

CDM 2015 reg. 13 · HSG250

Risk Assessment & Method Statement

Legal Basis: CDM 2015 reg. 13 · MHSW 1999 reg. 3 · HSWA 1974 s.2 · HSG150 · HSG250

How to use

When	Issued before mobilisation. Reviewed pre-start of every shift, after any incident or near-miss, on change of personnel or method, and at scheduled review date.
How	Read with the project Construction Phase Plan, Emergency Response Plan and per-task Permits-to-Work. Brief at induction; re-brief at every weekly toolbox talk.
Who signs	PREPARER signs as author. Site Manager signs as reviewer on site. Each operative signs the acknowledgement page (sign-off page) before starting work.
If unsure	Stop and call the Site Manager. If a residual risk score is ≥ 15 (CRITICAL), the activity does NOT proceed until controls are redesigned.

Critical — must read

A residual risk score of 15 or higher (CRITICAL) means the activity DOES NOT proceed. There is no schedule justification for working with CRITICAL residual.

For Confined Space and Work at Height, pre-positioned scenario-specific RESCUE arrangements are MANDATORY before entry (CSR 1997 reg. 5 · WAHR 2005 reg. 4).

PPE listed in Appendix A is the MINIMUM for the named tasks. Substitution downward is not permitted — only upward to a higher specification.

Scope of Works

Legal Basis: CDM 2015 reg. 13(1) · MHSW 1999 reg. 3 · HSWA 1974 s.2

1.1 Project description

Project	SAMPLE PROJECT - Two-Storey Rear Extension & Re-Roof
Address	1 Sample Road, SA1 1PL Sample Town, SA1 1PL
Start date	30 Sept 26
End date	18 Dec 26
F10 notification required	No

1.2 Selected tasks

The scope is the bundle of selected task categories below. Each category drives the per-section Risk Assessment in §3–9 and the Method Statement in §10.

Preventing exposure to asbestos fibres

Preventing slips, trips and falls

Working in confined spaces

L=1	1	2	3	4	5
L=2	2	4	6	8	10
L=3	3	6	9	12	15
L=4	4	8	12	16	20
L=5	5	10	15	20	25

2.2 Bands and broad action

LOW (1-3)	Standard supervision. Routine controls maintained. Monitor at toolbox talks.
MEDIUM (4-8)	Pre-start verification. Interval monitoring during the task. Record verifications.
HIGH (9-14)	Senior sign-off + permit-to-work + continuous competent supervision throughout the task.
CRITICAL (15-25)	WORK MUST NOT PROCEED. Controls must be redesigned to bring residual to ≤ 14 before any operative engages.

2.3 Likelihood / severity scales

L=1 Rare	Once in 100+ projects under same conditions
L=2 Unlikely	Once in 10 projects
L=3 Possible	Once per project
L=4 Likely	Several times per project
L=5 Almost certain	Continuous / shift-by-shift
S=1 Negligible	No injury / minor first-aid only
S=2 Minor	<7-day absence
S=3 Moderate	>7-day RIDDOR injury
S=4 Major	Specified injury / hospitalisation
S=5 Catastrophic	Fatality / multiple major injuries

2.4 Risk acceptance criteria

No activity proceeds with residual score ≥ 15 (CRITICAL). If pre-start verification finds residual at 15 or higher, the task is suspended and the Site Manager notifies the Principal Contractor in writing the same day. Controls are redesigned (substitute, isolate, engineer, additional permit, additional PPE, additional supervision) until residual ≤ 14 . Re-verification is recorded against the same hazard line.

Statement of intent: where residual cannot be brought to ≤ 14 by available controls, the task is NOT carried out. There is no pressure-of-schedule justification for proceeding with a CRITICAL residual.

General Site Risk Assessment

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Legal Basis: CDM 2015 reg. 13 · MHSW 1999 reg. 3 · HSWA 1974 s.2 · HSG150

3.1 Hazards & controls

Hazard	Who at risk	Controls	Risk (lxs=r)	Residual (lxs=r)
Fire from combustible materials near flame	User, All site operatives	<p>1. OPERATOR TRAINING: Only trained and competent person may use gas torch – documented training or instruction.</p> <p>2. Hot Work Permit: Signed by site manager BEFORE each hot works session – prohibition on work without valid permit.</p> <p>3. Hot work zone cleared of combustible materials within minimum 5 m radius (minimum 10 m for welding).</p> <p>4. Powder extinguisher (minimum 2 kg) or fire blanket at work station throughout period – check operability before each session.</p> <p>5. Fire watch 60 minutes after completion – designated person, not operator.</p> <p>6. EMERGENCY PROCEDURE: Location of extinguishers, evacuation route and fire service number discussed with team before work.</p> <p>REQUIRED PPE: Heat-resistant gloves (EN 407), fire-resistant or leather apron (EN ISO 11612), safety boots S3 with thermal insulation, safety helmet (EN 397), safety glasses.</p> <p>EMERGENCY PROCEDURE: For uncontrolled fire – powder extinguisher or fire blanket; evacuation and call 999; fire watch 60 minutes after extinguishing.</p> <p>FIRST AID: For burns – cool with water for 20 minutes; burns dressings; call 999 for severe burns.</p>	4 × 5 = 20	2 × 5 = 10

Hazard	Who at risk	Controls	Risk (LxS=r)	Residual (LxS=r)
Unauthorised access through damaged or unsecured fencing - risk to children and intruders	Public	<ol style="list-style-type: none"> 1. Entry gate on padlock or lock - locked outside working hours. 2. Daily perimeter walk (minimum once) - recorded in safety register. 3. Warning signs visible from outside: 'NO ENTRY - CONSTRUCTION SITE / DANGER SITE - KEEP OUT'. 4. Report any fencing breaches immediately to site manager. <p>PPE REQUIRED: High-visibility waistcoat (EN ISO 20471), S3 boots during perimeter patrol.</p> <p>EMERGENCY PROCEDURE: If intruder enters site - do not confront; call security or 999.</p>	5 x 4 = 20	3 x 4 = 12
Fall from ladder - slip or overturning	User	<p>TRAINING WAH: Before using ladder every worker must be familiarised with WAH Risk Assessment and trained in safe ladder use - induction documented.</p> <ol style="list-style-type: none"> 1. WAH HIERARCHY: Ladder is FINAL means - site manager must document why MEWP, scaffolding or platform not possible. 2. PRE-USE INSPECTION: Check every rung, anti-slip feet, aluminium/timber condition - damaged ladder = immediately withdraw and mark 'OUT OF SERVICE'. 3. Angle of 75° (1:4 rule - for every 4 m height base 1 m from wall). 4. Secure or stabilise ladder at top (tie off) or bottom - person holding ladder is minimum; does not eliminate slip risk. 5. Three points of contact with ladder at all times - prohibition working with tool requiring two hands. 6. Maximum work duration on ladder: 30 minutes continuous; after 30 minutes mandatory break. 7. Ladder must extend minimum 1 m above landing when serving as access. <p>PPE REQUIRED: Safety helmet (EN 397), S3 safety boots with anti-slip sole - check before climbing. Work gloves (EN 388) when carrying ladder.</p> <p>EMERGENCY PROCEDURE: If fall from ladder - 999 immediately; do not move casualty; first aid kit available.</p> <p>SEPARATION: Exclusion zone below ladder when someone climbing or descending - tape or designated person managing zone.</p>	5 x 4 = 20	3 x 4 = 12

10.1 Operative briefing

All operatives covered by this RAMS receive a face-to-face briefing before starting. Each acknowledges by signature on the operative sign-off sheet (sign-off page). The Site Manager retains a copy on site.

10.2 Sequenced procedures (per task category)

SITE SET-UP & MANAGEMENT

1. All operatives sign in at the site entrance and receive a site-specific induction before starting work.
2. Brief the workforce on this RAMS face-to-face; each operative signs the operative sign-off sheet (sign-off page).
3. Confirm welfare is available before work starts: toilet, washing with warm water, drinking water, rest area, changing/drying.
4. Check the asbestos register / R&D survey BEFORE disturbing any building fabric; if ACMs are suspected — STOP and report to the supervisor.
5. Set out material storage, waste and parking areas per the site plan; keep access routes and fire escapes clear at all times.
6. Maintain daily housekeeping: leads at high level or covered, offcuts cleared as work proceeds, spills cleaned immediately.
7. Display the F10 (where notifiable), employers' liability insurance, H&S law poster and emergency contacts in the welfare area.
8. Keep a stocked first-aid kit and a trained first aider available; display the nearest A&E location in welfare.

SITE SECURITY & PUBLIC PROTECTION

1. Enclose the work area with heras fencing or hoarding before works start: minimum 2 m high, feet turned outward, anti-tamper couplers.
2. Fit 'Construction site — keep out' signage at all entry points and along public boundaries.
3. Operate one signed-in entry point; all visitors are escorted and receive a visitor induction.
4. Inspect the fence line daily and after high winds; close any gaps immediately.
5. No work over public areas without protection fans, netting or a managed closure; never store materials against the public side of the hoarding.
6. Secure tools, fuel and plant at the end of each shift (locked container, keys removed, plant immobilised).

MANUAL HANDLING, DELIVERIES & MATERIAL MOVEMENT

1. Plan deliveries before they arrive: designated unloading area, one-way route where possible, banksman for all reversing.
2. Assess every significant lift before moving it by hand (Task, Individual, Load, Environment).
3. Use mechanical aids first — telehandler, pallet truck, sack barrow, gin wheel; manual lifting is the last resort.
4. Two-person lift for heavy or awkward loads; agree the route and commands before lifting; never twist under load.
5. Keep carrying routes clear, lit and level; never carry loads up ladders — raise them by gin wheel, hoist or telehandler.
6. Store materials flat and stable on dunnage; heavy items between knee and shoulder height where possible.
7. Loads on vehicles are secured before movement; check load security before leaving site.

DEMOLITION & STRIP-OUT

1. Confirm the refurbishment & demolition (R&D) asbestos survey covers ALL areas to be struck; any ACMs are removed by a licensed contractor BEFORE demolition starts.
2. Record the demolition arrangement in writing (method and sequence) before work begins; brief it to the demolition team.
3. Isolate and prove dead all services to the structure (electricity, gas, water, comms); retain disconnection certificates on site.
4. Install temporary supports and needles to the temporary works design before cutting any structural element.
5. Establish an exclusion zone with physical barriers and signage; only demolition operatives inside the zone.
6. Demolish top-down in small sections under the control of a competent person; no operatives below the working level at any time.
7. Damp down continuously to suppress dust; wear face-fitted FFP3 when cutting or breaking silica-containing materials.
8. Clear debris to the skip at regular intervals; never allow demolition arisings to load floors or stairs.
9. Manage noise: use low-noise methods and on-tool damping where practicable; hearing protection is mandatory in designated zones and

10.3 Emergency arrangements

Emergency response is set out in the project Emergency Response Plan. All operatives covered by this RAMS are briefed on the ERP as part of their induction.

Document Requirements — PC to Collect

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Legal Basis: CDM 2015 reg. 13(2)(a) · LOLER 1998 reg. 9 · PUWER 1998 reg. 5 · CSCS scheme

Before mobilisation, the Principal Contractor confirms the documents below are held against each operative / item. Any gap stops that operative or that piece of equipment from working.

CSCS card (every operative)	Held by PC. CSCS scheme number recorded against operative.
CPCS / NPORS card (operators)	Plant-specific — cherry picker, telehandler, dumper, excavator.
IPAF PAL card (MEWP operators)	Specific category 3a/3b matched to MEWP type used.
LOLER 6-monthly TEC (lifting equipment)	Held by PC. Must be in date for the lift category (12-mo loads / 6-mo persons).
PUWER pre-use inspection log	Daily by operator. Held on site. PC reviews weekly.
Face-fit test record (FFP3 wearers)	Per individual + per FFP3 model. <12 months old.
Health Surveillance records	HAVS, noise, RCS, welding fume — records held by H&S Advisor; in date.
Asbestos R&D survey (where applicable)	Required before any work that may disturb fabric (HSG264).

COSHH

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Legal Basis: COSHH 2002 reg. 6 · reg. 7 · EH40 WELs · HSG97

Each substance held on site has a per-substance COSHH Assessment alongside this RAMS. The summary below lists substances; the assessment carries Hazards, WELs, exposure controls, RPE, monitoring, and surveillance requirements.

AlphaChem Rapid Set Mortar — see per-substance COSHH Assessment

Appendix A. PPE Requirements Summary

Legal Basis: PPE at Work Regs 1992 (am. 2022) · HSG53

Aggregated from selected tasks and equipment. PC supplies items unless specified otherwise. Replacement is at no cost to operative (PPE Regs 1992 reg. 4).

Hard hat	EN 397 — base level for all on site. Replace 5 years from manufacture or after any impact.
Safety footwear	EN ISO 20345 S3 minimum — toe + midsole + water-resistant. S5 wellingtons for groundworks.
Hi-Vis vest / jacket	EN ISO 20471 Class 2 minimum on site. Class 3 for traffic management within 5 m of live carriageway.



Sample Principal Contractor Ltd
SAMPLE PROJECT - Two-Storey Rear
Extension & Re-Roof · 1 Sample Road, SA1
1PL Sample Town
Risk Assessment & Method Statement

Gloves	EN 388 Cut Level B minimum for general; EN 374 chemical for COSHH; thermally-rated for cold/hot tasks.
Eye protection	EN 166 grade-B for general + grinding; full visor + side shield for high-impact.
Hearing protection	EN 352 SNR ≥ 26 dB at >85 dB(A) tasks. Mandatory zones marked.
Respiratory (RPE)	FFP3 EN 149 — face-fit per wearer per model. PAPR EN 12942 for isocyanates / extended exposure.
Fall protection	EN 361 full body harness + EN 354 lanyard with EN 355 shock absorber. Pre-use check.

Sign-off Operative Acknowledgement

I confirm I have been briefed on this RAMS, I understand the hazards and controls relevant to my work, and I will follow the controls and procedures set out. I will stop work and notify the Site Manager if conditions change.

[illegible]

Where acknowledgement is collected electronically, the digital signature record (name, email, timestamp, IP address) is retained as part of the project record and constitutes a legally valid record of briefing under the Electronic Communications Act 2000.

Legal Basis: Retention: this signed RAMS and the operative acknowledgement page must be retained for a minimum of 3 years from project completion (Limitation Act 1980); longer retention applies for health-surveillance-linked records (40 years under COSHH / CLAW / CAR).

Prepared by