

MANAGEMENT SYSTEM · GT-HSE-TEM-010

Risk assessment and method statement (RAMS)

Revision	Date	Prepared by	Approved by	Next review
A	[date]	[name]	[name – the owner]	[date + 12 months]

Item	Detail
Project / site	[]
Task covered	[]
RAMS reference	[]
Prepared by / date	[]
Approved by (HSE lead) / date	[]
Start date and expected duration	[]
Review due	[on change of work, site, people – or date]

Status. Master template – not for issue unedited. One RAMS per task, written by the person planning the work and briefed to everyone doing it. An unbriefed RAMS controls nothing.

Contents

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- 3. Plant, PPE and permits**
- 4. Briefing record**

How this template is built
4 sections. The method is written for you; the badge is the 1 place where only you know the answer.

SECTION SPINE · BADGE = THINGS YOU SUPPLY

01
Risk assessment

02
Method statement

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Plant, PPE and permits

04
Briefing record

Amber sections need your input. Teal sections are method – leave them alone unless they are wrong for your job.
Delete nothing without replacing it: an empty section tells a client you did not think about this task.

Figure 1 How this template is built: 4 sections, 1 place where only you know the answer.

1. Risk assessment

[The task, the site and the crew this assessment covers. One RAMS per task – a document covering everything controls nothing.]

1.1.1 Assess the work as it will actually be done, in the sequence it will be done, by the people who will do it. A hazard list copied from a similar job is a starting point and never the finished article; the value is in the differences between that job and this one.

1.1.2 Score before controls and after them. The before score justifies the effort; the after score is the honest statement of what residual risk the crew is being asked to accept. A method statement whose every line scores low before any control has been applied has not been thought about.

1.1.3 Controls follow the hierarchy and the document should show it: eliminate, reduce, isolate, control, and only then PPE. Where the only control offered is PPE, go back up the list – that is the signal the planning stopped early.

1.1.4 Two categories get missed on almost every small-contractor RAMS and both belong here. The first is the work either side of the task – getting to it, setting up for it, clearing away after it – which is where a surprising share of injuries actually happen. The second is everybody else: other trades, the client's staff, delivery drivers and the public, none of whom have read this document and all of whom can walk into it.

Rate likelihood (1–5) × severity (1–5). 1–8 low: manage by routine controls. 9–15 medium: controls below are mandatory before work starts. 16–25 high: redesign the work – do not proceed on PPE and good intentions.

Score	Likelihood	Severity
1	Rare – hard to imagine on this task	Trivial – no treatment needed
2	Unlikely – possible but not expected	Minor – first aid only

Score	Likelihood	Severity			
3	Possible — could happen this job	Moderate — medical treatment, days lost			
4	Likely — will probably happen at some point	Major — specified injury, long absence			
5	Almost certain without controls	Catastrophic — fatality or multiple serious			
Hazard	Who is harmed and how	L	S	L×S	Controls (hierarchy order)
[]	[]				[]

2. Method statement

2.1.1 Write it for the person doing the work, not for the file. Short numbered steps in the order they happen, naming the plant, the people and the point at which each control from the table above comes into force. If a supervisor could not brief it straight off the page, it is not finished.

2.1.2 Say what stops the job as well as what runs it: the weather limits, the ground conditions, the point at which a temporary works design is needed, the trigger for calling somebody. Stopping is a planned step like any other, and a crew that has been told in advance when to stop will stop.

The sequence of work, in the order it happens, written for the person doing it. Name the plant, the people and the point at which each control from the table above comes into force.

Step	What happens, who does it, with what
1	[]
2	[]
3	[]
4	[]
5	[]

Step	What happens, who does it, with what
6	[]

3. Plant, PPE and permits

3.1.1 List plant by what it is and what it needs — thorough examination dates, operator ticket categories, exclusion zones. Hired plant arrives with its certification or it does not arrive; that is a purchasing conversation, not a site one.

3.1.2 PPE listed here is what this task needs beyond the site standard, not a restatement of the site rules. Permits are named with who issues them and how long they run, because an expired permit and no permit are the same thing to an investigator.

3.1.3 Emergency arrangements for this task are written here even where the site has its own: the nearest exit from this working position, how a casualty would actually be recovered from it, and who is called first. A rescue plan that exists only as the site's general arrangements is no plan at all for work at height, in an excavation or in a confined space.

Item	Detail
Plant and equipment	[]
PPE beyond site standard	[]
Permits required	[hot works / dig / confined space / none]
Emergency arrangements for this task	[]

4. Briefing record

4.1.1 The briefing is the point of the whole document. Walk the sequence where the work will happen, point at the actual location, name the two or three controls that matter most, and finish by asking questions back rather than asking whether there are any. Then everybody signs.

4.1.2 Anyone joining the task later gets the same briefing before they start, not a second-hand account from another operative. A name on this record who never heard the briefing is worse than a blank line, because it is a written statement that something happened which did not.

4.1.3 The one-line test of this document, asked at any site inspection: ask someone doing the work to describe the sequence and the controls — does what they say match what is written here, and if not, which one gets changed?

By signing you confirm you have been briefed on this RAMS, understand it, and will do the work this way. Say now if anything in it does not match the site.

Name	Signature	Date