

Risk Assessment & Method Statement

Ref RAMS-0013 · Revision 01 · Issued 07 Apr 2026

PROPERTY

Riverside House

12 Thames Walk London SE1 2AA

RAMS REFERENCE	ISSUE DATE	REVISION	REVIEW DATE	CLIENT
RAMS-0013	07 Apr 2026	01	07 Apr 2027	Riverside Housing Association
JOB REFERENCE	PREPARED BY	APPROVED BY	SCHEDULED	HAZARDS ASSESSED
Remedial project #12	Example Fire Ltd	Sam Whitfield (Owner)	21 Apr 2026, 08:00-16:30	10

Scope of works

This RAMS covers fire door remedial works - Block A communal fire door remedials (project #12).

Personnel

ROLE	NAME
Supervisor	Dan Reyes
Installer	Priya Nair

Health & safety contact

Example Fire Ltd · 020 7946 0958 · reports@example-fire.co.uk · 1 Harbour Way Plymouth PL1 2AB

What this document is

A risk assessment and method statement for the work described above. It records the hazards identified for this job, how each one is rated before and after the controls listed, the sequence of work to be followed, and who has approved it.

How to use it

Brief every operative on site before work starts and record the briefing on the sign-off sheet at the end. Read it with the site rules, any permits in force, and the client's own fire and emergency arrangements. Re-assess on site if conditions differ from those described here.

1 Risk assessment

10 hazards identified for this job. Each is rated before controls (initial) and with the controls in section 2 applied (residual), using the 5 × 5 matrix below. Re-assess on site if conditions differ from those described.

REF	HAZARD	WHO IS AT RISK	CONTROLS	INITIAL RISK	RESIDUAL RISK
ACCESS & EGRESS					
H1	Working in occupied communal areas and protected escape routes	Operatives, Staff, Visitors, Public	C3, C4	12 HIGH L3 × S4	8 MEDIUM L2 × S4
H2	Obstruction of a fire escape route during door removal	Operatives, Staff, Visitors, Public	C1, C3, C4	15 HIGH L3 × S5	10 HIGH L2 × S5
H3	Residents and visitors passing through the work area	Staff, Visitors, Public	C4	9 MEDIUM L3 × S3	6 MEDIUM L2 × S3

REF	HAZARD	WHO IS AT RISK	CONTROLS	INITIAL RISK	RESIDUAL RISK
MANUAL HANDLING					
H4	Lifting and positioning fire door leaves (up to 45kg)	Operatives	C5, C8	12 HIGH L4 × S3	6 MEDIUM L2 × S3
H5	Repetitive overhead work when fitting closers	Operatives	C5, C8	6 MEDIUM L3 × S2	4 LOW L2 × S2
TOOLS & EQUIPMENT					
H6	Use of 110v power tools and hand tools	Operatives	C5, C7	9 MEDIUM L3 × S3	6 MEDIUM L2 × S3
H7	Wood dust generated when easing and re-hanging leaves	Operatives, Staff	C5, C6	12 HIGH L4 × S3	6 MEDIUM L2 × S3
H8	Trailing leads across a circulation route	Operatives, Staff, Visitors, Public	C4, C7	9 MEDIUM L3 × S3	3 LOW L1 × S3
FIRE SAFETY					
H9	Temporary reduction in compartmentation while a leaf is removed	Operatives, Staff, Visitors, Public	C1, C2	15 HIGH L3 × S5	10 HIGH L2 × S5
H10	Hot works - not permitted under this method statement	Operatives, Staff, Visitors, Public	C9	10 HIGH L2 × S5	5 MEDIUM L1 × S5

RISK MATRIX (LIKELIHOOD × SEVERITY)

5	5	10	15	20	25
4	4	8	12	16	20
3	3	6	9	12	15
2	2	4	6	8	10
1	1	2	3	4	5
S/L	1	2	3	4	5

Rows: severity (S). Columns: likelihood (L).

LIKELIHOOD

- Rare
- Unlikely
- Possible
- Likely
- Almost certain

SEVERITY

- Negligible
- Minor injury
- Lost-time injury
- Major injury
- Fatality

RATING AND REQUIRED ACTION

1-4 LOW	Acceptable. Monitor and maintain the controls in place.
5-9 MEDIUM	Tolerable. Controls must be in place and briefed before work starts.
10-15 HIGH	Not acceptable without further control. Reduce before work starts.
16-25 VERY HIGH	Stop. Work must not proceed until the risk is reduced.

2 Control measures

The controls below are those relied on by the residual ratings in section 1. They must be in place and briefed before work starts. Review and adapt them for any job-specific conditions found on site.

REF	CONTROL MEASURE	HAZARDS ADDRESSED
C1	Permit to work obtained from the responsible person before any leaf is removed.	H2, H9
C2	No fire door is left off its frame unattended; one leaf out of service at a time.	H9
C3	Escape routes kept clear at all widths; signed diversion in place before work starts.	H1, H2
C4	Work area segregated with barriers and signage; residents advised in advance by the client.	H1, H2, H3, H8
C5	PPE: safety footwear, gloves, eye protection and FFP3 dust mask when cutting.	H4, H5, H6, H7
C6	M-class vacuum extraction used at source for all cutting and drilling.	H7

REF	CONTROL MEASURE	HAZARDS ADDRESSED
C7	110v transformer supply only; leads routed at high level or covered with matting.	H6, H8
C8	Two-person lift for all door leaves; mechanical aid used above 25kg.	H4, H5
C9	No hot works of any kind under this RAMS. A separate hot works permit is required.	H10
C10	First aider on site and site-specific emergency arrangements briefed at induction.	General

3 Personal protective equipment

The minimum PPE for this work. Site rules may require more - confirm at induction. PPE is the last line of control, not a substitute for the measures above.

Safety footwear

Eye protection

Hearing protection (when cutting or drilling)

Gloves

FFP3 dust mask (when cutting)

Hi-vis vest (as required by site)

4 Method statement

The safe sequence of work to be followed on site. Confirm every operative understands it at the briefing, and add any job-specific steps before work starts.

STEP	ACTIVITY / SEQUENCE OF WORK
1	Report to the site manager, sign in and confirm the permit to work is in place.
2	Brief the team on this RAMS and record signatures on the sign-off sheet.
3	Walk the route with the client representative and agree the diversion and barrier positions.
4	Set out barriers, signage and dust protection to the first work area.
5	Photograph each door in its as-found condition against its door ID before any work begins.
6	Remove and replace components as scheduled - one leaf out of service at a time.
7	Re-check gap tolerances, closing action and latching on completion of each door.
8	Photograph each completed door and attach the evidence to the same door record.
9	Reinstate the escape route, remove barriers and clear all waste from the area.
10	Walk the completed works with the client representative and obtain sign-off.

5 Legislation & guidance

The main legislation and guidance relevant to these works (England). This list is not exhaustive - site rules, permits, and any project-specific requirements also apply.

L1	Regulatory Reform (Fire Safety) Order 2005
L2	Health and Safety at Work etc. Act 1974
L3	Management of Health and Safety at Work Regulations 1999
L4	Construction (Design and Management) Regulations 2015
L5	Provision and Use of Work Equipment Regulations 1998
L6	Work at Height Regulations 2005
L7	Manual Handling Operations Regulations 1992
L8	Control of Substances Hazardous to Health Regulations 2002
L9	Control of Noise at Work Regulations 2005
L10	Control of Asbestos Regulations 2012

6 Emergency arrangements

1. Confirm the site fire procedure, the assembly point, and the appointed first aider when signing in.
2. In the event of fire: raise the alarm, leave by the nearest available exit, and report to the site assembly point.
3. A first aider is on site for the duration of the works; the nearest A&E is confirmed at induction and recorded on the site file.
4. Report all accidents, near misses, and dangerous occurrences to the site contact and to your supervisor the same day.
5. No fire door is left off its frame unattended. Stop work and make the area safe if a door cannot be reinstated before leaving site.
6. RIDDOR-reportable incidents are notified without delay by the responsible manager named in the health and safety contact details on this document.

7 Approval & sign-off

Those signing below confirm they have read this RAMS, understand the hazards and controls it describes, and accept the responsibilities set out in it.

Approved in Fire Door App by Sam Whitfield (Owner) on 07 Apr 2026.

CONFIRMED AT APPROVAL

✓ Scope and site conditions reviewed ✓ Competence and briefing confirmed ✓ Will be reviewed if conditions change

Owner signature

Signature not on file

Name Sam Whitfield
Date 07 Apr 2026

Client / site representative

Name
Date

Site briefing record

To be completed on site before work starts. By signing, each operative confirms they have been briefed on revision 01 of this RAMS and will follow the controls and method statement it describes.

#	NAME (PRINT)	SIGNATURE	DATE
1			
2			
3			
4			
5			
6			
7			
8			

DISCLAIMER

This RAMS is provided for the specific activities described and is based on information available at the time of issue. It must be read in conjunction with site rules, permits, and relevant health and safety legislation. Employers and operatives remain responsible for ensuring that suitable controls and safe systems of work are implemented and maintained on site.