

Risk assessment and method statement

BUSINESS [Your business name]	CLIENT [Client name]	SITE ADDRESS [Site address]
TASK [What the work is]	DATE AND EXPECTED DURATION [DD/MM/YYYY] / [days]	NUMBER OF OPERATIVES [0]
PREPARED BY [Name and role]	REVIEWED BY [Name and role]	DOCUMENT REFERENCE AND VERSION [RAMS-001 / v1]

1. RISK ASSESSMENT

Look at the actual site and the actual task. Do not copy another job's entries without checking they fit.

HAZARD	WHO MIGHT BE HARMED AND HOW	WHAT IS ALREADY IN PLACE TO CONTROL IT	FURTHER ACTION NEEDED	WHO	BY WHEN
[e.g. working at height]	[e.g. operatives, falls]	[Existing controls]	[Extra action]	[Name]	[Date]
[e.g. electricity or gas]					
[e.g. manual handling]					
[e.g. dust, fumes or noise]					
[e.g. other trades, public, occupants]					

2. METHOD STATEMENT: HOW THE WORK WILL BE DONE, IN ORDER

STEP	TASK	HOW IT WILL BE DONE	WHO	CONTROLS, TOOLS AND PPE
1	[Site set-up and isolation]			
2	[Main work]			
3	[Testing and checks]			
4	[Clear up and handover]			

3. SITE ARRANGEMENTS

FIRST AID KIT AND FIRST AIDER [Location / name]	NEAREST A&E [Address]	EMERGENCY CONTACT ON SITE [Name and phone]
FIRE ASSEMBLY POINT [Location]	WELFARE (TOILET, WATER, REST) [Arrangements]	WASTE AND MATERIALS STORAGE [Arrangements]

4. BRIEFING: I HAVE READ AND UNDERSTOOD THIS DOCUMENT

NAME	ROLE	SIGNATURE	DATE
[Name]			

This template is a starting point. It does not replace an assessment by a competent person who has seen the site. Review it if the task, the site or the people change.