# 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** | Trenching for services | **Start date** | 9 Nov 2026 |
| **Working hours** | 7:00 am to 3:30 pm | **Trade** | Excavation and earthworks |

## 2. RISK ASSESSMENT

| # | Activity / step | Hazards | Who might be harmed and how | Risk before | Controls | Risk after | Responsible |
|---|---|---|---|---|---|---|---|
| 1 | Get utility plans, then locate and mark services on the ground | Hitting underground services<br>Gas and fuel lines<br><br>Rules: HSE HSG47 Avoiding danger from underground services; Gas Safety (Installation and Use) Regulations 1998 | Workers, Public, Occupants.<br>How: Digging, drilling or driving pegs hits a buried power cable, gas pipe or water main, causing electrocution, explosion or flooding. Damaging or opening a gas or fuel line causes a leak, fire or explosion. | **Very high (15) Possible / Fatal** | 1.1 Keep machine buckets well clear of marked services and use a spotter. [Isolate]<br>1.2 Do a CAT and Genny scan before digging and mark services on the ground. [Control (engineering)]<br>1.3 Hand dig trial holes to find services before machine digging (safe digging practice). [Control (engineering)]<br>1.4 Get utility plans before digging and check them against what you see on site. [Control (procedures)]<br>1.5 Keep plans or locate tickets on site and check them again if the work area grows. [Control (procedures)]<br>1.6 If you hit a service, stop, get everyone clear, and call the owner and emergency services. [Control (procedures)]<br>1.7 Wear safety boots, gloves and hi-vis when digging. [PPE]<br>1.8 Isolate and purge the line before work, with the owner's approval. [Eliminate]<br>1.9 Lock off and tag the isolation valve. [Isolate]<br>1.10 Check for leaks with a gas detector before and during work, and ventilate the area. [Control (engineering)]<br>1.11 Only Gas Safe registered engineers work on gas fittings. [Control (procedures)]<br>1.12 Remove ignition sources: no smoking, no hot work and no sparking tools near the line. [Control (procedures)]<br>1.13 Know where the shut-off valve is and what to do if a leak happens. [Control (procedures)]<br>1.14 Wear safety glasses and gloves, and keep a fire extinguisher close by. [PPE] | **Medium (5) Very unlikely / Fatal** | Site supervisor |
| 2 | Check for overhead power lines and plan where the machine and spoil will go | Contact with overhead power lines<br>Being hit by mobile plant | Workers, Plant operators, Public, Visitors.<br>How: A ladder, MEWP, crane, tipper or long | **Very high (15) Possible / Fatal** | 2.1 Ask the distribution network operator (DNO) to turn off, move or insulate the lines before work starts. [Eliminate]<br>2.2 Use non-conductive (fibreglass) ladders near any power lines. [Reduce / substitute]<br>2.3 Mark the safe distance with flags, tape or goal posts and keep all | **Medium (5) Very unlikely / Fatal** | Site supervisor |

| # | Activity / step | Hazards | Who might be harmed and how | Risk before | Controls | Risk after | Responsible |
|---|---|---|---|---|---|---|---|
| | | Rules: HSE GS6 Avoiding danger from overhead power lines; CDM Regulations 2015 and PUWER 1998 | length of material touches or gets close to an overhead line and electrocutes people. Excavators, loaders, telehandlers and trucks run over or crush workers, especially when reversing or slewing. | | plant and people outside it. [Isolate]<br>2.4 Follow HSE GS6: barriers, goal posts under the lines and a permit for work near them. [Control (procedures)]<br>2.5 Use a dedicated spotter whenever plant moves or raises anything near lines. [Control (procedures)]<br>2.6 Treat all lines as live. If plant touches a line, stay in the cab and keep everyone well away. [Control (procedures)]<br>2.7 Separate people and plant with barriers, exclusion zones and marked walkways. [Isolate]<br>2.8 Use plant with working reversing alarms, cameras and lights. [Control (engineering)]<br>2.9 Have a traffic management plan showing plant routes, loading areas and pedestrian paths. [Control (procedures)]<br>2.10 Use a spotter when reversing or working near people. [Control (procedures)]<br>2.11 Make eye contact with the operator before going near. Stay out of the swing radius. [Control (procedures)]<br>2.12 Operators hold a CPCS, NPORS or equal card for the plant they use. [Control (procedures)]<br>2.13 Do a pre-start check on each machine every day and record it. [Control (procedures)]<br>2.14 Wear hi-vis clothing and a hard hat. [PPE] | | |
| 3 | Pothole by hand or vacuum to expose marked services | Hitting underground services<br>Lifting and carrying heavy loads<br><br>Rules: HSE HSG47 Avoiding danger from underground services; Manual Handling Operations Regulations 1992 | Workers, Public.<br>How: Digging, drilling or driving pegs hits a buried power cable, gas pipe or water main, causing electrocution, explosion or flooding. Lifting, carrying, pushing or twisting with heavy or awkward loads strains the back, shoulders or knees. | **Very high (15) Possible / Fatal** | 3.1 Hitting underground services: see step 1 for the full controls [Control (procedures)]<br>3.2 Plan to avoid carrying: have materials delivered, and old items picked up, as close as possible to where they are used. [Eliminate]<br>3.3 Use lighter or smaller loads: order smaller bags and shorter lengths, and drain or break down old items before moving them. [Reduce / substitute]<br>3.4 Use trolleys, pallet jacks, hoists, vacuum lifters or plant instead of carrying by hand. [Control (engineering)]<br>3.5 Use a two-person lift for anything heavy, long or awkward. Plan the route first and clear it. [Control (procedures)]<br>3.6 Keep the load close, back straight and no twisting. Turn with your feet. [Control (procedures)]<br>3.7 Rotate tasks and take breaks on long lifting jobs. [Control (procedures)]<br>3.8 Wear gloves for grip and safety boots to protect your feet. [PPE] | **Medium (6) Unlikely / Lost time injury** | Site supervisor |
| 4 | Set an exclusion zone and a spotter around the excavator | Being hit by mobile plant<br>Road traffic<br><br>Rules: CDM Regulations 2015 and PUWER 1998; Safety at | Workers, Visitors, Public, Road users.<br>How: Excavators, loaders, telehandlers and trucks run over or crush workers, especially when | **Very high (15) Possible / Fatal** | 4.1 Being hit by mobile plant: see step 2 for the full controls [Control (procedures)]<br>4.2 Do the work at low-traffic times, or close the road or lane with approval. [Eliminate]<br>4.3 Put solid barriers between the work and traffic where speeds are high, not just cones. [Isolate]<br>4.4 Use a truck-mounted attenuator or buffer vehicle on high speed | **Medium (5) Very unlikely / Fatal** | Site supervisor |

| # | Activity / step | Hazards | Who might be harmed and how | Risk before | Controls | Risk after | Responsible |
|---|---|---|---|---|---|---|---|
| | | Street Works and Road Works Code of Practice (Red Book) | reversing or slewing. Passing cars and trucks hit workers or plant working on or next to a road. | | roads. [Control (engineering)]<br>4.5 Set up signs and cones to Chapter 8 (Traffic Signs Manual) by trained operatives. [Control (procedures)]<br>4.6 Get a street works permit or licence from the highway authority before you start. [Control (procedures)]<br>4.7 Park work vehicles to shield the work zone, with beacons on. [Control (procedures)]<br>4.8 Wear Class 2 or 3 hi-vis clothing (EN ISO 20471). [PPE] | | |
| 5 | Dig the trench, keeping spoil back from the edge | Trench or excavation collapse<br>Being hit by mobile plant<br><br>Rules: CDM Regulations 2015, regulation 22 (excavations); CDM Regulations 2015 and PUWER 1998 | Workers, Visitors, Public.<br>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** | 5.1 Use methods that keep people out of the trench, such as directional boring or working from the surface. [Eliminate]<br>5.2 Barricade or cover the excavation so people and plant cannot fall in. [Isolate]<br>5.3 Trench or excavation collapse: see step 8 for the full controls [Control (procedures)]<br>5.4 Being hit by mobile plant: see step 2 for the full controls [Control (procedures)] | **Medium (5) Very unlikely / Fatal** | Site supervisor |
| 6 | Shore, bench or batter the trench before anyone goes in where the sides could collapse | Trench or excavation collapse<br><br>Rules: CDM Regulations 2015, regulation 22 (excavations) | Workers.<br>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. | **Very high (15) Possible / Fatal** | 6.1 Support or batter back the sides of any excavation where collapse could happen. Use trench boxes or sheet piling for deeper trenches. [Control (engineering)]<br>6.2 Keep spoil, materials and plant at least 1 metre back from the edge. [Control (engineering)]<br>6.3 Trench or excavation collapse: see step 8 for the full controls [Control (procedures)] | **Medium (5) Very unlikely / Fatal** | Site supervisor |
| 7 | Barricade the trench and provide safe ladder access, pump out any water, and keep engine and pump exhaust away from the trench | Public entering the work area<br>Falling from a ladder<br><br>Rules: CDM Regulations 2015; Work at Height Regulations 2005 | Public, Children, Workers.<br>How: Members of the public, including children, walk into the site and are hit by plant or falling objects, or fall into holes. The ladder | **High (12) Possible / Major injury** | 7.1 Fence off the site with secure temporary fencing and lock the gates when you leave. [Isolate]<br>7.2 Give pedestrians a safe, marked path around the work, with ramps for prams and wheelchairs. [Isolate]<br>7.3 Use hoarding, covered walkways or catch fans where work is above public areas. [Control (engineering)]<br>7.4 Put signs at each entry: site name, contact number and "No unauthorised entry". [Control (procedures)] | **Medium (8) Unlikely / Major injury** | Site supervisor |

| # | Activity / step | Hazards | Who might be harmed and how | Risk before | Controls | Risk after | Responsible |
|---|---|---|---|---|---|---|---|
| | | | slips or tips, or the worker overreaches, and they fall onto a hard surface. | | 7.5 Make the site safe at the end of each day: cover holes, lower plant, remove ladders and lock tools away. [Control (procedures)]<br>7.6 Use a spotter when moving plant or materials across public paths. [Control (procedures)]<br>7.7 Use a podium step, mobile tower or MEWP for longer jobs instead of a straight ladder. [Reduce / substitute]<br>7.8 Use EN 131 professional ladders in good condition. Remove any damaged ladder from site. [Control (engineering)]<br>7.9 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)]<br>7.10 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)]<br>7.11 Keep three points of contact and your belt buckle between the stiles. Do not overreach. [Control (procedures)]<br>7.12 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)]<br>7.13 Check the ladder before each use: feet, rungs, stiles and locks. [Control (procedures)]<br>7.14 Wear non-slip safety boots with clean soles. [PPE] | | |
| 8 | Inspect the trench at the start of each shift and after rain | Trench or excavation collapse<br><br>Rules: CDM Regulations 2015, regulation 22 (excavations) | Workers.<br>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. | **Very high (15) Possible / Fatal** | 8.1 Use methods that keep people out of the trench, such as directional boring or working from the surface. [Eliminate]<br>8.2 Barricade or cover the excavation so people and plant cannot fall in. [Isolate]<br>8.3 Support or batter back the sides of any excavation where collapse could happen. Use trench boxes or sheet piling for deeper trenches. [Control (engineering)]<br>8.4 Keep spoil, materials and plant at least 1 metre back from the edge. [Control (engineering)]<br>8.5 Provide a safe way in and out, such as a ladder near where people work. [Control (engineering)]<br>8.6 Inspect the excavation at the start of each shift and after rain or anything that could weaken it. Record it. [Control (procedures)]<br>8.7 Never work alone in a trench. Watch for water, cracks and bulging walls, and get out if you see them. [Control (procedures)]<br>8.8 Wear a hard hat, hi-vis and safety boots. [PPE] | **Medium (5) Very unlikely / Fatal** | Site supervisor |
| 9 | Lay services, then backfill and compact in layers | Trench or excavation collapse<br>Hand-arm and whole-body vibration<br>Loud noise<br>Lifting and carrying | Workers, People nearby.<br>How: The trench walls cave in and bury or crush a worker. Any excavation can | **Very high (15) Possible / Fatal** | 9.1 Trench or excavation collapse: see step 8 for the full controls [Control (procedures)]<br>9.2 Use low-vibration tools and methods, such as a breaker on an excavator instead of a hand jackhammer. [Reduce / substitute]<br>9.3 Keep tools sharp and well maintained, and use anti-vibration handles and seats. [Control (engineering)] | **Medium (6) Unlikely / Lost time injury** | Site supervisor |

| # | Activity / step | Hazards | Who might be harmed and how | Risk before | Controls | Risk after | Responsible |
|---|---|---|---|---|---|---|---|
| | | heavy loads<br><br>Rules: CDM Regulations 2015, regulation 22 (excavations); Control of Vibration at Work Regulations 2005; Control of Noise at Work Regulations 2005; Manual Handling Operations Regulations 1992 | collapse, however shallow. Sides must be supported or battered back wherever a collapse could hurt someone. Long periods on jackhammers, grinders, compactors or riding plant cause white finger, numbness and back damage. | | 9.4 Limit trigger time using the HSE vibration calculator to stay below the exposure action value, and rotate workers. [Control (procedures)]<br>9.5 Keep hands warm and dry, and take regular breaks. [Control (procedures)]<br>9.6 Use quieter tools and methods, such as cut-to-size materials, low-noise machines and battery tools. [Reduce / substitute]<br>9.7 Keep noisy plant away from work areas, and use screens or distance between the noise and people. [Isolate]<br>9.8 Keep tools maintained and use mufflers on compressors and generators. [Control (engineering)]<br>9.9 Limit time on noisy tools and rotate workers. [Control (procedures)]<br>9.10 Assess noise. At 85 dB(A) or more, hearing protection is required and the zone must be marked. [Control (procedures)]<br>9.11 Lifting and carrying heavy loads: see step 3 for the full controls [Control (procedures)] | | |
| 10 | Reinstate the surface and clean up the road and footpath | Poor housekeeping and waste<br>Road traffic<br><br>Rules: Safety at Street Works and Road Works Code of Practice (Red Book) | Workers, Visitors, Road users, Public.<br>How: Rubbish, offcuts and materials left lying around cause trips, cuts and fires, and block exits. Passing cars and trucks hit workers or plant working on or next to a road. | **Very high (15) Possible / Fatal** | 10.1 Order materials to size and send packaging back where you can. [Eliminate]<br>10.2 Put skips and waste chutes close to the work. [Control (engineering)]<br>10.3 Clean as you go, and do a full clean up at the end of each day. [Control (procedures)]<br>10.4 Keep exits, stairs and walkways clear at all times. [Control (procedures)]<br>10.5 Stack materials neatly on level ground, away from edges. [Control (procedures)]<br>10.6 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)]<br>10.7 Wear gloves when handling waste. [PPE]<br>10.8 Road traffic: see step 4 for the full controls [Control (procedures)] | **Medium (5) Very unlikely / Fatal** | 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 | Get utility plans, then locate and mark services on the ground | 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). |

| Step | What we will do | How it is done safely |
|---|---|---|
| 2 | Check for overhead power lines and plan where the machine and spoil will go | Ask the distribution network operator (DNO) to turn off, move or insulate the lines before work starts. Use non-conductive (fibreglass) ladders near any power lines. Mark the safe distance with flags, tape or goal posts and keep all plant and people outside it. |
| 3 | Pothole by hand or vacuum to expose marked services | Hitting underground services: see step 1 for the full controls 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. |
| 4 | Set an exclusion zone and a spotter around the excavator | Being hit by mobile plant: see step 2 for the full controls Do the work at low-traffic times, or close the road or lane with approval. Put solid barriers between the work and traffic where speeds are high, not just cones. |
| 5 | Dig the trench, keeping spoil back from the edge | 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. Trench or excavation collapse: see step 8 for the full controls |
| 6 | Shore, bench or batter the trench before anyone goes in where the sides could collapse | Support or batter back the sides of any excavation where collapse could happen. Use trench boxes or sheet piling for deeper trenches. Keep spoil, materials and plant at least 1 metre back from the edge. Trench or excavation collapse: see step 8 for the full controls |
| 7 | Barricade the trench and provide safe ladder access, pump out any water, and keep engine and pump exhaust away from the trench | 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. |
| 8 | Inspect the trench at the start of each shift and after rain | 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. |
| 9 | Lay services, then backfill and compact in layers | Trench or excavation collapse: see step 8 for the full controls 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. |
| 10 | Reinstate the surface and clean up the road and footpath | 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<br>Hi-vis vest<br>Safety helmet<br>Safety glasses<br>Ear defenders<br>Rigger gloves | Permit to dig |

## 5. PLANT AND EQUIPMENT

| Plant / equipment | Licence or training needed | Inspection needed | Rego / ID | Last inspected | Certificate / report |
|---|---|---|---|---|---|

| 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 | | | |
| Wacker plate | | | | | |
| Hand tools | | | | | |
| Site dumper | CPCS or NPORS forward tipping dumper card | | | | |

## 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 |
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| Name | Role / company | Tickets / licences | Inducted | Signature | Date |
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