastic sheeting in occupied buildings. [Isolate] 5.9 Use tools with dust extraction and a vacuum for clean up. [Control (engineering)] 5.10 Lightly mist the area with water to keep dust down, away from anything electrical. [Control (engineering)] 5.11 Never dry sweep or blow dust off with compressed air. [Control (procedures)] 5.12 Wear a dust mask and safety glasses. [PPE]	**Low (4) Unlikely / Minor injury**	Site supervisor
6	Connect refrigerant and power, test and commission	Refrigerant leaks Electric shock from live wiring Pressure testing Rules: Fluorinated Greenhouse Gases Regulations 2015; Electricity at Work Regulations 1989; Pressure Systems Safety Regulations 2000	Workers, Occupants. How: Refrigerant gas causes frostbite, pushes oxygen out of small rooms, and some types catch fire. Contact with live wires, distribution boards or equipment gives an electric shock or arc flash burn that can kill.	**Very high (15) Possible / Fatal**	6.1 Recover refrigerant into an approved cylinder before opening the system. Never vent it. [Isolate] 6.2 Ventilate closed spaces and use a leak detector during the work. [Control (engineering)] 6.3 Only F-gas certified engineers handle refrigerants. [Control (procedures)] 6.4 With flammable refrigerants (such as R32 or R290), remove ignition sources and use spark-free tools. [Control (procedures)] 6.5 Wear cold-rated gloves and safety glasses or a face shield. [PPE] 6.6 If live work cannot be avoided, use a permit, a safety observer and insulated tools. [Control (procedures)] 6.7 Wear insulated gloves, arc-rated clothing and a face shield when testing or working near live parts. [PPE] 6.8 Electric shock from live wiring: see step 1 for the full controls [Control (procedures)] 6.9 Test with water instead of air or gas where the system allows it. Never put water in refrigerant pipework, which is tested with dry nitrogen. [Reduce / substitute] 6.10 Keep people out of the test area with signs and barriers. [Isolate] 6.11 Use a calibrated gauge and a relief valve set to protect the system. [Control (engineering)] 6.12 Test to the pressure the system calls for and hold it for the set	**Medium (5) Very unlikely / Fatal**	Site supervisor

#	Activity / step	Hazards	Who might be harmed and how	Risk before	Controls	Risk after	Responsible
					time. Never go over. [Control (procedures)] 6.13 Release the pressure fully before tightening anything or fixing leaks. [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 the roof space for asbestos, cables and access	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. Seal off the work area and keep everyone else out. If asbestos must be disturbed, keep it wet, use hand tools not power tools, and clean up with an H-class vacuum.
2	Work in the roof space early in the day, with breaks and water	Schedule heavy work for the cooler part of the day. Provide shade over work and rest areas, and fans or cooling in roof spaces. Supply cool drinking water close by and drink a cup every 15 to 20 minutes.
3	Lift the indoor unit into the roof with a hoist or team	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.
4	Walk on joists or crawl boards only	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	Install ducts, cutting with care and wearing gloves and a mask for insulation	Deburr or cover sharp edges, and fit edge protectors on exposed sheet metal. Use knives with retractable or self-retracting blades. Cut away from your body and keep your other hand clear.
6	Connect refrigerant and power, test and commission	Recover refrigerant into an approved cylinder before opening the system. Never vent it. Ventilate closed spaces and use a leak detector during the work. Only F-gas certified engineers handle refrigerants.

5. PPE AND PERMITS

Required PPE	Permits and plans
Safety boots Safety glasses Cut-resistant gloves FFP3 dust mask Full body harness and lanyard Half-mask respirator (P3 filters) Coveralls Rigger gloves Insulated electrical gloves Arc-rated clothing and face shield	Permit to work (electrical isolation)

Required PPE	Permits and plans
Knee pads Safety helmet Sun protection (sunscreen and neck cover) Face shield	

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)			
Hand tools					
Podium step		Pre-use check every day it is used, plus regular detailed visual inspections recorded (HSE INDG455)			
Mobile crane	CPCS or NPORS crane operator card, plus slinger signaller card; lift plan by an Appointed Person	LOLER thorough examination at least every 12 months (lifting accessories such as slings and shackles every 6 months), plus daily pre-use checks			
Electrical test equipment (multifunction tester)		Check leads and probes meet HSE GS38 before each use; prove the voltage indicator on a proving unit before and after; calibrate at the maker's interval (usually yearly)			

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