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	Retaining wall construction	**Start date**	9 Nov 2026
Working hours	7:00 am to 3:30 pm	**Trade**	Landscaping

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	Get utility plans and check the wall has an engineer's design where needed, such as most walls over 1 m or any wall holding up a building, driveway or slope	Hitting underground services Rules: HSE HSG47 Avoiding danger from underground services	Workers, Public. How: Digging, drilling or driving pegs hits a buried power cable, gas pipe or water main, causing electrocution, explosion or flooding.	**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]	**Medium (5) Very unlikely / Fatal**	Site supervisor
2	Check neighbouring footings, fences and structures near the cut, and get engineer advice before digging	Trench or excavation collapse Public entering the work area	Workers, Public, Children. How: The trench walls cave in and bury or crush a worker. Any	**Very high (15) Possible / Fatal**	2.1 Use methods that keep people out of the trench, such as directional boring or working from the surface. [Eliminate] 2.2 Barricade or cover the excavation so people and plant cannot fall in. [Isolate] 2.3 Support or batter back the sides of any excavation where	**Medium (5) Very unlikely / Fatal**	Site supervisor

#	Activity / step	Hazards	Who might be harmed and how	Risk before	Controls	Risk after	Responsible
	close enough to undermine them	Rules: CDM Regulations 2015, regulation 22 (excavations); CDM Regulations 2015	excavation can collapse, however shallow. Sides must be supported or battered back wherever a collapse could hurt someone. Members of the public, including children, walk into the site and are hit by plant or falling objects, or fall into holes.		collapse could happen. Use trench boxes or sheet piling for deeper trenches. [Control (engineering)] 2.4 Keep spoil, materials and plant at least 1 metre back from the edge. [Control (engineering)] 2.5 Provide a safe way in and out, such as a ladder near where people work. [Control (engineering)] 2.6 Inspect the excavation at the start of each shift and after rain or anything that could weaken it. Record it. [Control (procedures)] 2.7 Never work alone in a trench. Watch for water, cracks and bulging walls, and get out if you see them. [Control (procedures)] 2.8 Wear a hard hat, hi-vis and safety boots. [PPE] 2.9 Fence off the site with secure temporary fencing and lock the gates when you leave. [Isolate] 2.10 Give pedestrians a safe, marked path around the work, with ramps for prams and wheelchairs. [Isolate] 2.11 Public entering the work area: see step 10 for the full controls [Control (procedures)]		
3	Set up an exclusion zone around the machines	Being hit by mobile plant Rules: CDM Regulations 2015 and PUWER 1998	Workers, Visitors, Public. How: Excavators, loaders, telehandlers and trucks run over or crush workers, especially when reversing or slewing.	**Very high (15) Possible / Fatal**	3.1 Separate people and plant with barriers, exclusion zones and marked walkways. [Isolate] 3.2 Use plant with working reversing alarms, cameras and lights. [Control (engineering)] 3.3 Being hit by mobile plant: see step 7 for the full controls [Control (procedures)]	**Medium (5) Very unlikely / Fatal**	Site supervisor
4	Excavate the cut in short sections, battered or benched to the engineer's or geotechnical advice, and never let anyone work between an unsupported cut face and the wall	Trench or excavation collapse Being hit by mobile plant Rules: CDM Regulations 2015, regulation 22 (excavations); CDM Regulations 2015 and PUWER 1998	Workers, Visitors, Public. How: The trench walls cave in and bury or crush a worker. Any excavation can collapse, however shallow. Sides must be supported or battered back wherever a collapse could hurt someone. Excavators, loaders, telehandlers and trucks run over or crush workers, especially when reversing or slewing.	**Very high (15) Possible / Fatal**	4.1 Trench or excavation collapse: see step 2 for the full controls [Control (procedures)] 4.2 Have a traffic management plan showing plant routes, loading areas and pedestrian paths. [Control (procedures)] 4.3 Use a spotter when reversing or working near people. [Control (procedures)] 4.4 Being hit by mobile plant: see step 7 for the full controls [Control (procedures)]	**Medium (5) Very unlikely / Fatal**	Site supervisor
5	Pour the footing or lay the base, capping any	Wet concrete and cement burns	Workers. How: Wet concrete,	**High (12) Possible /**	5.1 Use long-handled tools and pumps to cut down contact. [Control (engineering)]	**Low (4) Very unlikely**	Site supervisor

#	Activity / step	Hazards	Who might be harmed and how	Risk before	Controls	Risk after	Responsible
	rebar bars	Impalement on rebar	mortar and cement burn skin and eyes. Burns can be deep and are often not felt until later. A worker falls or trips onto exposed rebar or starter bars and is impaled or badly cut.	**Major injury**	5.2 Wash concrete off skin straight away with clean water. [Control (procedures)] 5.3 Have clean water and eye wash where concrete or mortar is mixed and used. [Control (procedures)] 5.4 Do a COSHH assessment for cement, lime and mortar, and check hands regularly for early signs of dermatitis. [Control (procedures)] 5.5 Wear waterproof gloves, long sleeves and waterproof boots with trousers worn over the top. [PPE] 5.6 Wear safety glasses or goggles to stop splashes. [PPE] 5.7 Cover or cap all exposed bar ends with approved caps or covers. [Control (engineering)] 5.8 Bend bars over where the design allows. [Control (engineering)] 5.9 Use edge protection near starter bars so nobody can fall onto them. [Control (engineering)] 5.10 Keep walkways clear of exposed bars and mark the hazard. [Control (procedures)] 5.11 Wear gloves, safety glasses and safety boots when handling bar. [PPE]	**/ Major injury**	
6	Lay drainage and the first course	Lifting and carrying heavy loads Repetitive work and awkward postures Rules: Manual Handling Operations Regulations 1992	Workers. How: Lifting, carrying, pushing or twisting with heavy or awkward loads strains the back, shoulders or knees. Doing the same movement for hours, kneeling or working overhead causes long-term damage to joints, muscles and tendons.	**High (12) Likely / Lost time injury**	6.1 Plan to avoid carrying: have materials delivered, and old items picked up, as close as possible to where they are used. [Eliminate] 6.2 Use lighter or smaller loads: order smaller bags and shorter lengths, and drain or break down old items before moving them. [Reduce / substitute] 6.3 Lifting and carrying heavy loads: see step 7 for the full controls [Control (procedures)] 6.4 Use tools that cut the effort: powered screwdrivers, long-handled tools and extension poles for overhead work. [Reduce / substitute] 6.5 Set work up at waist height on benches or trestles where you can. [Control (engineering)] 6.6 Use light tools with good grips, and keep blades and bits sharp. [Control (engineering)] 6.7 Rotate tasks and take short breaks every hour on repetitive work. [Control (procedures)] 6.8 Warm up before heavy physical work and report aches and pains early. [Control (procedures)] 6.9 Wear knee pads for kneeling work and gloves for grip. [PPE]	**Medium (6) Unlikely / Lost time injury**	Site supervisor
7	Lift blocks or sleepers with machines or two people	Lifting and carrying heavy loads Being hit by mobile plant Rules: Manual Handling Operations Regulations 1992; CDM Regulations	Workers, Visitors, Public. How: Lifting, carrying, pushing or twisting with heavy or awkward loads strains the back, shoulders or knees. Excavators, loaders,	**Very high (15) Possible / Fatal**	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	**Medium (6) Unlikely / Lost time injury**	Site supervisor

#	Activity / step	Hazards	Who might be harmed and how	Risk before	Controls	Risk after	Responsible
		2015 and PUWER 1998	telehandlers and trucks run over or crush workers, especially when reversing or slewing.		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 Separate people and plant with barriers, exclusion zones and marked walkways. [Isolate] 7.9 Use plant with working reversing alarms, cameras and lights. [Control (engineering)] 7.10 Have a traffic management plan showing plant routes, loading areas and pedestrian paths. [Control (procedures)] 7.11 Use a spotter when reversing or working near people. [Control (procedures)] 7.12 Make eye contact with the operator before going near. Stay out of the swing radius. [Control (procedures)] 7.13 Operators hold a CPCS, NPORS or equal card for the plant they use. [Control (procedures)] 7.14 Do a pre-start check on each machine every day and record it. [Control (procedures)] 7.15 Wear hi-vis clothing and a hard hat. [PPE]		
8	Cut blocks wet, never dry	Silica dust from concrete, brick, stone and tiles Saw cuts and kickback Loud noise Rules: COSHH Regulations 2002; Provision and Use of Work Equipment Regulations 1998 (PUWER); Control of Noise at Work Regulations 2005	Workers, People nearby. How: Cutting, grinding or drilling concrete, brick, stone, tiles or fibre cement makes fine silica dust that causes silicosis and lung cancer. Circular saws, drop saws and table saws cut fingers and hands or throw material back at the user.	**Very high (20)** **Likely / Fatal**	8.1 Order materials cut to size, or use low-dust methods such as score and snap or a block splitter. [Reduce / substitute] 8.2 Cut outdoors or in a separate area, with other people well away and upwind. [Isolate] 8.3 Use water on the blade or on-tool dust extraction connected to an H-class vacuum. [Control (engineering)] 8.4 Clean up with a vacuum or wet methods. Never dry sweep or use compressed air. [Control (procedures)] 8.5 Do a COSHH assessment and keep exposure below the workplace exposure limit (0.1 mg/m3 respirable crystalline silica, 8 hours). [Control (procedures)] 8.6 Workers regularly exposed to silica dust get health surveillance (COSHH reg 11, HSE G404). [Control (procedures)] 8.7 Wear a fit-tested FFP3 mask. [PPE] 8.8 Keep blade guards fitted and working, and use the riving knife on table saws. [Control (engineering)] 8.9 Use push sticks and clamps, and support long pieces so they do not pinch the blade. [Control (engineering)] 8.10 Use a sharp, undamaged blade made for the material. [Control (procedures)] 8.11 Stand to one side of the blade line, out of the kickback path. [Control (procedures)] 8.12 Let the blade stop fully before reaching in or putting the saw down. [Control (procedures)] 8.13 Use quieter tools and methods, such as cut-to-size materials,	**Medium (8)** **Unlikely / Major injury**	Site supervisor

#	Activity / step	Hazards	Who might be harmed and how	Risk before	Controls	Risk after	Responsible
					low-noise machines and battery tools. [Reduce / substitute] 8.14 Keep noisy plant away from work areas, and use screens or distance between the noise and people. [Isolate] 8.15 Keep tools maintained and use mufflers on compressors and generators. [Control (engineering)] 8.16 Limit time on noisy tools and rotate workers. [Control (procedures)] 8.17 If you have to shout to be heard by someone 2 metres away, the noise is probably 85 dB(A) or more: wear hearing protection. [Control (procedures)] 8.18 Assess noise. At 85 dB(A) or more, hearing protection is required and the zone must be marked. [Control (procedures)]		
9	Backfill and compact behind the wall in layers as it goes up	Hand-arm and whole-body vibration Being hit by mobile plant Trench or excavation collapse Rules: Control of Vibration at Work Regulations 2005; CDM Regulations 2015 and PUWER 1998; CDM Regulations 2015, regulation 22 (excavations)	Workers, Visitors, Public. How: Long periods on jackhammers, grinders, compactors or riding plant cause white finger, numbness and back damage. Excavators, loaders, telehandlers and trucks run over or crush workers, especially when reversing or slewing.	**Very high (15) Possible / Fatal**	9.1 Use low-vibration tools and methods, such as a breaker on an excavator instead of a hand jackhammer. [Reduce / substitute] 9.2 Keep tools sharp and well maintained, and use anti-vibration handles and seats. [Control (engineering)] 9.3 Limit trigger time using the HSE vibration calculator to stay below the exposure action value, and rotate workers. [Control (procedures)] 9.4 Keep hands warm and dry, and take regular breaks. [Control (procedures)] 9.5 Report tingling, numbness or white fingers early. [Control (procedures)] 9.6 Being hit by mobile plant: see step 7 for the full controls [Control (procedures)] 9.7 Trench or excavation collapse: see step 2 for the full controls [Control (procedures)]	**Medium (6) Unlikely / Lost time injury**	Site supervisor
10	Barricade the top of the wall until the permanent fence or balustrade is in, then clean up	Public entering the work area Poor housekeeping and waste Rules: CDM Regulations 2015	Public, Children, Workers, Visitors. How: Members of the public, including children, walk into the site and are hit by plant or falling objects, or fall into holes. Rubbish, offcuts and materials left lying around cause trips, cuts and fires, and block exits.	**High (12) Possible / Major injury**	10.1 Fence off the site with secure temporary fencing and lock the gates when you leave. [Isolate] 10.2 Give pedestrians a safe, marked path around the work, with ramps for prams and wheelchairs. [Isolate] 10.3 Use hoarding, covered walkways or catch fans where work is above public areas. [Control (engineering)] 10.4 Put signs at each entry: site name, contact number and "No unauthorised entry". [Control (procedures)] 10.5 Make the site safe at the end of each day: cover holes, lower plant, remove ladders and lock tools away. [Control (procedures)] 10.6 Use a spotter when moving plant or materials across public paths. [Control (procedures)] 10.7 Order materials to size and send packaging back where you can. [Eliminate] 10.8 Put skips and waste chutes close to the work. [Control (engineering)] 10.9 Clean as you go, and do a full clean up at the end of each day. [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
					10.10 Keep exits, stairs and walkways clear at all times. [Control (procedures)] 10.11 Stack materials neatly on level ground, away from edges. [Control (procedures)] 10.12 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)] 10.13 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.

4. METHOD STATEMENT: SEQUENCE OF WORK

Step	What we will do	How it is done safely
1	Get utility plans and check the wall has an engineer's design where needed, such as most walls over 1 m or any wall holding up a building, driveway or slope	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	Check neighbouring footings, fences and structures near the cut, and get engineer advice before digging close enough to undermine them	Use methods that keep people out of the trench, such as directional boring or working from the surface. Barricade or cover the excavation so people and plant cannot fall in. Support or batter back the sides of any excavation where collapse could happen. Use trench boxes or sheet piling for deeper trenches.
3	Set up an exclusion zone around the machines	Separate people and plant with barriers, exclusion zones and marked walkways. Use plant with working reversing alarms, cameras and lights. Being hit by mobile plant: see step 7 for the full controls
4	Excavate the cut in short sections, battered or benched to the engineer's or geotechnical advice, and never let anyone work between an unsupported cut face and the wall	Trench or excavation collapse: see step 2 for the full controls Have a traffic management plan showing plant routes, loading areas and pedestrian paths. Use a spotter when reversing or working near people.
5	Pour the footing or lay the base, capping any rebar bars	Use long-handled tools and pumps to cut down contact. Wash concrete off skin straight away with clean water. Have clean water and eye wash where concrete or mortar is mixed and used.
6	Lay drainage and the first course	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. Lifting and carrying heavy loads: see step 7 for the full controls
7	Lift blocks or sleepers with machines or two people	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	Cut blocks wet, never dry	Order materials cut to size, or use low-dust methods such as score and snap or a block splitter. Cut outdoors or in a separate area, with other people well away and upwind. Use water on the blade or on-tool dust extraction connected to an H-class vacuum.

Step	What we will do	How it is done safely
9	Backfill and compact behind the wall in layers as it goes up	Use low-vibration tools and methods, such as a breaker on an excavator instead of a hand jackhammer. Keep tools sharp and well maintained, and use anti-vibration handles and seats. Limit trigger time using the HSE vibration calculator to stay below the exposure action value, and rotate workers.
10	Barricade the top of the wall until the permanent fence or balustrade is in, then clean up	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.

5. PPE AND PERMITS

Required PPE	Permits and plans
Safety boots Hi-vis vest Rigger gloves Safety glasses Ear defenders FFP3 dust mask Safety helmet Chemical-resistant gloves Safety goggles Knee pads Half-mask respirator (P3 filters)	None required

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			
Skid steer loader	CPCS or NPORS skid steer card				
Wacker plate					
Cut-off saw (Stihl saw)		User check before each use; inspected and serviced to the maker's schedule (PUWER regs 5 and 6). Discs changed only by people trained in abrasive wheels			
Hand tools					

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