

RAMS template

Two halves. The assessment says what could go wrong; the method says what will actually happen, in order.

Write the method statement as the sequence of work for this job on this site — not a description of the trade. The briefing record at the end is what turns the document into evidence that the people doing the work were told what is in it.

SITE	CONTRACTOR	TASK
REFERENCE	PREPARED BY	DATE / REVISION

THE TASK

What work this covers	
Where on site	
Start date and expected duration	
Number of operatives, and supervisor	
Anybody else affected by the work	

RISK ASSESSMENT — HAZARDS PRESENT

Tick what applies, then describe the controls below. Add anything particular to this job.

	PRESENT	N/A
Work at height	☐	☐
Falling materials	☐	☐
Excavation or ground collapse	☐	☐
Buried or overhead services	☐	☐
Confined space	☐	☐
Hot work or fire risk	☐	☐
Electricity	☐	☐
Plant, vehicles and moving machinery	☐	☐
Lifting operations	☐	☐
Manual handling	☐	☐
Noise and vibration	☐	☐
Dust, fume and hazardous substances	☐	☐
Asbestos — known or suspected	☐	☐
Structural instability or temporary works	☐	☐
Slips, trips and housekeeping	☐	☐
Public, occupants or other trades affected	☐	☐
Lone working	☐	☐
Weather and environmental conditions	☐	☐
	☐	☐
	☐	☐
	☐	☐
	☐	☐
	☐	☐

HAZARDS, WHO MIGHT BE HARMED, AND THE CONTROLS

One block per hazard ticked above. Say what the control is, not that there is one.

METHOD STATEMENT – SEQUENCE OF WORK

Step by step, in the order it will actually happen on this site.

WHAT THE METHOD DEPENDS ON

Plant and equipment required	
Access equipment and how it is provided	
PPE required beyond site standard	
Permits required before work starts	
Isolations required, and by whom	
Competence or tickets required for this task	
Supervision arrangements	
Emergency and rescue arrangements for this task	

BEFORE WORK STARTS

	CONFIRMED
RAMS reviewed and accepted by the principal contractor	☐
Permits obtained	☐
Services located and marked	☐
Area set up, segregated and signed	☐
Everybody briefed and signed below	☐
	☐
	☐
	☐

BRIEFING RECORD

Signed on the day by everybody doing the work. This is what makes the rest evidence.

Name — employer — signature — date	
Name — employer — signature — date	
Name — employer — signature — date	
Name — employer — signature — date	
Name — employer — signature — date	
Name — employer — signature — date	
Name — employer — signature — date	
Name — employer — signature — date	

REVIEW

The method changes on site constantly. A signed method nobody is following is worse than none.

Date — what changed — re-briefed on — by	
Date — what changed — re-briefed on — by	
Date — what changed — re-briefed on — by	

SIGN-OFF

PREPARED BY	DATE
SUPERVISOR	DATE
ACCEPTED BY PRINCIPAL CONTRACTOR	DATE