

# RISK ASSESSMENT & METHOD STATEMENT - Example

|                        |  |             |  |                          |
|------------------------|--|-------------|--|--------------------------|
| Client Name:           |  |             | Site Address   |                          |
| Contact Name(s)        |  | Contact No: |  | Customer Order No.       |
| Site Contact Name(s)   |  | Contact No: |  | Full description of work |
| No. of pages           |  |             |  |                          |
| Date Issued            |  |             | Date(s) of Work  |                          |
| Site Supervisor (ECEX) |  | Contact No: |  | Operative(s)             |
| Head Office Contact    |  |             | 01635 244100 (see Section 3 for out-of-hours/emergency contacts) |                          |

**A copy of this document will be available on site with the nominated ECEX Supervisor at all times.**

**Site survey completed by:** Contract Manager

**Document completed by:** Contract Manager

**Document approved by:** SHEQ Manager

**CLIENT ONLY**

**Please confirm receipt of these RAMS by signing below and returning this page to us today or alternatively send an email confirming receipt.**

If you are aware of any risks which are not covered by this document, please let us know immediately so we may consider and eliminate all potential hazards.

**(IMPORTANT: We cannot work on site without your confirmation of receipt).**

**I confirm receipt of this Risk Assessment & Method Statement and that we will undertake our responsibilities as listed on Page 2**

|                        |  |            |  |
|------------------------|--|------------|--|
| Signature              |  | Print Name |  |
| On behalf of (Company) |  | Date       |  |

## SECTION 01 - CLIENT RESPONSIBILITIES

| Please confirm that the following are / will be in place to avoid delays / aborted visits and consequential additional costs |   |                                   |
|--|---|-----------------------------------|
| Item   | Request details   | To be completed when?             |
| 1.   | Confirm your site contact will be available on agreed date / time of works (or notify us of alternative contact)  | Prior to ECEX arrival at site     |
| 2.   | <b>Mandatory</b><br>Supply a copy of the site asbestos register <b>or</b> confirm that all ECEX work areas can be considered as safe and free from ACM's. | Prior to ECEX arrival at site     |
| 3.   | Provide parking for 2no vehicles  | Upon ECEX arrival at site         |
| 4.   | Provide all access passes / keys required   | Upon ECEX arrival at site         |
| 5.   | Provide all necessary permits to work   | Upon ECEX arrival at site         |
| 6.   | Allocate suitable on-site welfare facilities.   | Upon ECEX arrival at site         |
| 7.   | Isolate all smoke headers within work area or areas to prevent accidental activation by planned works.  | As required before works commence |
| 8.   | If required, provide escort for duration of works to the required works locations   | Upon ECEX arrival at site         |
| 9.   | Carry out electrical or mechanical isolation of services and provide evidence of isolation  | As required before work commences |
| 10.  | Provide proof of current test certification for as-installed eyebolts, harness lines, lifting beams (DELETE / INSERT SPECIFICS AS APPLICABLE)             | Before works commence             |

## SECTION 02 - DETAILS OF WORK PACKAGE

|     |                             |   |
|-----|-----------------------------|---|
| 2.0 | Access / storage            |   |
|     | a. Work location(s)         |   |
|     | b. Access to work locations |   |
|     | c. Materials storage        | Materials will be safely stored as directed by site personnel, ensuring no access / egress or other route is obstructed |

## SECTION 03 - EMERGENCY CONTACTS

|     |   |  |
|-----|---|--|
| 4.0 | Contact numbers – for use in the event of a problem or emergency on site at any time outside of normal office hours |  |
|     | Managing Director   |  |
|     | SHEQ Manager  |  |
|     | Contract Manager  |  |

## SECTION 04 - PPE CHECKLIST

**Minimum PPE requirement for all site attendances:**

- **Safety footwear (boots or shoes BS EN 345 S1 or S2), high visibility vest or jacket**

**Additional PPE for these works is:**

| PPE Checklist  | Usage   |
|--|---|
| Gloves BS EN 388 grade 4343  | During all activities.  |
| Hard hat BS EN397  | Working on external scaffold.<br>When there is a risk of material falling from above.<br>Operating MEWPS<br>Working in plant room with risk of head injury  |
| Safety goggles or glasses to BS EN 166 1F or 1S  | When using power tools or other equipment likely to create airborne debris  |
| Hearing protection (ear defenders or ear plugs) – Check site rules - some clients may have specific requirements | When carrying out activities likely to create noise levels above 85dB<br>(Two-metre rule: if you have to raise your voice (or repeat yourself) to someone who is standing two metres away then the noise level is likely to be above 85dB.) |
| Full body harness c/w restraint lanyard  | Where fall from height is highlighted as a hazard. (Ensure operatives trained to use equipment and equipment inspected)   |
| Respiratory protection (minimum FFP2 filter)   | When carrying out activities likely to create airborne solids or particulates<br>When carrying out welding/brazing activities   |
| Protective gloves against thermal risks (heat and/or fire) EN407   | When carrying out welding/brazing activities  |
| Welding Visor or safety goggles to EN169   | When carrying out welding/brazing activities  |

**Site personnel are responsible for their own PPE in accordance with the Health and Safety at Work act 1974**

## SECTION 05 - SIGNS / WORKS DEMARCATION CHECKLIST

| Signs / Demarcation Checklist           | Usage   |
|---|---|
| "ECEX Risk Assessed Work Area" signs    | Place at appropriate areas around work area   |
| "Men at work" or similar advisory signs | Secure to plant room access points – ensure client has appropriate access restrictions in place |
| Cones and hazard tape                   | Place around work area  |
| Heras fencing                           | Place around work area  |
| Heavy duty plastic barriers             | Place around work area  |
| Welding screens                         | Place around work area if welding activities undertaken   |

## SECTION 06 - METHOD STATEMENT

|            |  |
|------------|--|
| <b>1.0</b> | <b>Sequence of Work</b>  |
|            | a. Report to Client nominated representative   |
|            | b. Sit any site-specific induction according to site rules and obtain details of access / egress, emergency procedures etc. with particular emphasis to fire exits and assembly points   |
|            | c. Obtain all necessary Permits, keys and access passes  |
|            | d. Commence use of PPE per Risk Assessment and site rules  |
|            | e. ECEX Supervisor to conduct Toolbox Talk covering this RAMS and to view work area and access routes to identify anything that may have changed since this document was issued (and if necessary complete the Dynamic page of this RAMS and/or consult ECEX Head Office for advice) |
|            | f. Transport tools, equipment & materials to work area   |
|            | g. Ensure first aid kit nearby to worksite   |
|            | h. Erect stepladder to gain access to higher levels ensuring placed on firm level surface at all times.  |
|            | i. Drill and fix all new brackets along the entire pipe route.   |
|            | j. Install the new copper tube along the entire route.   |
|            | k. Join the new pipework together using mapress couplings and fittings.  |
|            | l. Install a new regulation valve and isolation valve.   |
|            | m. Pressure test all new pipework to 1 ½ times the working pressure utilizing a test bucket/pump.  |
|            | n. Connect the new pipework to the existing HWS in two location.   |
|            | o. Check for leaks.  |
|            | p. Thermally insulate all new pipework.  |
|            | q. Leave site clean and tidy at end of every shift and return/sign back keys and permits as per customer's site requirements.  |
|            | r. Hand works over to Client representative  |
|            | s. Remove tools, equipment and redundant/surplus materials from site and leave in a clean & tidy condition   |
|            | t. Return/sign back keys, passes and permits per customer's site requirements and leave site   |

## SECTION 07 - TOOLS, EQUIPMENT & MATERIALS

|   |                  |
|---|------------------|
| <b>1.0</b>  | <b>Tools</b>     |
| Tools will be standard engineering hand tools and:  |                  |
| <ul style="list-style-type: none"> <li>• 110v Mapress Gun</li> <li>• Cordless power tools,</li> </ul>   |                  |
| All portable electrical equipment will be under 12 months' appropriate test.  |                  |
| <b>2.0</b>  | <b>Equipment</b> |
| Equipment will consist of:  |                  |
| <ul style="list-style-type: none"> <li>• Stepladder(s)</li> </ul>   |                  |
| <b>3.0</b>  | <b>Materials</b> |
| <ul style="list-style-type: none"> <li>• Copper tube,</li> <li>• Mapress fittings,</li> <li>• Regulating Valve,</li> <li>• Isolating Valve</li> <li>• Thermal Insulation</li> </ul> |                  |

## SECTION 08 – TRAINING & COMPETENCE

| <b>All personnel have received training in the Safe Use of Work Equipment; Provision and use of Work Equipment Regulations 1998.</b> |   |                    |
|--|---|--------------------|
| <b>Operative name</b>  | <b>Skill / Certification</b>  | <b>Expiry date</b> |
|  | Construction Skills Certification Scheme                            | Nov 2021           |
|  | Plumbing, Heating & Mechanical Engineering Services                 | Mar 2024           |
|  | City & Guilds – Advanced Craft – Commercial & Industrial AC Systems | -                  |
|  | City & Guilds – Advanced Craft – Heating & Ventilation Installation | -                  |

## SECTION 09 - RISK ASSESSMENT

**Any person found to be working in an unsafe manner whilst on site or disregarding the control measures identified below will be immediately removed from the work area. Failure to adhere to an ECEX risk assessment is a disciplinary offence and may result in immediate dismissal.**

| Likelihood (L)<br>Process or Item | Severity of injury (S)                          | Risk Level (R) = L x S | Consequence - Likelihood x Severity gives results and determines if controls are required. |
|-----------------------------------|---|------------------------|--|
| 5 = Very Dangerous                | 5 = catastrophic (Death / permanent disability) | 13-25                  | <b>Unacceptable</b> - significant risk – must be eliminated or moved to a lower level      |
| 4 = Dangerous                     | 4 = critical (Serious injury – 3+ days absence) |                        |  |
| 3 = Medium                        | 3 = serious (Up to 3 days absence)              | 9 – 12                 | <b>Undesirable</b> – must be avoided if reasonably practicable                             |
| 2 = Small                         | 2 = marginal (Requires first aid)               | 3 – 8                  | <b>Acceptable</b> – can be accepted <b>provided that risk</b> is managed                   |
| 1 = Very Small                    | 1 = negligible (No treatment required)          | 1 – 2                  | <b>Negligible</b> – ensure risk level is maintained  |

| No. | Activity                                      | Applies to:                               | Risk identified   | Initial | Control measure(s) to be taken   | Final |
|-----|---|---|---|---------|--|-------|
| 1.  | Manual handling (heavy/awkward/sharp objects) | ECEX personnel                            | Potential for muscular injury, cuts and crushing injuries when carrying, lifting and installing materials, tools and equipment related to the task in hand. | 4x4=16  | <ul style="list-style-type: none"> <li>All personnel are aware of correct manual handling techniques in accordance with current regulations.</li> <li>If required carry out a site-specific Manual Handling Risk Assessment.</li> <li>All personnel will wear foot and hand protection.</li> <li>Do not carry loads that will obscure vision.</li> <li>Loads will be reduced to a minimum and moved in stages.</li> <li>Multi man lifts will be used wherever possible.</li> </ul>             | 2x3=6 |
| 2.  | Emergencies on site                           | ECEX personnel<br>Other personnel on site | Fire, accident or other incidents<br>Unable to hear alarms  | 4x4=16  | <ul style="list-style-type: none"> <li>Ensure site induction is carried out by client</li> <li>Ensure location of assembly points is known</li> <li>Ensure any alarm signals are known and audible / visible. If not, agree means of notification in event of emergency with site contact.</li> <li>Inform Client and Contract Manager of any accident/incident that occurs on site</li> <li>Complete accident book in case of injury</li> <li>Ensure first aid equipment available</li> </ul> | 1x3=3 |
| 3.  | The use of hand tools                         | ECEX personnel                            | The use of hand tools with risk of cut, abrasion, personal injury   | 3x3=9   | <ul style="list-style-type: none"> <li>Ensure all tools used in accordance with manufacturer instructions.</li> <li>Damaged or worn tools must not be used.</li> <li>Ensure that gloves are worn to EN388 standard.</li> <li>Store tools safely and cover where appropriate.</li> <li>All tools to be used by competent personnel.</li> </ul>  | 1x2=2 |



|     |  |   |  |        |   |       |
|-----|--|---|--|--------|---|-------|
| 4.  | Slips / Trips                              | ECEX personnel<br>Other personnel on site | Incorrectly or poorly stored materials and equipment<br>Slippery surfaces within work area<br>Change from dry to wet floor surface.<br>Poor lighting<br>Changes of level / Slopes<br>Trailing cables | 4x4=16 | <ul style="list-style-type: none"> <li>• Upon arrival at site, ECEX Supervisor to note condition of all work areas, access &amp; egress routes and adopt site specific measures to reduce the risk to an acceptable level.</li> <li>• ECEX Supervisor to identify / agree a suitable storage location on arrival at work site.</li> <li>• Keep all leads tidy and out of pedestrian routes</li> <li>• Ensure all materials kept out of pedestrian routes.</li> <li>• Clear all waste to storage area regularly.</li> <li>• Ensure work area clean prior to leaving site at end of shift or if site left unattended.</li> <li>• Safety footwear with non-slip soles to be worn</li> <li>• Use task lighting as required</li> </ul> | 1x4=4 |
| 5.  | The use of mobile telephones when working. | All personnel                             | Multiple risks of injury are increased due to loss of concentration.   | 3x3=9  | <ul style="list-style-type: none"> <li>• If used all mobile telephones must be used from a secure and safe position and not answered during work phase.</li> </ul>  | 1x3=3 |
| 6.  | Eye injury                                 | ECEX personnel                            | Risk of debris generated by work on site causing serious eye injury.   | 4x3=12 | <ul style="list-style-type: none"> <li>• All personnel to wear safety eyewear to BS EN 166 1B349 CE2 when in vicinity of any task likely to cause airborne debris.</li> </ul>   | 1x3=3 |
| 7.  | Lone working                               | ECEX operative                            | Working without second man back up   | 4x4=16 | <ul style="list-style-type: none"> <li>• Operative will advise upon reporting to site that he/she will be working alone and confirm this is agreed by customer in the work area concerned.</li> <li>• Operative must contact Contract Manager upon arrival and leaving site</li> <li>• Operative to have first aid kit available at all times.</li> </ul>   | 1x4=4 |
| 8.  | Working at height using stepladder         | ECEX Personnel                            | Falling from work platforms with risk of personal injury.  | 4x4=16 | <ul style="list-style-type: none"> <li>• Use industrial grade equipment only.</li> <li>• Inspect for damage prior to use.</li> <li>• If damage identified do not use.</li> <li>• Place on a firm and level surface and check stability prior to use.</li> <li>• Always face work area</li> <li>• Ensure top of stepladder is not used for access and only for materials to be temporarily stored.</li> <li>• Ensure stepladder inspection is in date (ScaffTag)</li> </ul>  | 1x4=4 |
| 9.  | Tools (power tools/leads)                  | ECEX personnel<br>Other personnel on site | The use of electrically powered equipment with risk of electric shock / death.   | 4x5=20 | <ul style="list-style-type: none"> <li>• Ensure any power tools have current PAT test label attached</li> <li>• All power tools will be either 110v, or battery operated</li> <li>• Equipment will be decommissioned until the fault is rectified or disposed of.</li> <li>• Extension cables will be inspected for damage prior to use</li> <li>• Power tools that do not pass inspection shall be repaired if possible or quarantined if not repairable</li> </ul>  | 1x5=5 |
| 10. | Internal traffic (pedestrians)             | Other building personnel                  | Risks to other persons while when in ECEX work area and/or when transporting materials to and from work location.  | 3x3=9  | <ul style="list-style-type: none"> <li>• Client to restrict access and clearly demarcate work area ensuring potential risk identified to other site personnel.</li> <li>• ECEX to erect appropriate signage to clearly identify the risk area.</li> <li>• Client to notify site personnel of alternative routes (where applicable).</li> </ul>  | 1x3=3 |

|     |   |   |   |        |   |       |
|-----|---|---|---|--------|---|-------|
| 11. | Fire (hot works / flammables / explosion)                             | ECEX Personnel or Building Occupiers      | The risk of fire when grinding (spark generation and/or hot debris), cutting of materials with a reciprocating saw (possible spark, hot debris and hot blades), welding (naked flame and weld spatter), Brazing / soldering (naked flame / hot solder).         | 4x4=16 | <ul style="list-style-type: none"> <li>• If required by site procedures, obtain Hot Work Permit prior to commencing any work.</li> <li>• Lay out appropriate firefighting equipment including local protection (weld mat/screen) to surrounding area if necessary.</li> <li>• The area is clear of flammable materials before carrying out hot work</li> <li>• Ensure fire points, doors or escape routes are not obstructed.</li> <li>• Fire watch throughout and minimum 60 minutes following completion of hot works.</li> <li>• Fire awareness training given to operatives</li> </ul>  | 1x4=4 |
| 12. | Asbestos  | ECEX personnel<br>Other personnel on site | Drilling into walls, ceilings or floors of an unknown construction or material.<br>Removal of old valves or pipework flanges with potential for asbestos gaskets.<br>Removal of existing tiles / insulating materials.<br>Disturbing unknown building materials | 5x5=25 | <ul style="list-style-type: none"> <li>• Obtain a copy of the Clients Asbestos Management survey report and Asbestos management plan for the area of proposed work</li> <li>• If unknown building materials are identified stop work immediately, close off work area and notify Client, Contract Manager &amp; SHEQ Manager</li> </ul>   | 1x5=5 |
| 13. | High noise levels (>85dbA) (consider use of tools, equipment or area) | ECEX personnel<br>Other personnel on site | Noise induced hearing loss<br>Tinnitus  | 3x3=9  | <ul style="list-style-type: none"> <li>• All personnel issued with appropriate hearing protection which must be worn as directed by Site Supervisor</li> <li>• If necessary, noise assessment must be conducted prior to commencing work.</li> <li>• If practicable, use damped cutting equipment</li> </ul>  | 1x3=3 |
| 14. | Hand Arm/Whole Body Vibration   | ECEX personnel                            | The use of tools with the potential for physical injury (Vibration White Finger)<br>Carpal tunnel Syndrome  | 3x3=9  | <ul style="list-style-type: none"> <li>• Avoid gripping or forcing a tool or workpiece more than is required</li> <li>• Store tools so that they do not have very cold handles when next used</li> <li>• Encourage good blood circulation by: keeping warm and dry, e.g. wear warm waterproof clothing</li> <li>• Massaging and exercising your fingers during work breaks</li> <li>• Report any problems with your hands promptly to the SHEQ Manager</li> <li>• Make sure cutting tools are kept sharp so that they remain efficient</li> <li>• Reduce the amount of trigger time you use a tool in one go, by doing other jobs in between</li> </ul> | 1x3=3 |

## APPENDIX 1 – DYNAMIC RISK ASSESSMENT

| Dynamic Risk Assessment (to be completed if further hazards are identified upon commencing or during work on site) |                        |                         |                         |                      |                    |
|--|------------------------|-------------------------|-------------------------|----------------------|--------------------|
| Hazard identified  | Injury risk identified | Control measure adopted | Proceed with work (Y/N) | Supervisor signature | Customer signature |
|  |                        |                         |                         |                      |                    |
|  |                        |                         |                         |                      |                    |
|  |                        |                         |                         |                      |                    |
|  |                        |                         |                         |                      |                    |

**A copy of this Dynamic Risk Assessment must be returned to ecex Head office complete with signatures**

## Appendix 2 - Onsite Manual Handling Assessment.

|                  |                          |              |
|------------------|--------------------------|--------------|
| <b>Assessor:</b> | <b>Tel:</b> 01635 244100 | <b>Date:</b> |
|------------------|--------------------------|--------------|

|                               |  |
|-------------------------------|--|
| <b>Site &amp; Job Number:</b> |  |
|-------------------------------|--|

|                   |                            |  |
|-------------------|----------------------------|--|
| <b>Locations:</b> | <b>Personnel Involved:</b> |  |
|-------------------|----------------------------|--|

| A  | ASSESSMENT: (Fill in Last)  | Y | N | Comments: |
|--|---|---|---|-----------|
| 1  | Is there a significant risk?  |   |   |           |
| 2  | If NO the Assessment need not go any further                              |   |   |           |
| 3  | Can manual handling be avoided  |   |   |           |
| 4  | Can mechanical aids be used   |   |   |           |
| 5  | Can the level of risk be reduced  |   |   |           |
| 6  | Has the risk of injury been eliminated or reduced to an acceptable level. |   |   |           |
| B  | CHECKLIST   | Y | N | Comments: |
| <b>The Task – does it involve:-</b>        |   |   |   |           |
| 1  | Holding the load away from the trunk?                                     |   |   |           |
| 2  | Twisting the trunk?   |   |   |           |
| 3  | Poor posture / stooping / stretching?                                     |   |   |           |
| 4  | Strenuous pushing / pulling?  |   |   |           |
| 5  | Excessive lifting / lowering?   |   |   |           |
| 6  | Repetitive Handling?  |   |   |           |
| 7  | Carrying excessive distances?   |   |   |           |
| <b>The Load – is it:-</b>                  |   |   |   |           |
| 8  | Heavy?  |   |   |           |
| 9  | Bulky or unwieldy?  |   |   |           |
| 10   | Difficult to grasp / awkward?   |   |   |           |
| 11   | Unstable contents likely to move?   |   |   |           |
| 12   | Potentially harmful hot / sharp?  |   |   |           |
| <b>The Working Environment - are there</b> |   |   |   |           |
| 13   | Constraints on posture?   |   |   |           |
| 14   | Uneven ground / floors?   |   |   |           |

|   |   |  |  |  |
|---|---|--|--|--|
| 15  | Extreme temperatures, humidity?                   |  |  |  |
| 16  | Poor lighting conditions?                         |  |  |  |
| 17  | Variations in floors level / work surfaces?       |  |  |  |
| 18  | Excessive noise levels?                           |  |  |  |
| <b>Individual capabilities - does the job?</b>  |   |  |  |  |
| 19  | Require unusual capabilities / strength / height? |  |  |  |
| 20  | Require special information / training?           |  |  |  |
| 21  | Involve handlers who are pregnant?                |  |  |  |
| 22  | Involve handlers with health problems?            |  |  |  |
| OTHER FACTORS (List)                            |   |  |  |  |
|   |   |  |  |  |
|   |   |  |  |  |
| <b>C DETAILS OF THE RISK FACTORS IDENTIFIED</b> |   |  |  |  |
| Overall risk of injury:                         |   |  |  |  |
| <b>REMEDIAL ACTIONS TAKEN</b>                   |   |  |  |  |
|   |   |  |  |  |

## APPENDIX 3 - CERTIFICATE OF SATISFACTORY COMPLETION

|  |                       |
|--|-----------------------|
| <b>ECEX Job No.</b>  |                       |
| <b>Your Purchase Order No.</b>   |                       |
| <b>Customer</b>  |                       |
| <b>Customer contact name(s)</b><br><small>i.e. person(s) with authority to sign off these works</small>                              |                       |
| <b>Site address:</b>   |                       |
| <br><br><br><br>   |                       |
| <b>Location &amp; description of works:</b>  |                       |
| <br><br><br><br>   |                       |
| <b>I hereby certify that the works required by the above contract have been completed in accordance with our order specification</b> |                       |
| <b>Signature:</b>  |                       |
| <b>Print name:</b>   | <b>Job Title.....</b> |
| <b>Dated:</b>  |                       |
| <b>Date works completed:</b>   |                       |



## APPENDIX 4 - OPERATIVE ACCEPTANCE - Example

I confirm I have read these RAMS and I understand the work method and risks associated with this project.

| Employee Name | Signature |
|---------------|-----------|
|               |           |
|               |           |

**This page must be returned to the ECEX Contract or SHEQ Manager upon completion of the works**