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	Stair installation	**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	Guard the stair void before and during installation	Falling through a floor opening or void Falling from height Rules: Work at Height Regulations 2005	Workers, Visitors, People below. How: A worker steps into an open hole, stairwell, lift shaft or penetration and falls to the level below. A worker falls from any height where a fall could cause injury, such as an edge, platform or opening.	**Very high (20) Likely / Fatal**	1.1 Cover every hole and penetration with a fixed, secured cover marked "HOLE" or "DANGER". [Isolate] 1.2 Put guardrails with toe boards around stairwells, lift shafts, voids and open edges. [Isolate] 1.3 Install stairs early and fit temporary handrails as soon as they go in. [Control (engineering)] 1.4 Never remove a cover or guardrail without approval. Put it back straight away. [Control (procedures)] 1.5 Inspect covers and barriers daily and after other trades have been through. [Control (procedures)] 1.6 Keep lighting good enough to see openings, especially on lower floors and in the evening. [Control (procedures)] 1.7 Use a harness clipped to a rated anchor when working right next to an open void. [PPE] 1.8 Do the work from the ground where you can, for example pre-assemble on the ground or use extension poles. [Eliminate] 1.9 Install guardrails or edge protection on all open edges before work starts. [Isolate] 1.10 Use a scaffold, mobile tower or MEWP instead of working off a ladder. [Control (engineering)] 1.11 Where edge protection is not practical, use a fall restraint or fall arrest system on a rated anchor point. [Control (engineering)] 1.12 Have a rescue plan so a worker hanging in a harness can be brought down within minutes. [Control (procedures)] 1.13 Wear a full body harness with a shock-absorbing lanyard, clipped on at all times when using fall arrest. [PPE]	**Medium (5) Very unlikely / Fatal**	Site supervisor
2	Move stair parts in with enough people	Lifting and carrying heavy loads Rules: Manual Handling Operations Regulations	Workers. How: Lifting, carrying, pushing or twisting with heavy or awkward loads strains the back,	**High (12) Likely / Lost time injury**	2.1 Plan to avoid carrying: have materials delivered, and old items picked up, as close as possible to where they are used. [Eliminate] 2.2 Use lighter or smaller loads: order smaller bags and shorter lengths, and drain or break down old items before moving them. [Reduce / substitute]	**Medium (6) Unlikely / Lost time injury**	Site supervisor

#	Activity / step	Hazards	Who might be harmed and how	Risk before	Controls	Risk after	Responsible
		1992	shoulders or knees.		2.3 Use trolleys, pallet jacks, hoists, vacuum lifters or plant instead of carrying by hand. [Control (engineering)] 2.4 Use a two-person lift for anything heavy, long or awkward. Plan the route first and clear it. [Control (procedures)] 2.5 Keep the load close, back straight and no twisting. Turn with your feet. [Control (procedures)] 2.6 Rotate tasks and take breaks on long lifting jobs. [Control (procedures)] 2.7 Wear gloves for grip and safety boots to protect your feet. [PPE]		
3	Fit stringers and treads, working from a stable platform	Falling from a ladder Injury from power tools Rules: Work at Height Regulations 2005; Provision and Use of Work Equipment Regulations 1998 (PUWER)	Workers, People nearby. How: The ladder slips or tips, or the worker overreaches, and they fall onto a hard surface. Drills, saws, routers and sanders kick back, catch clothing or throw debris, causing cuts, broken bones and eye injuries.	**High (12) Possible / Major injury**	3.1 Use a podium step, mobile tower or MEWP for longer jobs instead of a straight ladder. [Reduce / substitute] 3.2 Use EN 131 professional ladders in good condition. Remove any damaged ladder from site. [Control (engineering)] 3.3 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)] 3.4 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)] 3.5 Keep three points of contact and your belt buckle between the stiles. Do not overreach. [Control (procedures)] 3.6 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)] 3.7 Check the ladder before each use: feet, rungs, stiles and locks. [Control (procedures)] 3.8 Wear non-slip safety boots with clean soles. [PPE] 3.9 Keep all guards fitted and working. Never tie back or remove a guard. [Control (engineering)] 3.10 Clamp or secure the work piece. Do not hold it by hand. [Control (engineering)] 3.11 Only trained, competent people use power tools, following the maker's instructions. [Control (procedures)] 3.12 Check tools before use. Unplug or remove the battery before changing blades or bits. [Control (procedures)] 3.13 No loose clothing, jewellery or long hair near spinning parts. [Control (procedures)] 3.14 Wear safety glasses and hearing protection. Do not wear loose gloves on drills or other rotating tools. [PPE]	**Medium (8) Unlikely / Major injury**	Site supervisor
4	Install handrails and balustrade as soon as possible	Falling from height Nail gun injuries Rules: Work at Height Regulations 2005	Workers, People below, People nearby. How: A worker falls from any height where a fall could cause injury, such	**Very high (20) Likely / Fatal**	4.1 Falling from height: see step 1 for the full controls [Control (procedures)] 4.2 Use a nail gun with a sequential (single shot) trigger, not a contact or bump trigger. [Reduce / substitute] 4.3 Disconnect the air or battery before clearing jams, adjusting or	**Medium (8) Unlikely / Major injury**	Site supervisor

#	Activity / step	Hazards	Who might be harmed and how	Risk before	Controls	Risk after	Responsible
			as an edge, platform or opening. A nail gun fires by accident, or a nail goes through the timber or ricochets and hits the user or someone nearby.		moving between work areas. [Control (engineering)] 4.4 Keep your free hand at least 30 cm from the nailing point. [Control (procedures)] 4.5 Never point the gun at anyone or carry it with your finger on the trigger. [Control (procedures)] 4.6 Train new users before they use a nail gun, and check for pipes, cables and metal behind the surface. [Control (procedures)] 4.7 Wear safety glasses and hearing protection. [PPE]		
5	Remove the void guard only once the balustrade is fixed, then clean up	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	Guard the stair void before and during installation	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.
2	Move stair parts in with enough 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.
3	Fit stringers and treads, working from a stable platform	Use a podium step, mobile tower or MEWP for longer jobs instead of a straight ladder. Use EN 131 professional ladders in good condition. Remove any damaged ladder from site. Set extension ladders at a 4 to 1 angle on firm, level ground, tied or footed, and reaching 1 metre above the landing.
4	Install handrails and balustrade as soon as possible	Falling from height: see step 1 for the full controls 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.

Step	What we will do	How it is done safely
5	Remove the void guard only once the balustrade is fixed, then clean up	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 Rigger gloves Safety helmet	None required

5. PLANT AND EQUIPMENT

Plant / equipment	Licence or training needed	Inspection needed	Rego / ID	Last inspected	Certificate / report
Circular saw		User check before each use; formal visual inspection and PAT testing at intervals set by risk (110V on site)			
Power drill		User check before each use; formal visual inspection and PAT testing at intervals set by risk (110V on site)			
Nail gun					
Hand tools					
Podium step		Pre-use check every day it is used, plus regular detailed visual inspections recorded (HSE INDG455)			

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