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	Solar panel removal and reinstall	**Start date**	9 Nov 2026
Working hours	7:00 am to 3:30 pm	**Trade**	Solar

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	Shut down the system and isolate AC and DC	Electric shock from live wiring Stored energy Rules: Electricity at Work Regulations 1989	Workers, Occupants. How: Contact with live wires, distribution boards or equipment gives an electric shock or arc flash burn that can kill. Energy left in springs, hydraulics, compressed gas, raised loads or capacitors releases suddenly and crushes or injures workers.	**Very high (15) Possible / Fatal**	1.1 Isolate the power before any work. Do not work live. [Eliminate] 1.2 Lock out and tag the isolation point with your own personal lock and danger tag. [Isolate] 1.3 Prove dead at the point of work with an approved voltage indicator (GS38), and prove the tester before and after. [Control (engineering)] 1.4 Only competent, qualified electricians do electrical work, following a safe isolation procedure. [Control (procedures)] 1.5 Check for back feeds from solar, batteries and generators that can keep a circuit live after the main switch is off. [Control (procedures)] 1.6 If live work cannot be avoided, use a permit, a safety observer and insulated tools. [Control (procedures)] 1.7 Wear insulated gloves, arc-rated clothing and a face shield when testing or working near live parts. [PPE] 1.8 Release or block all stored energy before work: release the pressure in pipes, tanks and hoses, bleed hydraulics, release springs, lower loads. [Eliminate] 1.9 Lock out and tag all energy sources with personal locks. [Isolate] 1.10 Put mechanical blocks or props under raised parts like buckets,	**Medium (5) Very unlikely / Fatal**	Site supervisor

#	Activity / step	Hazards	Who might be harmed and how	Risk before	Controls	Risk after	Responsible
					tipper bodies and doors. [Control (engineering)] 1.11 Test that the system is dead and nothing can move before you start. [Control (procedures)] 1.12 Follow the maker's procedure, for example for garage door and roller door springs. [Control (procedures)] 1.13 Wear safety glasses and gloves. [PPE]		
2	Set up edge protection and roof access	Falling from a roof edge Falling from a ladder Rules: Work at Height Regulations 2005	Workers, People below. How: A worker slips or walks off the edge of a roof or gutter line and falls to the ground. The ladder slips or tips, or the worker overreaches, and they fall onto a hard surface.	**Very high (20) Likely / Fatal**	2.1 Do what you can from the ground or from a scaffold at the gutter line, for example pre-assemble parts on the ground. [Eliminate] 2.2 Install edge protection or guardrails on all open roof edges before work starts. [Isolate] 2.3 Use a perimeter scaffold with handrails and toe boards along the eaves where practical. [Control (engineering)] 2.4 Where guardrails cannot be fitted, use fall restraint on certified roof anchors so workers cannot reach the edge. [Control (engineering)] 2.5 Use one safe, controlled access point and keep others off the roof. [Control (procedures)] 2.6 Stop roof work in strong wind or rain, and when the roof is wet, icy or covered in dust or frost. [Control (procedures)] 2.7 Wear a harness clipped to a rated anchor when using restraint or fall arrest, and soft-soled non-slip boots. [PPE] 2.8 Use a podium step, mobile tower or MEWP for longer jobs instead of a straight ladder. [Reduce / substitute] 2.9 Use EN 131 professional ladders in good condition. Remove any damaged ladder from site. [Control (engineering)] 2.10 Set extension ladders at a 4 to 1 angle on firm, level ground, tied or footed, and reaching 1 metre above the landing. [Control (engineering)] 2.11 Use ladders only for short, light work (about 30 minutes in one spot). Do not carry heavy or awkward loads up a ladder. [Control (procedures)] 2.12 Keep three points of contact and your belt buckle between the stiles. Do not overreach. [Control (procedures)] 2.13 Do not work off the top three rungs of a leaning ladder. On a stepladder, do not stand on the top two steps (top three on swing-back or double-sided steps) unless there is a suitable handhold. [Control (procedures)] 2.14 Check the ladder before each use: feet, rungs, stiles and locks. [Control (procedures)] 2.15 Wear non-slip safety boots with clean soles. [PPE]	**Medium (8) Unlikely / Major injury**	Site supervisor
3	Disconnect panels, covering connectors	Electric shock from live wiring Rules: Electricity at Work Regulations 1989	Workers, Occupants. How: Contact with live wires, distribution boards or equipment gives an electric shock	**Very high (15) Possible / Fatal**	3.1 Electric shock from live wiring: see step 1 for the full controls [Control (procedures)]	**Medium (5) Very unlikely / Fatal**	Site supervisor

#	Activity / step	Hazards	Who might be harmed and how	Risk before	Controls	Risk after	Responsible
			or arc flash burn that can kill.				
4	Lower panels by hoist and store them flat	Lifting and carrying heavy loads Falling tools and materials Glass handling and breakage Rules: Manual Handling Operations Regulations 1992; Work at Height Regulations 2005, regulation 10 (falling objects)	Workers, Public, People below, Occupants. 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**	4.1 Plan to avoid carrying: have materials delivered, and old items picked up, as close as possible to where they are used. [Eliminate] 4.2 Use lighter or smaller loads: order smaller bags and shorter lengths, and drain or break down old items before moving them. [Reduce / substitute] 4.3 Use trolleys, pallet jacks, hoists, vacuum lifters or plant instead of carrying by hand. [Control (engineering)] 4.4 Use a two-person lift for anything heavy, long or awkward. Plan the route first and clear it. [Control (procedures)] 4.5 Keep the load close, back straight and no twisting. Turn with your feet. [Control (procedures)] 4.6 Barricade and sign the drop zone under overhead work so nobody walks beneath. [Isolate] 4.7 Fit toe boards, kick plates and mesh screens on scaffolds and edges. [Control (engineering)] 4.8 Use catch fans, debris netting or covered walkways where people pass below. [Control (engineering)] 4.9 Tether hand tools when working at height. [Control (engineering)] 4.10 Keep platforms tidy. Do not stack materials near edges or above toe board height. [Control (procedures)] 4.11 Use suction lifters, glass trolleys or a glazing robot for large panes. [Control (engineering)] 4.12 Store glass upright on racks and secure it. Never lay it flat or lean it loosely. [Control (engineering)] 4.13 Use two or more people for large panes, and clear the carry route first. [Control (procedures)] 4.14 Mark new glass with tape or stickers so nobody walks into it. [Control (procedures)] 4.15 Clean up broken glass straight away into a marked container. [Control (procedures)]	**Medium (8) Unlikely / Major injury**	Site supervisor
5	Reinstall, test and recommission	Electric shock from live wiring Poor housekeeping and waste Rules: Electricity at Work Regulations 1989	Workers, Occupants, Visitors. How: Contact with live wires, distribution boards or equipment gives an electric shock or arc flash burn that can kill. Rubbish, offcuts and materials left lying around cause trips, cuts and fires, and block exits.	**Very high (15) Possible / Fatal**	5.1 Electric shock from live wiring: see step 1 for the full controls [Control (procedures)] 5.2 Order materials to size and send packaging back where you can. [Eliminate] 5.3 Put skips and waste chutes close to the work. [Control (engineering)] 5.4 Clean as you go, and do a full clean up at the end of each day. [Control (procedures)] 5.5 Keep exits, stairs and walkways clear at all times. [Control (procedures)] 5.6 Stack materials neatly on level ground, away from edges. [Control (procedures)] 5.7 Use a registered waste carrier and keep waste transfer notes for	**Medium (5) Very unlikely / Fatal**	Site supervisor

#	Activity / step	Hazards	Who might be harmed and how	Risk before	Controls	Risk after	Responsible
					at least 2 years. Keep hazardous waste such as asbestos separate, with consignment notes (special waste in Scotland). [Control (procedures)] 5.8 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	Shut down the system and isolate AC and DC	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.
2	Set up edge protection and roof access	Do what you can from the ground or from a scaffold at the gutter line, for example pre-assemble parts on the ground. Install edge protection or guardrails on all open roof edges before work starts. Use a perimeter scaffold with handrails and toe boards along the eaves where practical.
3	Disconnect panels, covering connectors	Electric shock from live wiring: see step 1 for the full controls
4	Lower panels by hoist and store them flat	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.
5	Reinstall, test and recommission	Electric shock from live wiring: see step 1 for the full controls Order materials to size and send packaging back where you can. Put skips and waste chutes close to the work.

5. PPE AND PERMITS

Required PPE	Permits and plans
Safety boots Full body harness and lanyard Insulated electrical gloves Safety glasses Arc-rated clothing and face shield Rigger gloves Sun protection (sunscreen and neck cover) Safety helmet Cut-resistant gloves	Permit to work (electrical isolation) 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
Extension ladder		Pre-use check every day it is used, plus regular detailed visual inspections recorded (HSE INDG455)			
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)			
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)			
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