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	Broken glass replacement	**Start date**	9 Nov 2026
Working hours	7:00 am to 3:30 pm	**Trade**	Glazing

2. RISK ASSESSMENT

#	Activity / step	Hazards	Who might be harmed and how	Risk before	Controls	Risk after	Responsible
1	Make the area safe and keep people away from broken glass	Glass handling and breakage Public entering the work area Rules: CDM Regulations 2015	Workers, Occupants, Public, Children. How: Glass panes break while being moved or fitted, causing deep cuts, or heavy panels fall and crush. Members of the public, including children, walk into the site and are hit by plant or falling objects, or fall into holes.	**High (12) Possible / Major injury**	1.1 Use suction lifters, glass trolleys or a glazing robot for large panes. [Control (engineering)] 1.2 Store glass upright on racks and secure it. Never lay it flat or lean it loosely. [Control (engineering)] 1.3 Glass handling and breakage: see step 3 for the full controls [Control (procedures)] 1.4 Fence off the site with secure temporary fencing and lock the gates when you leave. [Isolate] 1.5 Give pedestrians a safe, marked path around the work, with ramps for prams and wheelchairs. [Isolate] 1.6 Use hoarding, covered walkways or catch fans where work is above public areas. [Control (engineering)] 1.7 Put signs at each entry: site name, contact number and "No unauthorised entry". [Control (procedures)] 1.8 Make the site safe at the end of each day: cover holes, lower plant, remove ladders and lock tools away. [Control (procedures)] 1.9 Use a spotter when moving plant or materials across public paths. [Control (procedures)]	**Medium (8) Unlikely / Major injury**	Site supervisor
2	Remove broken glass from the top down, wearing cut gloves and glasses	Glass handling and breakage Cuts from sharp edges Eye injuries	Workers, Occupants, People nearby. How: Glass panes break while being moved or fitted, causing deep cuts, or heavy panels fall and crush. Sheet metal, glass, blades, cable tray and offcuts cut hands and arms.	**High (12) Possible / Major injury**	2.1 Use two or more people for large panes, and clear the carry route first. [Control (procedures)] 2.2 Mark new glass with tape or stickers so nobody walks into it. [Control (procedures)] 2.3 Glass handling and breakage: see step 3 for the full controls [Control (procedures)] 2.4 Deburr or cover sharp edges, and fit edge protectors on exposed sheet metal. [Control (engineering)] 2.5 Use knives with retractable or self-retracting blades. [Control (engineering)] 2.6 Cut away from your body and keep your other hand clear. [Control (procedures)] 2.7 Put used blades in a blade bin or sharps container. [Control	**Medium (8) Unlikely / Major injury**	Site supervisor

#	Activity / step	Hazards	Who might be harmed and how	Risk before	Controls	Risk after	Responsible
					(procedures)] 2.8 Use two people to handle large sheets of metal or glass. [Control (procedures)] 2.9 Use tool guards and screens to stop flying particles. [Control (engineering)] 2.10 Use dust extraction and water to keep dust out of the air. [Control (engineering)] 2.11 Keep others out of the area when cutting, grinding or chipping. [Control (procedures)] 2.12 Keep an eye wash station or eye wash bottles on site. [Control (procedures)] 2.13 Wear safety glasses at all times, goggles for dust and chemicals, and a face shield for grinding. [PPE]		
3	Carry glass on edge with gloves and a suction lifter	Lifting and carrying heavy loads Glass handling and breakage Rules: Manual Handling Operations Regulations 1992	Workers, Occupants. How: Lifting, carrying, pushing or twisting with heavy or awkward loads strains the back, shoulders or knees. Glass panes break while being moved or fitted, causing deep cuts, or heavy panels fall and crush.	**High (12) Likely / Lost time injury**	3.1 Plan to avoid carrying: have materials delivered, and old items picked up, as close as possible to where they are used. [Eliminate] 3.2 Use lighter or smaller loads: order smaller bags and shorter lengths, and drain or break down old items before moving them. [Reduce / substitute] 3.3 Use trolleys, pallet jacks, hoists, vacuum lifters or plant instead of carrying by hand. [Control (engineering)] 3.4 Use a two-person lift for anything heavy, long or awkward. Plan the route first and clear it. [Control (procedures)] 3.5 Keep the load close, back straight and no twisting. Turn with your feet. [Control (procedures)] 3.6 Rotate tasks and take breaks on long lifting jobs. [Control (procedures)] 3.7 Wear gloves for grip and safety boots to protect your feet. [PPE] 3.8 Use suction lifters, glass trolleys or a glazing robot for large panes. [Control (engineering)] 3.9 Store glass upright on racks and secure it. Never lay it flat or lean it loosely. [Control (engineering)] 3.10 Use two or more people for large panes, and clear the carry route first. [Control (procedures)] 3.11 Mark new glass with tape or stickers so nobody walks into it. [Control (procedures)] 3.12 Clean up broken glass straight away into a marked container. [Control (procedures)] 3.13 Wear cut-resistant gloves, arm guards, safety glasses and safety boots. [PPE]	**Medium (8) Unlikely / Major injury**	Site supervisor
4	Fit and bead the new glass	Falling from a ladder Hazardous chemicals Rules: Work at Height Regulations 2005; COSHH Regulations	Workers, Occupants. How: The ladder slips or tips, or the worker overreaches, and they fall onto a hard surface. Glues, sealants,	**High (12) Possible / Major injury**	4.1 Use a podium step, mobile tower or MEWP for longer jobs instead of a straight ladder. [Reduce / substitute] 4.2 Use EN 131 professional ladders in good condition. Remove any damaged ladder from site. [Control (engineering)] 4.3 Set extension ladders at a 4 to 1 angle on firm, level ground, tied or footed, and reaching 1 metre above the landing. [Control	**Medium (8) Unlikely / Major injury**	Site supervisor

#	Activity / step	Hazards	Who might be harmed and how	Risk before	Controls	Risk after	Responsible
		2002	solvents, acids, cleaners and cement burn skin and eyes or cause breathing problems and poisoning.		(engineering)] 4.4 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)] 4.5 Keep three points of contact and your belt buckle between the stiles. Do not overreach. [Control (procedures)] 4.6 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)] 4.7 Check the ladder before each use: feet, rungs, stiles and locks. [Control (procedures)] 4.8 Wear non-slip safety boots with clean soles. [PPE] 4.9 Choose the least harmful product that does the job, for example water-based instead of solvent-based. [Reduce / substitute] 4.10 Use chemicals in well-ventilated areas, or use fans and extraction in closed rooms. [Control (engineering)] 4.11 Do a COSHH assessment and read the Safety Data Sheet (SDS) before use. [Control (procedures)] 4.12 Keep chemicals in labelled containers. Never decant into drink bottles. [Control (procedures)] 4.13 Store chemicals away from heat, food and drink, and keep products that react with each other apart. [Control (procedures)] 4.14 Have eye wash and a spill kit nearby, and wash hands before eating. [Control (procedures)] 4.15 Wear chemical-resistant gloves and safety glasses or goggles as listed on the SDS. [PPE] 4.16 Use a respirator with the right cartridge if the SDS calls for one. [PPE]		
5	Sweep and vacuum all glass fragments	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	Make the area safe and keep people away from broken glass	Use suction lifters, glass trolleys or a glazing robot for large panes. Store glass upright on racks and secure it. Never lay it flat or lean it loosely. Glass handling and breakage: see step 3 for the full controls
2	Remove broken glass from the top down, wearing cut gloves and glasses	Use two or more people for large panes, and clear the carry route first. Mark new glass with tape or stickers so nobody walks into it. Glass handling and breakage: see step 3 for the full controls
3	Carry glass on edge with gloves and a suction lifter	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.
4	Fit and bead the new glass	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.
5	Sweep and vacuum all glass fragments	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
Cut-resistant gloves Safety glasses Safety boots Hi-vis vest Safety goggles Face shield Rigger gloves Safety helmet Chemical-resistant gloves Half-mask respirator (P3 filters) Coveralls	None required

5. PLANT AND EQUIPMENT

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