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	Hang doors and fit hardware	**Start date**	9 Nov 2026
Working hours	7:00 am to 3:30 pm	**Trade**	Carpentry

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	Set up a work area away from occupants and walkways	Working in an occupied home or building Slips and trips	Residents, Children, Staff, Workers, Visitors, 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. Workers slip on wet or muddy ground or trip on leads, offcuts and uneven ground, causing sprains, broken bones or head injuries.	**Medium (9) Possible / Lost time injury**	1.1 Plan noisy, dusty or risky work for when the building is empty. [Eliminate] 1.2 Close off the work area with barriers, plastic sheeting or locked doors, and put up signs. [Isolate] 1.3 Keep fire exits and paths clear at all times. [Control (procedures)] 1.4 Tell occupants before you turn off power, water or gas, and before noisy or dusty work. [Control (procedures)] 1.5 Lock away tools, chemicals and materials each day, out of reach of children. [Control (procedures)] 1.6 Clean up dust and debris at the end of each day. [Control (procedures)] 1.7 Plan walkways and keep them clear of materials, hoses and leads. [Eliminate] 1.8 Run leads and hoses overhead on hooks or stands, or along walls, not across walkways. [Control (engineering)] 1.9 Fill or cover holes, and lay boards or mats on muddy access paths. [Control (engineering)] 1.10 Clean up offcuts, packaging and spills as you go, not at the end of the day. [Control (procedures)]	**Low (4) Unlikely / Minor injury**	Site supervisor

#	Activity / step	Hazards	Who might be harmed and how	Risk before	Controls	Risk after	Responsible
					1.11 Keep work areas, stairs and access paths well lit. [Control (procedures)] 1.12 Wear safety boots with good grip, laced up. [PPE]		
2	Remove old doors and frames, checking old paint for lead	Lead paint dust and fumes Lifting and carrying heavy loads Rules: Control of Lead at Work Regulations 2002; Manual Handling Operations Regulations 1992	Workers, Residents, Children. 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. Lifting, carrying, pushing or twisting with heavy or awkward loads strains the back, shoulders or knees.	**High (12) Possible / Major injury**	2.1 Test old paint for lead before you sand, scrape, cut or heat it. [Eliminate] 2.2 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] 2.3 Seal off the work area with plastic sheeting and keep residents, children and pets out. [Isolate] 2.4 Clean up with an H-class vacuum and wet wipes. Never dry sweep. [Control (engineering)] 2.5 Wash hands and face before eating, drinking or smoking. Change out of dusty clothes before going home. [Control (procedures)] 2.6 Wear an FFP3 mask, disposable coveralls and gloves. [PPE] 2.7 Plan to avoid carrying: have materials delivered, and old items picked up, as close as possible to where they are used. [Eliminate] 2.8 Use lighter or smaller loads: order smaller bags and shorter lengths, and drain or break down old items before moving them. [Reduce / substitute] 2.9 Lifting and carrying heavy loads: see step 4 for the full controls [Control (procedures)]	**Medium (6) Unlikely / Lost time injury**	Site supervisor
3	Trim doors to size and rout hinges with dust extraction	Saw cuts and kickback Wood and MDF dust Injury from power tools Loud noise Rules: Provision and Use of Work Equipment Regulations 1998 (PUWER); COSHH Regulations 2002; Control of Noise at Work Regulations 2005	Workers, People nearby. How: Circular saws, drop saws and table saws cut fingers and hands or throw material back at the user. Sawing and sanding timber, MDF and treated wood makes fine dust that causes asthma, skin problems and some cancers.	**High (12) Possible / Major injury**	3.1 Keep blade guards fitted and working, and use the riving knife on table saws. [Control (engineering)] 3.2 Use push sticks and clamps, and support long pieces so they do not pinch the blade. [Control (engineering)] 3.3 Use a sharp, undamaged blade made for the material. [Control (procedures)] 3.4 Stand to one side of the blade line, out of the kickback path. [Control (procedures)] 3.5 Buy pre-cut or pre-finished timber where you can. [Reduce / substitute] 3.6 Cut outdoors or in a well-ventilated area away from others. [Isolate] 3.7 Use saws and sanders with dust extraction connected to an M-class (or better) vacuum. [Control (engineering)] 3.8 Clean up with a vacuum, not a broom or compressed air. [Control (procedures)] 3.9 Do a COSHH assessment for hardwood and MDF dust. [Control (procedures)] 3.10 Keep all guards fitted and working. Never tie back or remove a guard. [Control (engineering)] 3.11 Clamp or secure the work piece. Do not hold it by hand. [Control (engineering)]	**Medium (8) Unlikely / Major injury**	Site supervisor

#	Activity / step	Hazards	Who might be harmed and how	Risk before	Controls	Risk after	Responsible
					3.12 Only trained, competent people use power tools, following the maker's instructions. [Control (procedures)] 3.13 Check tools before use. Unplug or remove the battery before changing blades or bits. [Control (procedures)] 3.14 Use quieter tools and methods, such as cut-to-size materials, low-noise machines and battery tools. [Reduce / substitute] 3.15 Keep noisy plant away from work areas, and use screens or distance between the noise and people. [Isolate] 3.16 Keep tools maintained and use mufflers on compressors and generators. [Control (engineering)] 3.17 Limit time on noisy tools and rotate workers. [Control (procedures)] 3.18 Assess noise. At 85 dB(A) or more, hearing protection is required and the zone must be marked. [Control (procedures)]		
4	Hang the door with help, as solid and fire doors are heavy	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**	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 Rotate tasks and take breaks on long lifting jobs. [Control (procedures)] 4.7 Wear gloves for grip and safety boots to protect your feet. [PPE] 4.8 Use tools that cut the effort: powered screwdrivers, long-handled tools and extension poles for overhead work. [Reduce / substitute] 4.9 Set work up at waist height on benches or trestles where you can. [Control (engineering)] 4.10 Use light tools with good grips, and keep blades and bits sharp. [Control (engineering)] 4.11 Rotate tasks and take short breaks every hour on repetitive work. [Control (procedures)] 4.12 Warm up before heavy physical work and report aches and pains early. [Control (procedures)] 4.13 Wear knee pads for kneeling work and gloves for grip. [PPE]	**Medium (6) Unlikely / Lost time injury**	Site supervisor
5	Fit locks and closers, test operation and clean up	Injury from power tools Poor housekeeping and waste Rules: Provision and Use of Work Equipment	Workers, People nearby, Visitors. How: Drills, saws, routers and sanders kick back, catch clothing or throw debris, causing	**Medium (9) Possible / Lost time injury**	5.1 No loose clothing, jewellery or long hair near spinning parts. [Control (procedures)] 5.2 Wear safety glasses and hearing protection. Do not wear loose gloves on drills or other rotating tools. [PPE] 5.3 Injury from power tools: see step 3 for the full controls [Control (procedures)]	**Medium (6) Unlikely / Lost time injury**	Site supervisor

#	Activity / step	Hazards	Who might be harmed and how	Risk before	Controls	Risk after	Responsible
		Regulations 1998 (PUWER)	cuts, broken bones and eye injuries. Rubbish, offcuts and materials left lying around cause trips, cuts and fires, and block exits.		5.4 Order materials to size and send packaging back where you can. [Eliminate] 5.5 Put skips and waste chutes close to the work. [Control (engineering)] 5.6 Clean as you go, and do a full clean up at the end of each day. [Control (procedures)] 5.7 Keep exits, stairs and walkways clear at all times. [Control (procedures)] 5.8 Stack materials neatly on level ground, away from edges. [Control (procedures)] 5.9 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)] 5.10 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	Set up a work area away from occupants and walkways	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.
2	Remove old doors and frames, checking old paint for lead	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.
3	Trim doors to size and rout hinges with dust extraction	Keep blade guards fitted and working, and use the riving knife on table saws. Use push sticks and clamps, and support long pieces so they do not pinch the blade. Use a sharp, undamaged blade made for the material.
4	Hang the door with help, as solid and fire doors are heavy	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	Fit locks and closers, test operation and clean up	No loose clothing, jewellery or long hair near spinning parts. Wear safety glasses and hearing protection. Do not wear loose gloves on drills or other rotating tools. Injury from power tools: see step 3 for the full controls

5. PPE AND PERMITS

Required PPE	Permits and plans
Safety boots	None required

Required PPE	Permits and plans
Safety glasses FFP3 dust mask Ear defenders Half-mask respirator (P3 filters) Coveralls Rigger gloves Knee pads	

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)			
Router		User check before each use; formal visual inspection and PAT testing at intervals set by risk (110V on site)			
Circular saw		User check before each use; formal visual inspection and PAT testing at intervals set by risk (110V on site)			
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