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	Split system air conditioning unit 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)

	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	Plan unit positions, checking walls for cables and pipes	Electric shock from live wiring Gas and fuel lines Rules: Electricity at Work Regulations 1989; Gas Safety (Installation and Use) Regulations 1998	Workers, Occupants, Public. How: Contact with live wires, distribution boards or equipment gives an electric shock or arc flash burn that can kill. Damaging or opening a gas or fuel line causes a leak, fire or explosion.	**Very high (15) Possible / Fatal**	1.1 Isolate the power before any work. Do not work live. [Eliminate] 1.2 Lock out and tag the isolation point with your own personal lock and danger tag. [Isolate] 1.3 Electric shock from live wiring: see step 8 for the full controls [Control (procedures)] 1.4 Isolate and purge the line before work, with the owner's approval. [Eliminate] 1.5 Lock off and tag the isolation valve. [Isolate] 1.6 Check for leaks with a gas detector before and during work, and ventilate the area. [Control (engineering)] 1.7 Only Gas Safe registered engineers work on gas fittings. [Control (procedures)] 1.8 Remove ignition sources: no smoking, no hot work and no sparking tools near the line. [Control (procedures)] 1.9 Know where the shut-off valve is and what to do if a leak happens. [Control (procedures)] 1.10 Wear safety glasses and gloves, and keep a fire extinguisher close by. [PPE]	**Medium (5) Very unlikely / Fatal**	Site supervisor

#	Activity / step	Hazards	Who might be harmed and how	Risk before	Controls	Risk after	Responsible
2	Set up a platform ladder or scaffold for high walls and the outdoor unit	Falling from a ladder Falling from height Rules: Work at Height Regulations 2005	Workers, People below. How: The ladder slips or tips, or the worker overreaches, and they fall onto a hard surface. A worker falls from any height where a fall could cause injury, such as an edge, platform or opening.	**Very high (20) Likely / Fatal**	2.1 Use a podium step, mobile tower or MEWP for longer jobs instead of a straight ladder. [Reduce / substitute] 2.2 Use EN 131 professional ladders in good condition. Remove any damaged ladder from site. [Control (engineering)] 2.3 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)] 2.4 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)] 2.5 Keep three points of contact and your belt buckle between the stiles. Do not overreach. [Control (procedures)] 2.6 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)] 2.7 Check the ladder before each use: feet, rungs, stiles and locks. [Control (procedures)] 2.8 Wear non-slip safety boots with clean soles. [PPE] 2.9 Do the work from the ground where you can, for example pre-assemble on the ground or use extension poles. [Eliminate] 2.10 Install guardrails or edge protection on all open edges before work starts. [Isolate] 2.11 Use a scaffold, mobile tower or MEWP instead of working off a ladder. [Control (engineering)] 2.12 Where edge protection is not practical, use a fall restraint or fall arrest system on a rated anchor point. [Control (engineering)] 2.13 Have a rescue plan so a worker hanging in a harness can be brought down within minutes. [Control (procedures)] 2.14 Wear a full body harness with a shock-absorbing lanyard, clipped on at all times when using fall arrest. [PPE]	**Medium (8) Unlikely / Major injury**	Site supervisor
3	Core drill the wall with dust extraction	Silica dust from concrete, brick, stone and tiles Loud noise Injury from power tools Rules: COSHH Regulations 2002; Control of Noise at Work Regulations 2005; Provision and Use of Work Equipment Regulations 1998 (PUWER)	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**	3.1 Order materials cut to size, or use low-dust methods such as score and snap or a block splitter. [Reduce / substitute] 3.2 Cut outdoors or in a separate area, with other people well away and upwind. [Isolate] 3.3 Use water on the blade or on-tool dust extraction connected to an H-class vacuum. [Control (engineering)] 3.4 Clean up with a vacuum or wet methods. Never dry sweep or use compressed air. [Control (procedures)] 3.5 Do a COSHH assessment and keep exposure below the workplace exposure limit (0.1 mg/m3 respirable crystalline silica, 8 hours). [Control (procedures)] 3.6 Workers regularly exposed to silica dust get health surveillance (COSHH reg 11, HSE G404). [Control (procedures)] 3.7 Wear a fit-tested FFP3 mask. [PPE] 3.8 Use quieter tools and methods, such as cut-to-size materials,	**Medium (6) Unlikely / Lost time injury**	Site supervisor

#	Activity / step	Hazards	Who might be harmed and how	Risk before	Controls	Risk after	Responsible
					low-noise machines and battery tools. [Reduce / substitute] 3.9 Keep noisy plant away from work areas, and use screens or distance between the noise and people. [Isolate] 3.10 Keep tools maintained and use mufflers on compressors and generators. [Control (engineering)] 3.11 Limit time on noisy tools and rotate workers. [Control (procedures)] 3.12 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)] 3.13 Assess noise. At 85 dB(A) or more, hearing protection is required and the zone must be marked. [Control (procedures)] 3.14 Keep all guards fitted and working. Never tie back or remove a guard. [Control (engineering)] 3.15 Clamp or secure the work piece. Do not hold it by hand. [Control (engineering)] 3.16 Only trained, competent people use power tools, following the maker's instructions. [Control (procedures)] 3.17 Check tools before use. Unplug or remove the battery before changing blades or bits. [Control (procedures)] 3.18 No loose clothing, jewellery or long hair near spinning parts. [Control (procedures)]		
4	Fix the wall bracket and mount the indoor unit	Falling from a ladder Lifting and carrying heavy loads Rules: Work at Height Regulations 2005; Manual Handling Operations Regulations 1992	Workers. How: The ladder slips or tips, or the worker overreaches, and they fall onto a hard surface. Lifting, carrying, pushing or twisting with heavy or awkward loads strains the back, shoulders or knees.	**High (12) Possible / Major injury**	4.1 Falling from a ladder: see step 2 for the full controls [Control (procedures)] 4.2 Plan to avoid carrying: have materials delivered, and old items picked up, as close as possible to where they are used. [Eliminate] 4.3 Use lighter or smaller loads: order smaller bags and shorter lengths, and drain or break down old items before moving them. [Reduce / substitute] 4.4 Lifting and carrying heavy loads: see step 5 for the full controls [Control (procedures)]	**Medium (8) Unlikely / Major injury**	Site supervisor
5	Lift the outdoor unit with two people onto its bracket or pad	Lifting and carrying heavy loads Falling from height Rules: Manual Handling Operations Regulations 1992; Work at Height Regulations 2005	Workers, People below. How: Lifting, carrying, pushing or twisting with heavy or awkward loads strains the back, shoulders or knees. A worker falls from any height where a fall could cause injury, such as an edge, platform or opening.	**Very high (20) Likely / Fatal**	5.1 Plan to avoid carrying: have materials delivered, and old items picked up, as close as possible to where they are used. [Eliminate] 5.2 Use lighter or smaller loads: order smaller bags and shorter lengths, and drain or break down old items before moving them. [Reduce / substitute] 5.3 Use trolleys, pallet jacks, hoists, vacuum lifters or plant instead of carrying by hand. [Control (engineering)] 5.4 Use a two-person lift for anything heavy, long or awkward. Plan the route first and clear it. [Control (procedures)] 5.5 Keep the load close, back straight and no twisting. Turn with your feet. [Control (procedures)] 5.6 Rotate tasks and take breaks on long lifting jobs. [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
					5.7 Wear gloves for grip and safety boots to protect your feet. [PPE] 5.8 Falling from height: see step 2 for the full controls [Control (procedures)]		
6	Run and flare the pipework, brazing only under a hot work permit	Refrigerant leaks Fire from hot works Burns from hot surfaces Rules: Fluorinated Greenhouse Gases Regulations 2015; CDM 2015 regs 29 to 31 (fire on construction sites). Occupied premises: Regulatory Reform (Fire Safety) Order 2005 (England and Wales), Fire (Scotland) Act 2005, Fire Safety Regulations (NI) 2010	Workers, Occupants, Public. How: Refrigerant gas causes frostbite, pushes oxygen out of small rooms, and some types catch fire. Sparks and heat from welding, grinding or flame torches set fire to timber, insulation, rubbish or fuel nearby.	**Very high (15) Possible / Fatal**	6.1 Recover refrigerant into an approved cylinder before opening the system. Never vent it. [Isolate] 6.2 Ventilate closed spaces and use a leak detector during the work. [Control (engineering)] 6.3 Only F-gas certified engineers handle refrigerants. [Control (procedures)] 6.4 With flammable refrigerants (such as R32 or R290), remove ignition sources and use spark-free tools. [Control (procedures)] 6.5 Wear cold-rated gloves and safety glasses or a face shield. [PPE] 6.6 Use cold work methods where you can, such as bolting, press fittings or cutting with a saw instead of a torch. [Eliminate] 6.7 Move anything that can burn at least 10 metres away, or cover it with fire blankets. [Isolate] 6.8 Use fire-resistant screens to stop sparks reaching people or gaps in walls and floors. [Control (engineering)] 6.9 Get a hot work permit before starting. [Control (procedures)] 6.10 Keep a charged fire extinguisher and fire blanket at the work spot. [Control (procedures)] 6.11 Isolate heating systems and let parts cool before you touch them. [Eliminate] 6.12 Fit guards or insulation on hot pipes and equipment. [Control (engineering)] 6.13 Mark hot items with chalk or a "HOT" sign so others know. [Control (procedures)] 6.14 Keep a first aid kit and cool running water nearby for burns. [Control (procedures)] 6.15 Wear heat-resistant gloves and long sleeves. [PPE]	**Medium (5) Very unlikely / Fatal**	Site supervisor
7	Pressure test with dry nitrogen through a regulator, keeping clear of fittings under pressure	Pressure testing Rules: Pressure Systems Safety Regulations 2000	Workers, Occupants. How: A pipe, fitting or cap fails under test pressure and blows apart, hitting people nearby.	**Medium (8) Unlikely / Major injury**	7.1 Test with water instead of air or gas where the system allows it. Never put water in refrigerant pipework, which is tested with dry nitrogen. [Reduce / substitute] 7.2 Keep people out of the test area with signs and barriers. [Isolate] 7.3 Use a calibrated gauge and a relief valve set to protect the system. [Control (engineering)] 7.4 Test to the pressure the system calls for and hold it for the set time. Never go over. [Control (procedures)] 7.5 Release the pressure fully before tightening anything or fixing leaks. [Control (procedures)] 7.6 Wear safety glasses or a face shield. [PPE]	**Low (4) Very unlikely / Major injury**	Site supervisor
8	Electrical connection by a qualified	Electric shock from live wiring	Workers, Occupants. How: Contact with live	**Very high (15) Possible /**	8.1 Isolate the power before any work. Do not work live. [Eliminate] 8.2 Lock out and tag the isolation point with your own personal lock	**Medium (5) Very unlikely**	Site supervisor

#	Activity / step	Hazards	Who might be harmed and how	Risk before	Controls	Risk after	Responsible
	electrician, with the circuit isolated	Rules: Electricity at Work Regulations 1989	wires, distribution boards or equipment gives an electric shock or arc flash burn that can kill.	**Fatal**	and danger tag. [Isolate] 8.3 Prove dead at the point of work with an approved voltage indicator (GS38), and prove the tester before and after. [Control (engineering)] 8.4 Only competent, qualified electricians do electrical work, following a safe isolation procedure. [Control (procedures)] 8.5 Check for back feeds from solar, batteries and generators that can keep a circuit live after the main switch is off. [Control (procedures)] 8.6 If live work cannot be avoided, use a permit, a safety observer and insulated tools. [Control (procedures)] 8.7 Wear insulated gloves, arc-rated clothing and a face shield when testing or working near live parts. [PPE]	**/ Fatal**	
9	Vacuum the system, open the service valves to let the outdoor unit's factory charge into the pipework, then commission	Refrigerant leaks Rules: Fluorinated Greenhouse Gases Regulations 2015	Workers, Occupants. How: Refrigerant gas causes frostbite, pushes oxygen out of small rooms, and some types catch fire.	**Medium (8) Unlikely / Major injury**	9.1 Refrigerant leaks: see step 6 for the full controls [Control (procedures)]	**Low (4) Very unlikely / Major injury**	Site supervisor
10	Clean up and show the client how to use the system	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**	10.1 Order materials to size and send packaging back where you can. [Eliminate] 10.2 Put skips and waste chutes close to the work. [Control (engineering)] 10.3 Clean as you go, and do a full clean up at the end of each day. [Control (procedures)] 10.4 Keep exits, stairs and walkways clear at all times. [Control (procedures)] 10.5 Stack materials neatly on level ground, away from edges. [Control (procedures)] 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)] 10.7 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.

4. METHOD STATEMENT: SEQUENCE OF WORK

Step	What we will do	How it is done safely
1	Plan unit positions, checking walls for cables and pipes	Isolate the power before any work. Do not work live. Lock out and tag the isolation point with your own personal lock and danger tag.

Step	What we will do	How it is done safely
		Electric shock from live wiring: see step 8 for the full controls
2	Set up a platform ladder or scaffold for high walls and the outdoor unit	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.
3	Core drill the wall 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.
4	Fix the wall bracket and mount the indoor unit	Falling from a ladder: see step 2 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.
5	Lift the outdoor unit with two people onto its bracket or pad	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.
6	Run and flare the pipework, brazing only under a hot work permit	Recover refrigerant into an approved cylinder before opening the system. Never vent it. Ventilate closed spaces and use a leak detector during the work. Only F-gas certified engineers handle refrigerants.
7	Pressure test with dry nitrogen through a regulator, keeping clear of fittings under pressure	Test with water instead of air or gas where the system allows it. Never put water in refrigerant pipework, which is tested with dry nitrogen. Keep people out of the test area with signs and barriers. Use a calibrated gauge and a relief valve set to protect the system.
8	Electrical connection by a qualified electrician, with the circuit isolated	Isolate the power before any work. Do not work live. Lock out and tag the isolation point with your own personal lock and danger tag. Prove dead at the point of work with an approved voltage indicator (GS38), and prove the tester before and after.
9	Vacuum the system, open the service valves to let the outdoor unit's factory charge into the pipework, then commission	Refrigerant leaks: see step 6 for the full controls
10	Clean up and show the client how to use the system	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 Safety glasses Rigger gloves FFP3 dust mask Ear defenders Insulated electrical gloves Arc-rated clothing and face shield Safety helmet Half-mask respirator (P3 filters) Face shield	Permit to work (electrical isolation) Hot works permit (fire watch at least 60 minutes after)

Required PPE	Permits and plans
Welding gauntlets Coveralls	

6. PLANT AND EQUIPMENT

Plant / equipment	Licence or training needed	Inspection needed	Rego / ID	Last inspected	Certificate / report
Power drill		User check before each use; formal visual inspection and PAT testing at intervals set by risk (110V on site)			
Diamond core drill		User check before each use; formal visual inspection and PAT testing at intervals set by risk (110V on site)			
Extension ladder		Pre-use check every day it is used, plus regular detailed visual inspections recorded (HSE INDG455)			
Electrical test equipment (multifunction tester)		Check leads and probes meet HSE GS38 before each use; prove the voltage indicator on a proving unit before and after; calibrate at the maker's interval (usually yearly)			
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