# 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** | Paving installation | **Start date** | 9 Nov 2026 |
| **Working hours** | 7:00 am to 3:30 pm | **Trade** | Landscaping |

## 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 | Get utility plans and excavate the base | Hitting underground services<br>Being hit by mobile plant<br><br>Rules: HSE HSG47 Avoiding danger from underground services; CDM Regulations 2015 and PUWER 1998 | Workers, Public, Visitors.<br>How: Digging, drilling or driving pegs hits a buried power cable, gas pipe or water main, causing electrocution, explosion or flooding. Excavators, loaders, telehandlers and trucks run over or crush workers, especially when reversing or slewing. | **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 Separate people and plant with barriers, exclusion zones and marked walkways. [Isolate]<br>1.9 Use plant with working reversing alarms, cameras and lights. [Control (engineering)]<br>1.10 Have a traffic management plan showing plant routes, loading areas and pedestrian paths. [Control (procedures)]<br>1.11 Use a spotter when reversing or working near people. [Control | **Medium (5) Very unlikely / Fatal** | Site supervisor |

| # | Activity / step | Hazards | Who might be harmed and how | Risk before | Controls | Risk after | Responsible |
|---|---|---|---|---|---|---|---|
| | | | | | (procedures)]<br>1.12 Make eye contact with the operator before going near. Stay out of the swing radius. [Control (procedures)]<br>1.13 Operators hold a CPCS, NPORS or equal card for the plant they use. [Control (procedures)]<br>1.14 Do a pre-start check on each machine every day and record it. [Control (procedures)]<br>1.15 Wear hi-vis clothing and a hard hat. [PPE] | | |
| 2 | Compact road base, rotating operators | Hand-arm and whole-body vibration<br>Loud noise<br><br>Rules: Control of Vibration at Work Regulations 2005; Control of Noise at Work Regulations 2005 | Workers, People nearby.<br>How: Long periods on jackhammers, grinders, compactors or riding plant cause white finger, numbness and back damage. Saws, grinders, jackhammers and machines cause permanent hearing loss and ringing in the ears over time. | **High (12) Likely / Lost time injury** | 2.1 Use low-vibration tools and methods, such as a breaker on an excavator instead of a hand jackhammer. [Reduce / substitute]<br>2.2 Keep tools sharp and well maintained, and use anti-vibration handles and seats. [Control (engineering)]<br>2.3 Limit trigger time using the HSE vibration calculator to stay below the exposure action value, and rotate workers. [Control (procedures)]<br>2.4 Keep hands warm and dry, and take regular breaks. [Control (procedures)]<br>2.5 Report tingling, numbness or white fingers early. [Control (procedures)]<br>2.6 Wear gloves to keep hands warm and dry. [PPE]<br>2.7 Use quieter tools and methods, such as cut-to-size materials, low-noise machines and battery tools. [Reduce / substitute]<br>2.8 Keep noisy plant away from work areas, and use screens or distance between the noise and people. [Isolate]<br>2.9 Keep tools maintained and use mufflers on compressors and generators. [Control (engineering)]<br>2.10 Limit time on noisy tools and rotate workers. [Control (procedures)]<br>2.11 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)]<br>2.12 Assess noise. At 85 dB(A) or more, hearing protection is required and the zone must be marked. [Control (procedures)]<br>2.13 Wear earplugs or earmuffs rated for the noise. [PPE] | **Medium (6) Unlikely / Lost time injury** | Site supervisor |
| 3 | Lay paving slabs, using a lifter or two people for big ones | Lifting and carrying heavy loads<br>Repetitive work and awkward postures<br><br>Rules: Manual Handling Operations Regulations 1992 | Workers.<br>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 overhead causes long-term damage to | **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]<br>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]<br>3.3 Use trolleys, pallet jacks, hoists, vacuum lifters or plant instead of carrying by hand. [Control (engineering)]<br>3.4 Use a two-person lift for anything heavy, long or awkward. Plan the route first and clear it. [Control (procedures)]<br>3.5 Keep the load close, back straight and no twisting. Turn with your feet. [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 |
|---|---|---|---|---|---|---|---|
| | | | joints, muscles and tendons. | | 3.6 Rotate tasks and take breaks on long lifting jobs. [Control (procedures)]<br>3.7 Wear gloves for grip and safety boots to protect your feet. [PPE]<br>3.8 Use tools that cut the effort: powered screwdrivers, long-handled tools and extension poles for overhead work. [Reduce / substitute]<br>3.9 Set work up at waist height on benches or trestles where you can. [Control (engineering)]<br>3.10 Use light tools with good grips, and keep blades and bits sharp. [Control (engineering)]<br>3.11 Rotate tasks and take short breaks every hour on repetitive work. [Control (procedures)]<br>3.12 Warm up before heavy physical work and report aches and pains early. [Control (procedures)]<br>3.13 Wear knee pads for kneeling work and gloves for grip. [PPE] | | |
| 4 | Cut paving slabs wet, never dry | Silica dust from concrete, brick, stone and tiles<br>Saw cuts and kickback<br>Loud noise<br><br>Rules: COSHH Regulations 2002; Provision and Use of Work Equipment Regulations 1998 (PUWER); Control of Noise at Work Regulations 2005 | Workers, People nearby.<br>How: Cutting, grinding or drilling concrete, brick, stone, tiles or fibre cement makes fine silica dust that causes silicosis and lung cancer. Circular saws, drop saws and table saws cut fingers and hands or throw material back at the user. | **Very high (20) Likely / Fatal** | 4.1 Order materials cut to size, or use low-dust methods such as score and snap or a block splitter. [Reduce / substitute]<br>4.2 Cut outdoors or in a separate area, with other people well away and upwind. [Isolate]<br>4.3 Use water on the blade or on-tool dust extraction connected to an H-class vacuum. [Control (engineering)]<br>4.4 Clean up with a vacuum or wet methods. Never dry sweep or use compressed air. [Control (procedures)]<br>4.5 Do a COSHH assessment and keep exposure below the workplace exposure limit (0.1 mg/m3 respirable crystalline silica, 8 hours). [Control (procedures)]<br>4.6 Workers regularly exposed to silica dust get health surveillance (COSHH reg 11, HSE G404). [Control (procedures)]<br>4.7 Wear a fit-tested FFP3 mask. [PPE]<br>4.8 Keep blade guards fitted and working, and use the riving knife on table saws. [Control (engineering)]<br>4.9 Use push sticks and clamps, and support long pieces so they do not pinch the blade. [Control (engineering)]<br>4.10 Use a sharp, undamaged blade made for the material. [Control (procedures)]<br>4.11 Stand to one side of the blade line, out of the kickback path. [Control (procedures)]<br>4.12 Let the blade stop fully before reaching in or putting the saw down. [Control (procedures)]<br>4.13 Loud noise: see step 2 for the full controls [Control (procedures)] | **Medium (8) Unlikely / Major injury** | Site supervisor |
| 5 | Sand, compact and clean up | Sun exposure (UV)<br>Heat stress<br>Poor housekeeping and waste | Workers, Visitors.<br>How: Long hours in the sun cause sunburn, eye damage and skin cancer. Hard work in hot | **High (12) Likely / Lost time injury** | 5.1 Plan outdoor work for early morning or late afternoon when UV is lower. [Eliminate]<br>5.2 Put shade covers over fixed work areas. [Control (engineering)]<br>5.3 Check the UV index each day. Use sun protection when it is 3 or higher. [Control (procedures)] | **Medium (8) Unlikely / Major injury** | Site supervisor |

| # | Activity / step | Hazards | Who might be harmed and how | Risk before | Controls | Risk after | Responsible |
|---|---|---|---|---|---|---|---|
| | | | weather or hot roof spaces causes heat exhaustion or heat stroke, which can kill. | | 5.4 Check your skin regularly and see a doctor about any new or changing spots. [Control (procedures)]<br>5.5 Wear a broad-brim hat or hard hat brim, long sleeves, sunglasses and SPF 30 or higher sunscreen, reapplied every 2 hours. [PPE]<br>5.6 Schedule heavy work for the cooler part of the day. [Eliminate]<br>5.7 Provide shade over work and rest areas, and fans or cooling in roof spaces. [Control (engineering)]<br>5.8 Supply cool drinking water close by and drink a cup every 15 to 20 minutes. [Control (procedures)]<br>5.9 Take regular rest breaks in the shade, more often as it gets hotter. [Control (procedures)]<br>5.10 Let new and returning workers build up to full work in the heat over about a week. [Control (procedures)]<br>5.11 Order materials to size and send packaging back where you can. [Eliminate]<br>5.12 Put skips and waste chutes close to the work. [Control (engineering)]<br>5.13 Clean as you go, and do a full clean up at the end of each day. [Control (procedures)]<br>5.14 Keep exits, stairs and walkways clear at all times. [Control (procedures)]<br>5.15 Stack materials neatly on level ground, away from edges. [Control (procedures)]<br>5.16 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)] | | |

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 | Get utility plans and excavate the base | 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). |
| 2 | Compact road base, rotating operators | 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. Limit trigger time using the HSE vibration calculator to stay below the exposure action value, and rotate workers. |
| 3 | Lay paving slabs, using a lifter or two people for big ones | 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. |

| Step | What we will do | How it is done safely |
|---|---|---|
| 4 | Cut paving slabs wet, never dry | 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. |
| 5 | Sand, compact and clean up | Plan outdoor work for early morning or late afternoon when UV is lower. Put shade covers over fixed work areas. Check the UV index each day. Use sun protection when it is 3 or higher. |

## 5. PPE AND PERMITS

| Required PPE | Permits and plans |
|---|---|
| Safety boots<br>Knee pads<br>Safety glasses<br>FFP3 dust mask<br>Ear defenders<br>Sun protection (sunscreen and neck cover)<br>Hi-vis vest<br>Safety helmet<br>Rigger gloves<br>Half-mask respirator (P3 filters) | None required |

## 6. PLANT AND EQUIPMENT

| Plant / equipment | Licence or training needed | Inspection needed | Rego / ID | Last inspected | Certificate / report |
|---|---|---|---|---|---|
| Skid steer loader | CPCS or NPORS skid steer card | | | | |
| Wacker plate | | | | | |
| Cut-off saw (Stihl saw) | | User check before each use; inspected and serviced to the maker's schedule (PUWER regs 5 and 6). Discs changed only by people trained in abrasive wheels | | | |
| Wet tile cutter | | 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 |
|---|---|---|---|---|---|
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| Name | Role / company | Tickets / licences | Inducted | Signature | Date |
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