

Risk Assessment and Method Statement

Fill in every section against the real task and the real site. A RAMS copied from another job is not a safe system of work, and will not survive a competent reviewer.

Greyed italic text is example content, showing the shape of a good answer. Delete it before use. Not legal advice. Nothing here is approved or endorsed by the HSE. Written for Great Britain; if you work elsewhere, check your own regulations.

1 Document control

Document reference	RAMS-2026-014
Revision	Rev 3
Task title	Replace rooftop extract fan, Block C
Client or organisation	
Site address	
Exact work location on site	Block C roof, north-east corner, above plant room
Planned start date	
Planned end date	
Working hours	08:00 to 16:30, Mon to Fri. No out-of-hours working.
Prepared by (name, role, competence)	
Approved by (name, role)	
Date approved	
Next review date	

Revision history

Rev	Date	What changed, and why	Changed by
2	04/03/26	Added rescue plan after client review comment	A. Shah

Rev	Date	What changed, and why	Changed by

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You do not fill this section in. Every risk assessment keeps its own **Versions** list: **Create Draft**, write a **Change Description**, then **Publish**. The previous version stays readable rather than being overwritten. A review policy sets the **Review Interval** and notifies the **Recipients** you name when the review falls due.

2 Scope of work

What this RAMS covers

- Isolate, remove and replace one 400mm roof-mounted extract fan and its flexible connections.
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What it does not cover, and who covers it instead

- Electrical isolation, final connection and testing. Covered by separate RAMS from Voltek Ltd, Rev 2.
- Any disturbance of the roof membrane. Stop work and refer to the client.
- Any hot works. This job involves no cutting, welding or grinding. If it becomes necessary, stop and re-issue this RAMS.
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Scope is written in a **Rich Text** section, and you can have as many as the job needs. Exclusions that live in someone else's document can be pulled in through the **Documents** section as live links, so the linked RAMS stays in sync rather than going stale as an attached copy.

3 Hazards and risk assessment

Score each hazard twice: once as the job would be without your controls, then again with them in place. The residual score is the one that decides whether the work is fit to proceed. Where a specialist assessment already exists, for example a COSHH assessment, an asbestos survey or a lifting plan, reference it below and attach it. Do not retype it.

#	Hazard	Who might be harmed, and how	L	S	Risk	Controls (highest in the hierarchy first)	Res. L	Res. S	Residual risk
1	Fall from roof edge, 8m drop	Operatives, and anyone below. Fatal or life-changing injury.	4	5	20	Existing permanent guardrail inspected before access. Work kept 2m back from the unprotected north edge, demarcated with barriers. Restraint lanyard worn where a barrier has to be repositioned, so the wearer cannot reach a fall position.	1	5	5
2	Fan unit (40kg) falling while lifted through the roof hatch	Operatives on the stair below. Crush or head injury.	3	4	12	Manual chain hoist and certified sling used instead of a manual carry. Stair below closed and signed for the duration of the lift. Nobody positioned under a suspended load.	1	4	4
3									
4									
5									
6									
7									
8									

Referenced assessments: Asbestos R&D survey, Block C, dated 11/01/26, ref AS-4471

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This table is a **Matrix Section**. Each hazard is a **Risk Item** with its own severity, likelihood and residual scores, and the score and band colour are calculated for you. Pick a 3 by 3 or 5 by 5 grid when you create the assessment, note that the choice is fixed afterwards, and rename any of the severity, likelihood or band labels to your own wording. One assessment can hold several registers, so a multi-trade job does not have to be flattened into a single list.

Substances can be held once in the **Hazardous Materials** register with their GHS classifications and linked in rather than retyped, though that register is off by default and your administrator needs to enable it.

4 Method statement: sequence of work

Write the steps in the order the job will actually happen, including the setting up and the clearing away. Against each step, name the control from section 3 that applies. If a step does not reference a control, either the step is trivial or you have missed a hazard.

Step	What happens	Who does it	Controls in force (from section 3)
1	Site induction. Roof access permit collected from FM office. RAMS briefed to all operatives.	Supervisor	Hazard 1
2	Roof access via internal stair and locked hatch. Inspect permanent guardrail before stepping out. Set out barriers 2m back from the north edge.	All	Hazard 1
3	Confirm the fan has been isolated, locked off and proved dead by Voltek. Do not proceed without their sign-off.	Supervisor	Hazard 1
4	Rig chain hoist above the hatch. Close and sign the stair below.	All	Hazard 2
5			
6			
7			
8			
9			
10			
11			
12			

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The sequence is authored as a **Rich Text** section. Where a step depends on a drawing, a manufacturer's instruction or a permit form, link it through the **Documents** section so operatives open the current version rather than a printed copy from last year. Photos of the actual access route go in an **Image Gallery** section, and the **Map** section lets you drop a pin on the exact location rather than describing it in words.

5 People and competence

A list of names on its own tells a reviewer nothing. Say what competence is being relied on, and when the evidence expires.

Role	Name	Competence relied on, and evidence	Expiry
Supervisor / responsible person on site		<i>SSSTS, cert 44182</i>	<i>09/27</i>
Operatives			
Operatives			
Operatives			
Competent person for specialist task		<i>Appointed person, lifting operations</i>	<i>03/27</i>
Client or principal contractor contact			
First aider on site		<i>Emergency First Aid at Work</i>	<i>11/26</i>

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People and their groups attach to the assessment through the **People & Groups** section, and can be assigned to an individual hazard as well as to the document as a whole. The certificates behind that middle column are not retyped: they sit on the personnel record as blocks with real expiry dates (**Emergency First Aid at Work**, **Working at Height**, **Asbestos Awareness**, **Right to work in the UK**, **DBS Certificate**), and everything expiring across the site rolls up into one **Expirations** view under Insights.

6 Plant, equipment and materials

Everything listed here should appear somewhere in section 3 or section 4. If a reviewer finds plant here that nothing in the method statement uses, the document has been assembled from another job.

Item	Qty	Inspection or certification	Date / expiry
<i>Manual chain hoist, 500kg</i>	<i>1</i>	<i>LOLER thorough examination</i>	<i>22/01/26</i>
<i>Lifting sling, 2t</i>	<i>2</i>	<i>LOLER thorough examination</i>	<i>22/01/26</i>
<i>Hand tools, 110v</i>	<i>set</i>	<i>Visual pre-use check, recorded</i>	<i>pre-use</i>

Item	Qty	Inspection or certification	Date / expiry

Materials, including anything that needs a COSHH assessment: *Replacement flexible connections. Duct sealant, ref XYZ, COSHH assessment attached.*

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Plant with recurring hazards belongs in the **Equipment** register once, as an equipment risk profile carrying its key hazards, control measures, required PPE, safe working load and lifting-equipment flag. It then gets linked into any assessment that uses it. For vibrating and noisy plant there is an exposure calculator for hand-arm vibration and noise, so the numbers are worked out rather than estimated.

7 Control measures

Control	Detail	In place?
PPE required	<i>Hard hat EN 397, safety boots EN ISO 20345, hi-vis EN ISO 20471, gloves, eye protection</i>	☐
Permits required	<i>Roof access permit, from FM office. No hot works permit needed, see section 2.</i>	☐
Isolations and lock-off	<i>Fan isolated and locked off by Voltek, key held by their supervisor, confirmed dead before work starts</i>	☐
Exclusion zones and access control	<i>Stair below hatch closed and signed during the lift. 2m demarcated zone back from the north roof edge.</i>	☐
Other safeguards		☐

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Required PPE is picked from a controlled **ISO 7010** list rather than typed as free text, so the pictogram and the wording stay consistent across every assessment.

Being straight with you: permits to work are not a feature in CalmCompliance today. If your job needs one, the permit stays in your own process and gets linked from the assessment as a document.

8 People affected, and interfaces with others

Who else is on or near this work, and what changes because of that? This is one of the most common reasons a client sends a RAMS back.

Who	How they are affected	What we are doing about it
Building occupants, Block C	Noise, and plant room access blocked for two days	Client to notify occupants. Work outside core hours where practicable.
Other trades: Voltek, electrical isolation	Our work cannot start until their isolation is confirmed dead	Joint start on day 1. Their sign-off is step 3 of our sequence.
Public / passers-by		
Vulnerable groups: young or pregnant workers, lone workers		

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A published assessment can be attached to the **work order**, so whoever picks the job up sees it. Turn on **Require Risk Assessment Acknowledgement** for the site and nobody can press **Start** on that work order until they have acknowledged the attached assessment, which closes the gap between a document existing and a document being read.

9 Emergency arrangements and rescue

Arrangement	Detail
Nearest first aid, and first aider	
Fire, alarm and assembly point	
Site emergency contact and number	
Nearest A&E	
Rescue plan, where a casualty could not get out unaided <i>Rescue immediately. Do not set a target time.</i>	<i>Injured operative on the roof unable to use the internal stair. Raise the alarm and call 999 immediately. FM to open the goods lift route and meet the crew at reception. Do not attempt to lower or carry the casualty down the stair.</i>
Spill, release or environmental incident	

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Emergency arrangements that are the same across every job at a site do not belong in every document. Hold them once in the document library, publish them to a **Shared Collection** so contractors can reach them at a URL without logging in, and link them from each assessment.

10 Completion and handback

How the work area is left, and how you hand it back.

- ☐ Isolations removed and systems returned to service: *by whom, and confirmed to whom*
- ☐ Area cleared, waste removed, guards, covers and barriers refitted or removed:
- ☐ Defects, damage, or work left incomplete:
- ☐ Anything the client needs to know before reoccupation:

Handed back to	Name	Signature	Date	Time
Client / responsible person				

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Handback fits the existing **Checklists** on a work order: record measurements against min and max thresholds, capture photos, and flag any step that fails so the evidence is captured on the job rather than on a sheet of paper that goes in a van. From a flagged step you can **Report Issue** or **Submit Request** straight away, so incomplete work becomes a tracked ticket rather than a note nobody reads.

11 Welfare and environmental considerations

Welfare provision (toilets, washing, rest, drinking water):

Waste and its disposal route:

Noise, dust, vibration and how they are limited:

Protected species, watercourses, drains, or anything the work could reach:

Weather limits that would stop work: *The wind limit for the plant actually in use, taken from its data plate or rating, not a general figure. Lightning stops all roof work.*

Wind limits differ by plant and activity. An outdoor-rated MEWP is typically 12.5 m/s (28mph) under BS EN 280, a mobile access tower is 17mph under PASMA guidance, and lifting operations work to different limits again under BS 7121. Wind at 20m can be around half again as strong as at ground level, so read the limit at working height.

12 Briefing and sign-off

Document sign-off

	Name	Signature	Date
Prepared by			
Approved by			
Accepted by client / principal contractor			

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Approval before publishing runs through an approval policy (multi-stage, or ad hoc approvers), and the approve action stays disabled until the approver has actually opened the draft. The briefing table below is replaced by a **Distribution**: send the published assessment to people or groups and require **Confirm Reading**, **eSign**, or a short quiz. Anyone who joins the group later gets it automatically. When someone asks who was briefed and when, that is a list, not a search through a folder of scans.

Operatives briefed

I have had this RAMS explained to me, I understand the hazards and controls, and I will raise anything that changes on site.

Print name	Signature	Date	Time

Print name	Signature	Date	Time

Continue on a further sheet if more operatives are briefed.

 detach this page and give it to whoever receives the RAMS

13 Reviewer's acceptance

For the client, duty holder or principal contractor. This page is not for the author of the RAMS.

Received from	Task	Revision	Date received

Check	Yes	No	Comment
Is it specific to this site and this task, or is it a generic document with our name inserted?	☐	☐	
Does the method statement match the hazards, and does every step reference a control?	☐	☐	
Does the plant and material list match what the method statement actually uses?	☐	☐	
Are the residual scores credible, and does anything still sit in the high or unacceptable band?	☐	☐	
Is PPE being used as a backup to real controls, rather than as the control?	☐	☐	
Are the named people actually competent, with in-date evidence?	☐	☐	
Is there a rescue plan where a casualty could not get out unaided?	☐	☐	
Does it account for our occupants, our other trades, and our site rules?	☐	☐	
Are the permits and isolations we require named correctly?	☐	☐	
Is the revision current, and does it supersede anything we already hold?	☐	☐	
Is handback defined, so we know when the area is ours again?	☐	☐	

Outcome: ☐ Accepted ☐ Accepted with conditions ☐ Returned for revision

"Accepted with conditions" is the most useful of the three and the one people most often forget they can use. Write the condition down, and make sure it reaches the crew.

Conditions or reasons:

Reviewed by	Role	Date
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Reference: scoring, bands and the hierarchy of control

Keep this page beside you while filling in section 3. The scales and bands below are written for a 5 by 5 grid. If you use a smaller grid, redraw the bands, because the maximum score changes.

Risk matrix: likelihood × severity

Likelihood ↓ Severity →	1	2	3	4	5
1	1	2	3	4	5
2	2	4	6	8	10
3	3	6	9	12	15
4	4	8	12	16	20
5	5	10	15	20	25

Colour is a shortcut, not the signal. Every band is identified by its number as well as its colour, so the table still works printed in black and white.

Bands, and what each one means for the job

Residual score	Band	What it means
1 to 4	Low	Controls are proportionate. Monitor.
5 to 9	Medium	Controls needed and supervised. Review if anything changes.
10 to 15	High	Do not start. Add controls until the residual score drops, and name who supervises.
16 to 25	Unacceptable	Work must not proceed in this form. Eliminate the hazard or redesign the task.

An initial score in the High or Unacceptable band is normal and is not a reason to stop. These actions apply to the residual score, after your controls.

Likelihood and severity scales

L	Likelihood	S	Severity
1	Very unlikely. Would need several things to fail at once.	1	Negligible. No treatment needed.
2	Unlikely. Could happen, but not expected on this job.	2	Minor. First aid on site.
3	Possible. Happens occasionally in work like this.	3	Moderate. Medical treatment, or more than three days unable to do normal duties (recordable under RIDDOR).
4	Likely. Expect it at some point unless controlled.	4	Major. A specified injury under RIDDOR, or more than seven consecutive days unable to do normal duties. Note that this includes someone on restricted or light duties, not only someone absent.
5	Almost certain. Expect it on this job.	5	Catastrophic. Fatality, or life-changing injury. Some specified injuries belong here rather than at 4, for example amputation or permanent loss of sight.

Reference: the hierarchy of control

Work down this list. Reach for PPE last, not first. A RAMS that reaches for PPE first has skipped the work.

1. **Eliminate.** Can the task be avoided entirely, or the hazard designed out?
2. **Substitute.** A less hazardous method, substance, or piece of plant.
3. **Engineering controls.** Guardrails, isolation, extraction, mechanical handling.
4. **Administrative controls.** Sequencing, exclusion zones, permits, supervision, training.
5. **PPE.** The last line, and only ever alongside the controls above.

Most controls reduce how likely the harm is and leave severity where it was: a guardrail does not make an 8m fall less serious, it stops the fall happening. Severity does legitimately fall where a control reduces the consequence itself, for example lowering the working height, breaking a load into smaller pieces, using a smaller quantity of a substance, or working at a reduced voltage. If your residual severity is lower than your initial severity, be ready to say which control did that.

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Receiving RAMS rather than writing them? That is the side CalmCompliance is built for. A contractor's RAMS arrives as a PDF, so bring it in through **Upload PDF as Assessment**: it becomes a record with versions, expiry dates, a review policy and acknowledgements, without retyping anything. Use **Upload New Version** when Rev 4 arrives, and Rev 3 stays readable. Their insurance and accreditations sit on the **Company** record with real expiry dates: tick **Suspend company when this file expires** and an out-of-date contractor cannot quietly stay on the approved list.

Notes

A template is a backbone. A RAMS is only valid when it is specific to the task and the site in front of you.

Full guide: calmcompliance.com/blog/what-is-a-rams-risk-assessment-method-statement