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	Ductwork installation	**Start date**	9 Nov 2026
Working hours	7:00 am to 3:30 pm	**Trade**	Heating and ventilation

2. WORK INVOLVING PARTICULAR RISKS (CDM 2015 SCHEDULE 3)

YES	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 MEWP or platform and close the area below	MEWP tip-over or crush Falling tools and materials Rules: Work at Height Regulations 2005 and LOLER 1998; Work at Height Regulations 2005, regulation 10 (falling objects)	Workers, People nearby, Public, People below. How: The platform tips on soft or sloping ground, the worker is crushed against a beam or ceiling, or is thrown out of the basket. Tools, materials or debris fall from above and hit someone working or walking below.	**Very high (15) Possible / Fatal**	1.1 Check the ground before setting up. Use outriggers and spreader pads, and keep clear of trenches, pits and slopes. [Control (engineering)] 1.2 Use a platform with tilt alarm and secondary guarding (anti-entrapment) where there is an overhead crush risk. [Control (engineering)] 1.3 Use IPAF-trained operators for MEWPs, carrying their PAL card. [Control (procedures)] 1.4 Do a pre-start check each day. Keep a trained person on the ground who can lower the platform in an emergency. [Control (procedures)] 1.5 Never exceed the safe working load, climb on the rails or use a ladder in the basket. [Control (procedures)] 1.6 In boom-type platforms, wear a harness clipped to the basket anchor point. [PPE] 1.7 Barricade and sign the drop zone under overhead work so nobody walks beneath. [Isolate] 1.8 Fit toe boards, kick plates and mesh screens on scaffolds and edges. [Control (engineering)] 1.9 Use catch fans, debris netting or covered walkways where	**Medium (8) Unlikely / Major injury**	Site supervisor

#	Activity / step	Hazards	Who might be harmed and how	Risk before	Controls	Risk after	Responsible
					people pass below. [Control (engineering)] 1.10 Tether hand tools when working at height. [Control (engineering)] 1.11 Keep platforms tidy. Do not stack materials near edges or above toe board height. [Control (procedures)] 1.12 Lower materials with a hoist, chute or rope. Never throw or drop anything down. [Control (procedures)] 1.13 Wear a hard hat anywhere objects could fall. [PPE]		
2	Drill anchors with dust extraction	Silica dust from concrete, brick, stone and tiles Loud noise Rules: COSHH Regulations 2002; Control of Noise at Work Regulations 2005	Workers, People nearby. How: Cutting, grinding or drilling concrete, brick, stone, tiles or fibre cement makes fine silica dust that causes silicosis and lung cancer. Saws, grinders, jackhammers and machines cause permanent hearing loss and ringing in the ears over time.	**Very high (20) Likely / Fatal**	2.1 Order materials cut to size, or use low-dust methods such as score and snap or a block splitter. [Reduce / substitute] 2.2 Cut outdoors or in a separate area, with other people well away and upwind. [Isolate] 2.3 Use water on the blade or on-tool dust extraction connected to an H-class vacuum. [Control (engineering)] 2.4 Clean up with a vacuum or wet methods. Never dry sweep or use compressed air. [Control (procedures)] 2.5 Do a COSHH assessment and keep exposure below the workplace exposure limit (0.1 mg/m3 respirable crystalline silica, 8 hours). [Control (procedures)] 2.6 Workers regularly exposed to silica dust get health surveillance (COSHH reg 11, HSE G404). [Control (procedures)] 2.7 Wear a fit-tested FFP3 mask. [PPE] 2.8 Use quieter tools and methods, such as cut-to-size materials, low-noise machines and battery tools. [Reduce / substitute] 2.9 Keep noisy plant away from work areas, and use screens or distance between the noise and people. [Isolate] 2.10 Keep tools maintained and use mufflers on compressors and generators. [Control (engineering)] 2.11 Limit time on noisy tools and rotate workers. [Control (procedures)] 2.12 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)] 2.13 Assess noise. At 85 dB(A) or more, hearing protection is required and the zone must be marked. [Control (procedures)] 2.14 Wear earplugs or earmuffs rated for the noise. [PPE]	**Medium (6) Unlikely / Lost time injury**	Site supervisor
3	Lift duct sections with two people or a duct lifter	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	**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)]	**Medium (6) Unlikely / Lost time injury**	Site supervisor

#	Activity / step	Hazards	Who might be harmed and how	Risk before	Controls	Risk after	Responsible
			overhead causes long-term damage to joints, muscles and tendons.		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 tools that cut the effort: powered screwdrivers, long-handled tools and extension poles for overhead work. [Reduce / substitute] 3.9 Set work up at waist height on benches or trestles where you can. [Control (engineering)] 3.10 Use light tools with good grips, and keep blades and bits sharp. [Control (engineering)] 3.11 Rotate tasks and take short breaks every hour on repetitive work. [Control (procedures)] 3.12 Warm up before heavy physical work and report aches and pains early. [Control (procedures)] 3.13 Wear knee pads for kneeling work and gloves for grip. [PPE]		
4	Join and seal ducts, handling sharp metal edges with gloves	Cuts from sharp edges Hazardous chemicals Rules: COSHH Regulations 2002	Workers, Occupants. How: Sheet metal, glass, blades, cable tray and offcuts cut hands and arms. Glues, sealants, solvents, acids, cleaners and cement burn skin and eyes or cause breathing problems and poisoning.	**Medium (9) Possible / Lost time injury**	4.1 Deburr or cover sharp edges, and fit edge protectors on exposed sheet metal. [Control (engineering)] 4.2 Use knives with retractable or self-retracting blades. [Control (engineering)] 4.3 Cut away from your body and keep your other hand clear. [Control (procedures)] 4.4 Put used blades in a blade bin or sharps container. [Control (procedures)] 4.5 Use two people to handle large sheets of metal or glass. [Control (procedures)] 4.6 Wear cut-resistant gloves and long sleeves. [PPE] 4.7 Choose the least harmful product that does the job, for example water-based instead of solvent-based. [Reduce / substitute] 4.8 Use chemicals in well-ventilated areas, or use fans and extraction in closed rooms. [Control (engineering)] 4.9 Do a COSHH assessment and read the Safety Data Sheet (SDS) before use. [Control (procedures)] 4.10 Keep chemicals in labelled containers. Never decant into drink bottles. [Control (procedures)] 4.11 Store chemicals away from heat, food and drink, and keep products that react with each other apart. [Control (procedures)] 4.12 Have eye wash and a spill kit nearby, and wash hands before eating. [Control (procedures)] 4.13 Wear chemical-resistant gloves and safety glasses or goggles as listed on the SDS. [PPE] 4.14 Use a respirator with the right cartridge if the SDS calls for one. [PPE]	**Medium (6) Unlikely / Lost time injury**	Site supervisor
5	Clean up offcuts and screws	Poor housekeeping and waste	Workers, Visitors. How: Rubbish, offcuts	**Medium (8) Likely / Minor**	5.1 Order materials to size and send packaging back where you can. [Eliminate]	**Low (4) Unlikely /**	Site supervisor

#	Activity / step	Hazards	Who might be harmed and how	Risk before	Controls	Risk after	Responsible
			and materials left lying around cause trips, cuts and fires, and block exits.	injury	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]	Minor injury	

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 MEWP or platform and close the area below	Check the ground before setting up. Use outriggers and spreader pads, and keep clear of trenches, pits and slopes. Use a platform with tilt alarm and secondary guarding (anti-entrapment) where there is an overhead crush risk. Use IPAF-trained operators for MEWPs, carrying their PAL card.
2	Drill anchors with dust extraction	Order materials cut to size, or use low-dust methods such as score and snap or a block splitter. Cut outdoors or in a separate area, with other people well away and upwind. Use water on the blade or on-tool dust extraction connected to an H-class vacuum.
3	Lift duct sections with two people or a duct 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	Join and seal ducts, handling sharp metal edges with gloves	Deburr or cover sharp edges, and fit edge protectors on exposed sheet metal. Use knives with retractable or self-retracting blades. Cut away from your body and keep your other hand clear.
5	Clean up offcuts and screws	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.

5. PPE AND PERMITS

Required PPE	Permits and plans
Safety boots Cut-resistant gloves Safety glasses	Work at height permit

Required PPE	Permits and plans
Safety helmet FFP3 dust mask Full body harness and lanyard Hi-vis vest Half-mask respirator (P3 filters) Ear defenders Rigger gloves Knee pads Chemical-resistant gloves Safety goggles Coveralls	

6. PLANT AND EQUIPMENT

Plant / equipment	Licence or training needed	Inspection needed	Rego / ID	Last inspected	Certificate / report
Scissor lift (MEWP)	IPAF PAL card (3a)	LOLER thorough examination at least every 6 months (it lifts people), plus a pre-use check each shift			
Podium step		Pre-use check every day it is used, plus regular detailed visual inspections recorded (HSE INDG455)			
Power drill		User check before each use; formal visual inspection and PAT testing at intervals set by risk (110V on site)			
SDS drill		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