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	Fit skirting and trims	**Start date**	9 Nov 2026
Working hours	7:00 am to 3:30 pm	**Trade**	Carpentry

2. RISK ASSESSMENT

#	Activity / step	Hazards	Who might be harmed and how	Risk before	Controls	Risk after	Responsible
1	Set up the saw on a stand in a clear, lit area	Slips and trips Poor lighting and night work	Workers, Visitors, Public. How: Workers slip on wet or muddy ground or trip on leads, offcuts and uneven ground, causing sprains, broken bones or head injuries. Dim or dark work areas hide trip hazards, edges and moving plant, and make workers hard to see.	**Medium (9) Possible / Lost time injury**	1.1 Plan walkways and keep them clear of materials, hoses and leads. [Eliminate] 1.2 Run leads and hoses overhead on hooks or stands, or along walls, not across walkways. [Control (engineering)] 1.3 Fill or cover holes, and lay boards or mats on muddy access paths. [Control (engineering)] 1.4 Clean up offcuts, packaging and spills as you go, not at the end of the day. [Control (procedures)] 1.5 Keep work areas, stairs and access paths well lit. [Control (procedures)] 1.6 Wear safety boots with good grip, laced up. [PPE] 1.7 Plan work for daylight hours where you can. [Eliminate] 1.8 Set up enough temporary lighting for the task, walkways, stairs and access points. [Control (engineering)] 1.9 Aim lights so they do not dazzle plant operators or drivers. [Control (engineering)] 1.10 Check lighting before work starts and carry a torch or head lamp. [Control (procedures)] 1.11 Wear hi-vis with reflective tape for night work. [PPE]	**Low (4) Unlikely / Minor injury**	Site supervisor
2	Cut lengths with the guard in place	Saw cuts and kickback Wood and MDF dust 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	**High (12) Possible / Major injury**	2.1 Keep blade guards fitted and working, and use the riving knife on table saws. [Control (engineering)] 2.2 Use push sticks and clamps, and support long pieces so they do not pinch the blade. [Control (engineering)] 2.3 Use a sharp, undamaged blade made for the material. [Control (procedures)] 2.4 Stand to one side of the blade line, out of the kickback path. [Control (procedures)] 2.5 Let the blade stop fully before reaching in or putting the saw down. [Control (procedures)] 2.6 Buy pre-cut or pre-finished timber where you can. [Reduce / substitute]	**Medium (8) Unlikely / Major injury**	Site supervisor

#	Activity / step	Hazards	Who might be harmed and how	Risk before	Controls	Risk after	Responsible
			cancers.		2.7 Cut outdoors or in a well-ventilated area away from others. [Isolate] 2.8 Use saws and sanders with dust extraction connected to an M-class (or better) vacuum. [Control (engineering)] 2.9 Clean up with a vacuum, not a broom or compressed air. [Control (procedures)] 2.10 Do a COSHH assessment for hardwood and MDF dust. [Control (procedures)] 2.11 Wear an FFP3 dust mask for cutting and sanding. [PPE] 2.12 Use quieter tools and methods, such as cut-to-size materials, low-noise machines and battery tools. [Reduce / substitute] 2.13 Keep noisy plant away from work areas, and use screens or distance between the noise and people. [Isolate] 2.14 Keep tools maintained and use mufflers on compressors and generators. [Control (engineering)] 2.15 Limit time on noisy tools and rotate workers. [Control (procedures)] 2.16 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)] 2.17 Assess noise. At 85 dB(A) or more, hearing protection is required and the zone must be marked. [Control (procedures)]		
3	Nail off trims, keeping hands away from the nose of the gun	Nail gun injuries Eye injuries Compressed air	Workers, People nearby. How: A nail gun fires by accident, or a nail goes through the timber or ricochets and hits the user or someone nearby. Flying chips, dust, chemicals or sparks get into the eye and cause damage or blindness.	**High (12) Possible / Major injury**	3.1 Use a nail gun with a sequential (single shot) trigger, not a contact or bump trigger. [Reduce / substitute] 3.2 Disconnect the air or battery before clearing jams, adjusting or moving between work areas. [Control (engineering)] 3.3 Keep your free hand at least 30 cm from the nailing point. [Control (procedures)] 3.4 Never point the gun at anyone or carry it with your finger on the trigger. [Control (procedures)] 3.5 Train new users before they use a nail gun, and check for pipes, cables and metal behind the surface. [Control (procedures)] 3.6 Use tool guards and screens to stop flying particles. [Control (engineering)] 3.7 Use dust extraction and water to keep dust out of the air. [Control (engineering)] 3.8 Keep others out of the area when cutting, grinding or chipping. [Control (procedures)] 3.9 Keep an eye wash station or eye wash bottles on site. [Control (procedures)] 3.10 Wear safety glasses at all times, goggles for dust and chemicals, and a face shield for grinding. [PPE] 3.11 Fit whip checks (safety cables) on hose joints and check hoses before use. [Control (engineering)] 3.12 Fit a pressure regulator and keep pressure to the tool's rating. [Control (engineering)]	**Medium (8) Unlikely / Major injury**	Site supervisor

#	Activity / step	Hazards	Who might be harmed and how	Risk before	Controls	Risk after	Responsible
					3.13 Turn off and bleed the line before disconnecting. [Control (procedures)] 3.14 Never use compressed air to clean clothes or skin, or point it at anyone. [Control (procedures)] 3.15 Wear safety glasses and hearing protection. [PPE]		
4	Work on knee pads and take breaks from kneeling	Repetitive work and awkward postures	Workers. How: Doing the same movement for hours, kneeling or working overhead causes long-term damage to joints, muscles and tendons.	**Medium (9) Possible / Lost time injury**	4.1 Use tools that cut the effort: powered screwdrivers, long-handled tools and extension poles for overhead work. [Reduce / substitute] 4.2 Set work up at waist height on benches or trestles where you can. [Control (engineering)] 4.3 Use light tools with good grips, and keep blades and bits sharp. [Control (engineering)] 4.4 Rotate tasks and take short breaks every hour on repetitive work. [Control (procedures)] 4.5 Warm up before heavy physical work and report aches and pains early. [Control (procedures)] 4.6 Wear knee pads for kneeling work and gloves for grip. [PPE]	**Medium (6) Unlikely / Lost time injury**	Site supervisor
5	Vacuum dust and pick up nails and offcuts	Poor housekeeping and waste	Workers, Visitors. How: Rubbish, offcuts and materials left lying around cause trips, cuts and fires, and block exits.	**Medium (8) Likely / Minor injury**	5.1 Order materials to size and send packaging back where you can. [Eliminate] 5.2 Put skips and waste chutes close to the work. [Control (engineering)] 5.3 Clean as you go, and do a full clean up at the end of each day. [Control (procedures)] 5.4 Keep exits, stairs and walkways clear at all times. [Control (procedures)] 5.5 Stack materials neatly on level ground, away from edges. [Control (procedures)] 5.6 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)] 5.7 Wear gloves when handling waste. [PPE]	**Low (4) Unlikely / Minor injury**	Site supervisor

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.

3. METHOD STATEMENT: SEQUENCE OF WORK

Step	What we will do	How it is done safely
1	Set up the saw on a stand in a clear, lit area	Plan walkways and keep them clear of materials, hoses and leads. Run leads and hoses overhead on hooks or stands, or along walls, not across walkways. Fill or cover holes, and lay boards or mats on muddy access paths.
2	Cut lengths with the guard in place	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.

Step	What we will do	How it is done safely
3	Nail off trims, keeping hands away from the nose of the gun	Use a nail gun with a sequential (single shot) trigger, not a contact or bump trigger. Disconnect the air or battery before clearing jams, adjusting or moving between work areas. Keep your free hand at least 30 cm from the nailing point.
4	Work on knee pads and take breaks from kneeling	Use tools that cut the effort: powered screwdrivers, long-handled tools and extension poles for overhead work. Set work up at waist height on benches or trestles where you can. Use light tools with good grips, and keep blades and bits sharp.
5	Vacuum dust and pick up nails and offcuts	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.

4. PPE AND PERMITS

Required PPE	Permits and plans
Safety boots Safety glasses Ear defenders Knee pads Hi-vis vest FFP3 dust mask Rigger gloves Safety goggles Face shield	None required

5. PLANT AND EQUIPMENT

Plant / equipment	Licence or training needed	Inspection needed	Rego / ID	Last inspected	Certificate / report
Mitre saw		User check before each use; formal visual inspection and PAT testing at intervals set by risk (110V on site)			
Nail gun					
Air compressor		Pressure system: written scheme of examination by a competent person (Pressure Systems Safety Regulations 2000), plus pre-use hose and coupling checks			
Hand tools					

6. CREW COMPETENCY, TICKETS AND LICENCES

Crew listed at sign-on below, with ticket and licence numbers.

7. 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).		

8. 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.		

9. 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.

10. REVISION HISTORY

Rev	Date	By	What changed
1	9 Nov 2026		First issue

11. 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