

RISK ASSESSMENT AND METHOD STATEMENT (RAMS)

Single-storey rear extension and steel beam installation

12 Sample Close, St Albans, Hertfordshire · Example Build Co. Ltd



Site photos used to prepare this document: rear opening with temporary props, materials on site, scaffold.

Document reference	RAMS-0142 · Revision A
Client	Mr and Mrs Example (domestic client)
Principal contractor	Example Build Co. Ltd
Works	Form opening in rear wall, install steel beam on padstones, build single-storey extension (blockwork, timber roof), make good
Planned dates	Week 1 to week 6 (programme on page 2)
Working hours	08:00 to 17:00 Monday to Friday; no noisy work before 08:00
Prepared by	Site manager (name) Date
Checked and approved by	Competent person (name) Date

Example only. This RAMS was drafted from site photos and notes to show the format. Every RAMS must be specific to its site and checked and signed by a competent person before work starts.

1. Project details and scope

Site address	12 Sample Close, St Albans (occupied house; family living in during works)
Site access	Side passage to rear garden; deliveries from the road by lorry-mounted crane
Notifiable under CDM 2015?	No (under 30 working days with more than 20 workers at once, and under 500 person-days). Domestic client: contractor takes on the client duties.
Structural information	Engineer's calculations and drawing for the steel beam and padstones (ref. from engineer)
Building control	Notice given; inspections booked at foundations, steel, drainage and completion

Scope of work

1. Set up site: welfare, fencing to the rear garden, protection to the house interior.
2. Erect scaffold to the rear elevation (by a scaffold contractor) and hand over with inspection record.
3. Dig and pour foundations for the extension (mini-digger, ready-mix concrete).
4. Install temporary props and needles, break out the rear wall and form the opening.
5. Lift the steel beam into place on padstones; pack and dry-pack to the engineer's detail.
6. Build blockwork walls, fit the timber roof, windows and doors; make good inside.

Key contacts

Role	Name	Phone
Site manager		
First aider		
Structural engineer		
Scaffold contractor		

Programme

Week	Activity
1	Set-up, scaffold, service checks (cable avoidance tool scan), foundations dug and poured
2	Blockwork to damp-proof course, drainage, ground floor slab
3	Props in, opening formed, steel beam installed, building control inspection
4 to 5	Walls to wall-plate, roof, windows and doors
6	Make good, snag, scaffold struck, site cleared

2. How risk is rated

Each hazard is rated before and after controls: **risk = likelihood × severity** (1 to 5 each). Work only goes ahead when the remaining risk is low, or medium with the extra controls in place and agreed by the site manager.

Likelihood ↓ / Severity →	1 Minor	2 First aid	3 Lost time	4 Major injury	5 Fatal
5 Almost certain	5	10	15	20	25
4 Likely	4	8	12	16	20
3 Possible	3	6	9	12	15
2 Unlikely	2	4	6	8	10
1 Rare	1	2	3	4	5

Score	Rating	Action
1 to 4	Low	Carry on with the controls listed.
5 to 12	Medium	Extra controls needed; site manager to agree before work starts.
15 to 25	High	Do not start. Re-plan the work and reassess.

Who might be harmed

Operatives (O), subcontractors (S), the household including children (H), neighbours and passers-by (P), delivery drivers (D).

3. Risk assessment

Hazard	Who	Before	Controls	After
Falls from scaffold during blockwork and roof work	O, S	4×5=20	Scaffold erected, altered and struck only by a competent scaffold contractor; handover certificate; inspected before first use, every 7 days and after bad weather, with records kept (Work at Height Regulations 2005). Full boarding, guard-rails and toe-boards on all working lifts. Ladder access tied and secured. No one to alter scaffold.	1×5=5*
Collapse of the wall while forming the opening	O, H	3×5=15	Temporary works to the engineer's design: needles and adjustable props on spreader boards at the spacing drawn. Props checked by the site manager before break-out starts. Break out from the top down in short sections. Household kept out of the room behind, with a dust-sealed screen.	1×5=5*
Lifting the steel beam (lorry-mounted crane)	O, D, P	3×5=15	Lift planned by a competent person; crane and lifting gear with current thorough examination (LOLER 1998). Appointed slinger-signaller. Exclusion zone set with barriers; road and garden cleared of the public during the lift. Tag lines used; no one under the load. Lift stopped in high wind.	1×5=5*
Manual handling of blocks, padstones and timber	O	4×3=12	Use 7N blocks under 20 kg where specified; materials delivered on pallets as close to the work as possible; sack truck and block grabs; two-person lift for padstones and lintels. Toolbox talk on lifting (Manual Handling Operations Regulations 1992).	2×2=4
Silica dust from cutting blocks, bricks and concrete	O, H	4×4=16	Wet cutting or on-tool extraction (M-class) for all cutting; no dry sweeping. FFP3 masks, face-fit tested, worn for cutting and break-out. Cutting done outside, away from open windows and the household (COSHH 2002; workplace exposure limit for respirable crystalline silica 0.1 mg/m ³).	2×2=4
Hitting buried services when digging foundations	O	3×5=15	Service drawings checked; area scanned with a cable avoidance tool and signal generator by a trained operative before digging; trial holes by hand near services; marked on the ground.	1×5=5*

* Medium on paper because the worst case stays fatal; agreed by the site manager with these controls in place.

3. Risk assessment (continued)

Hazard	Who	Before	Controls	After
Trench collapse in foundation excavations	O	3×4=12	Trenches dug and inspected by a competent person at the start of each shift; no entry to trenches deeper than 1.2 m without support; spoil kept back at least 1 m from edges; edges barriered.	1×4=4
Mini-digger and plant moving in a small garden	O, H, P	3×4=12	Trained, authorised operator only (PUWER 1998); daily checks recorded; banksman when reversing or near people; garden fenced off from the household.	1×4=4
Noise and vibration from breakers and cutters	O	4×2=8	Low-vibration tools; job rotation to keep within exposure limits; hearing protection worn in marked zones (Control of Noise at Work Regulations 2005; Control of Vibration at Work Regulations 2005).	2×2=4
Slips and trips on materials, mud and offcuts	O, H, D	4×2=8	Clear walkways; materials stacked on pallets; offcuts into skip daily; boards over mud on the main route; good lighting in winter.	2×2=4
Household and children entering the work area	H, P	3×5=15	Garden and side passage fenced with locked gate; opening boarded and locked at the end of each day; daily chat with the household about what is happening and where not to go.	1×4=4
Fire from cutting, hot works or waste	O, H	2×4=8	No hot works without a permit; fire extinguisher at the work area; waste removed daily; no burning on site.	1×4=4
Bad weather (wind, rain, ice)	O	3×3=9	Forecast checked daily; lifting and roof work stopped in high wind; scaffold inspected after storms; gritting in freezing weather.	2×2=4

4. Method statement

1. **Before starting:** site induction for everyone; this RAMS briefed and signed (page 8); service scan done; welfare in place; scaffold handover certificate received.
2. **Foundations:** mark out to the drawing; dig with the mini-digger, hand-dig near services; building control inspection before concrete; pour from the lorry chute or barrow run, never from the trench edge.
3. **Substructure:** blockwork to damp-proof course; drainage laid and tested; slab cast.
4. **Temporary works:** install needles and props to the engineer's drawing; site manager checks and signs the props off before any break-out.
5. **Form the opening:** break out from the top down with extraction or wet methods; remove debris by barrow to the skip; household kept clear behind the dust screen.
6. **Install the steel:** padstones bedded and set; exclusion zone in place; lift by the crane under the slinger-signaller's control; land on packers, check level and bearing; dry-pack to the engineer's detail.
7. **Remove props:** only after dry-pack has cured and the site manager agrees; building control inspection of the steel.
8. **Superstructure:** blockwork from the scaffold; roof timbers, membrane and finish; windows and doors fitted.
9. **Finish:** make good inside; snag; scaffold struck by the contractor; site cleared and handed back.

PPE

Item	When
Hard hat, boots, hi-vis, gloves	At all times on site
Safety glasses	Cutting, breaking, drilling
FFP3 mask (face-fit tested)	Cutting and break-out
Hearing protection	Breakers, cutters, marked zones

Plant and equipment

Item	Check
Mini-digger	Daily check, trained operator
Lorry-mounted crane	Thorough examination, lift plan
Disc cutter	Water or extraction fitted
Props and needles	To engineer's drawing

5. Materials, waste and emergency arrangements

Materials list (from the site photos and drawings)

Item	Quantity	Notes
Steel beam (to engineer's size)	1	Delivered on the day of the lift
Concrete padstones	2	To engineer's detail
7N dense concrete blocks	approx. 600	On pallets, under cover
Sawn timber (roof and wall plate)	as cutting list	Stacked off the ground, covered
Ready-mix concrete	approx. 4 m ³	Foundations; slab separately
Adjustable props and needles	as drawing	Hired; inspected on delivery

Waste

Skip on the drive with a permit if on the road; waste carrier's licence checked; separate hardcore for recycling where possible; no burning.

Emergency arrangements

First aid	First aider named on page 2; kit in the welfare unit
Emergency services	999; give the site address: 12 Sample Close, St Albans
Nearest A&E	To be confirmed and written here before work starts
Fire	Raise the alarm, everyone to the assembly point at the front of the house, call 999
Accidents and near misses	Reported to the site manager the same day; RIDDOR reports made where required

6. Briefing and sign-off

I have been briefed on this RAMS, understand it, and will work to it. I will stop and tell the site manager if anything changes or doesn't look right.

Name	Company	Signature	Date

Review

Revision	Date	Change	Approved by
A		First issue	
B			

Example only. Made-up company, address and project, produced to show what a RAMS drafted from site photos looks like. Not for use on a real site without being made site-specific and checked and signed by a competent person.