



Risk assessment and method statement

Carpentry and joinery RAMS

Carpentry and joinery, first and second fix. Pre-filled with typical hazards, controls and sequence: edit it for this site.

PROJECT

SITE ADDRESS			
ACTIVITY		RAMS REFERENCE	
Carpentry and joinery, first and second fix			
CONTRACTOR CARRYING OUT THE WORK		PRINCIPAL CONTRACTOR	
PREPARED BY	APPROVED BY	REVISION	DATE

Revision record

Reissue and rebrief when the sequence, the programme, the team or the conditions change. If you would have written it differently had you known, it needs a new revision.

REV	DATE	WHAT CHANGED	BY

THE WORK

The activity, the place and the people

Pre-filled for this kind of work. Make every line specific to this site: this sequence, this access, these people, this weather.

Scope of the activity

What is being done, and what is not included.

MHSWR REGULATION 3(1)

First and second fix carpentry to [areas / plots] as specified: [joists / roof timbers / stud partitions], door linings and frames, doors including [number] fire doorsets, architraves, skirtings, boxing and ironmongery. Materials and doorsets to the schedule [ref]. Not included: [list any exclusions].

Location and access

Where on site, how people and materials get there, and the restrictions.

Access via [entrance]. Cutting station at [location], with extraction and a marked area. Doors and boards stored at [location], flat and dry. Access by [podium steps / stepladders / tower]. Occupied areas: [details]. Working hours [08:00 to 17:00].

Programme and interfaces

When the work runs, and who else is working nearby.

CDM REGULATION 15(2)

START DATEDURATIONWORKING HOURS

INTERFACES WITH OTHER TRADES

Site manager: [name], for access, deliveries and handover. Other trades: [trades], kept out of the cutting area. Electricians and plumbers: service routes agreed before second fix. Fire doors are not taken off or wedged open in occupied areas without agreement.

Documents this RAMS relies on

Drawings and specification [ref]. Door schedule [ref]. Fire doorset certification and installation instructions for each door type. Safety data sheets for foams and adhesives. Asbestos survey [ref]. Extraction examination record. Construction phase plan or client rules.

The team, and their competence

CDM REGULATION 8

ROLE	NAME	CARD, TICKET OR TRAINING NEEDED	CONTACT
Carpenters and joiners		CSCS card for the trade, with apprentices supervised.	
Machine users		Trained on each woodworking machine they use, as PUWER regulation 9 and HSE L114 expect.	
Fire door installers		Trained to install the doorsets on the job to the manufacturer's instructions, and certified where the specification asks for it.	
Supervisor		Experienced carpenter with site supervision training.	
Tower users		Trained to erect and move the aluminium tower, for example on a PASMA course.	
RPE wearers		Face fit tested for tight-fitting masks, and clean shaven where the mask seals.	

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METHOD STATEMENT

The sequence of work

The order the team will work in on the day, with the controls built into each stage. If the sequence changes on site, revise the RAMS and brief it again.

STAGE	WHAT IS DONE, AND HOW	CONTROLS AT THIS STAGE	BY
Before the day	Check the drawings, door schedule and specification, the fire door certification and installation instructions, the asbestos survey and service routes. Plan deliveries, storage and the cutting station.	Fire doorsets matched to their evidence; COSHH assessments for products; RAMS approved before work.	Contracts manager
Arrival and briefing	Sign in, attend the induction, then brief the team on this RAMS, the cutting area, the access equipment and any fire doors on the job.	Briefing signed against this revision; CSCS cards and machine training checked; RPE face fit checked.	Supervisor
Set up the cutting station	Set up the sawbench or mitre saw on a level area, connect the extraction, run the leads and mark the area off from other trades.	Guards and riving knife checked; M class extraction connected; extinguisher in place.	Carpenters
Deliveries and storage	Take in doors, boards and timber, check them against the schedule, and store them flat, dry and out of the walkways.	Doors on bearers; trolleys and two-person lifts; damaged doorsets quarantined, not used.	Carpenters
First fix	Fix joists, roof timbers, stud partitions, grounds, door linings and frames, and set out for second fix.	Edge protection and covered voids; work from platforms, not joists; services detected before fixing.	Carpenters
Stairs and openings	Fit stairs and landings, then temporary or permanent balustrades, so no open edge is left unguarded.	Openings guarded at all times; two-person lifts for flights; areas below kept clear.	Supervisor
Second fix	Hang doors, fit architraves, skirtings, boxing, kitchens and ironmongery, cutting at the station or with extracted tools.	Door jack or second person for hanging; podium steps for high work; dust cleaned by vacuum.	Carpenters
Fire doorsets	Install each fire doorset to the manufacturer's instructions: frame, fixings, gaps, intumescent and smoke seals, glazing, hinges, closer and signage. Record each door.	Only listed components; label left in place; closer adjusted so the door closes and latches.	Fire door installer
Clean as you go	Vacuum dust, clear offcuts, packaging and shavings, and return tools and leads to the store at the end of each day.	M class vacuum, no sweeping; waste out of the building daily; doors and openings left safe.	Carpenters
Inspect and hand over	Check every door opens, closes and latches, snag the work, and hand the fire door installation record and certificates to the site manager.	Fire door record complete and signed; area checked with the site manager before the team leaves.	Supervisor

CDM REGULATION 15(2): PLAN, MANAGE AND MONITOR THE WORK

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RISK ASSESSMENT

Hazards, controls and the risk that remains

Each significant hazard rated before and after its controls, as likelihood times severity. The ratings are typical: check them for this site.

	LIKELIHOOD		SEVERITY		
	1	2	3	4	5
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
	1	2	3	4	5

1 to 4 low
 5 to 12 medium
 15 to 25 high

HAZARD	WHO COULD BE HARMED, AND HOW	RISK BEFORE	CONTROLS	RISK AFTER	BY
Sawbenches and mitre saws	Carpenters cutting on site, from blade contact and kickback.	3 x 5 = 15 High	- Machines used only by people trained on them; guards, riving knife and brake checked before use. - Push sticks for short or narrow cuts; long stock supported on stands; blade suited to the material and sharp. - Saw set up on a level, well lit cutting station with space around it and others kept out.	1 x 5 = 5 Med	Supervisor
Hand-held circular and plunge saws	Carpenters cutting boards, sheet materials and worktops, from kickback and blade contact.	3 x 4 = 12 Med	- Lower guard checked to return freely; blade depth set just through the material. - Workpiece clamped or supported on both sides of the cut, guided by a rail or fence, never held by hand or across the knee. - Saw allowed to stop before it is lifted or put down.	1 x 4 = 4 Low	
Nail guns	Users and people nearby, from nails fired by accident, through thin timber or by ricochet.	3 x 4 = 12 Med	- Users trained on the tool; single sequential trigger mode where the tool has it. - Never pointed at anyone or carried with a finger on the trigger; hands kept clear of the nailing line. - Air line or battery removed before clearing jams or adjusting; eye protection for the user and anyone nearby.	1 x 4 = 4 Low	
Wood dust, including hardwood and MDF	Carpenters cutting and sanding, and other trades in the same area, from asthma and nasal cancer.	4 x 4 = 16 High	- Saws and sanders connected to extraction at the tool, to an M class unit or better. - FFP3 RPE, face fit tested, for dusty tasks; cutting done in a ventilated area away from other trades. - Clean up with an M class vacuum; no dry sweeping and no compressed air; health surveillance where assessed.	2 x 4 = 8 Med	Supervisor
Falls from stepladders and hop-ups	Carpenters fixing ceilings, high doors, pelmets, architraves and boxing.	3 x 4 = 12 Med	- Podium steps or low platforms with guard-rails for longer work; stepladders only for light, short tasks. - Stepladders on firm, level floors, locks engaged, facing the work; no overreaching or standing on the top steps. - Pre-use check each day; faulty equipment taken out of use.	1 x 4 = 4 Low	
Falls at first fix: joists, roofs, open edges	Carpenters fixing joists, roof timbers, stairs and landings before floors and balustrades are in.	3 x 5 = 15 High	- Edge protection at open edges and stairwells; voids covered or guarded until the balustrade is fixed. - Joists and trusses fixed from a working platform, crash deck or netting below; nobody walks the joists. - Work at height planned and avoided where it can be done from below.	1 x 5 = 5 Med	Supervisor
Fire doors installed wrongly	Future occupants, if a fire doorset fails to hold back fire and smoke.	3 x 5 = 15 High	- Doorset installed to the manufacturer's instructions and the certification or test evidence for that assembly. - Only listed frames, hinges, seals, glazing and ironmongery used; gaps checked; no cutting outside the evidence. - Label left in place, self-closer adjusted, and each door recorded on the installation record.	1 x 5 = 5 Med	Supervisor
Hanging doors and fitting frames	Joiners hanging heavy and fire-rated doors, and anyone nearby if a door falls.	3 x 3 = 9 Med	- Doors stored flat on bearers, never leaning loose against walls. - Door held in a door jack or by a second person while hinges are fixed; frames braced until fixed. - Two people for heavy or large doors.	1 x 3 = 3 Low	

MHSWR REGULATION 3(6): WITH FIVE OR MORE EMPLOYEES, RECORD THE SIGNIFICANT FINDINGS

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RISK ASSESSMENT, CONTINUED

More hazards, and those specific to this site

HAZARD	WHO COULD BE HARMED, AND HOW	RISK BEFORE	CONTROLS	RISK AFTER	BY
Manual handling of doors, boards and timber	Carpenters carrying doorsets, sheet materials, joists, stairs and worktops up stairs and across site.	4 x 3 = 12 Med	- Deliveries placed close to the work; trolleys, door lifters and board carriers used. - Two-person lifts for long, heavy or awkward items, and on stairs. - Team briefed on the weights and the route before carrying.	2 x 3 = 6 Med	
Hidden cables and pipes	Carpenters fixing into walls, floors and ceilings.	2 x 5 = 10 Med	- Cable and pipe detector used before drilling or fixing; drawings checked for service routes. - Floor and wall zones where services run are marked before second fix. - Any service hit is reported and made safe by a competent person before work goes on.	1 x 5 = 5 Med	
Electric shock from tools and leads	Carpenters using mains tools on site, from damaged leads and wet conditions.	2 x 5 = 10 Med	- Battery tools, or 110V tools where the site rules require them; leads routed off the floor where possible. - Tools and leads checked before use and inspected on a set schedule; damaged kit taken out of use.	1 x 5 = 5 Med	
Noise from saws, planers and nailers	Carpenters and other trades close to cutting stations.	3 x 3 = 9 Med	- Quieter tools and blades chosen; cutting station sited away from other trades. - Hearing protection zone marked where levels may reach the upper action value of 85 dB(A). - Hearing protection provided and worn; health surveillance for anyone regularly exposed above 85 dB(A).	2 x 3 = 6 Med	
Hand-arm vibration	Carpenters using sanders, routers, impact drivers and SDS drills for long periods.	3 x 3 = 9 Med	- Low-vibration tools chosen and kept maintained; trigger time planned from the manufacturer's data. - Tasks rotated so exposure stays below the action value of 2.5 m/s² A(8) where practicable; symptoms reported.	2 x 3 = 6 Med	
Adhesives, foams and treated timber	Carpenters using expanding foam, contact adhesive and preservative-treated timber.	3 x 3 = 9 Med	- Safety data sheets read and COSHH assessments made for each product. - Nitrile gloves and eye protection; ventilation for solvent adhesives; no ignition sources nearby. - Hands washed before breaks; treated offcuts never burned.	1 x 3 = 3 Low	
Asbestos in old doors, panels and boards	Joiners stripping out old doors, frames, panels and boxing in buildings built or refurbished before 2000.	3 x 5 = 15 High	- Asbestos survey checked before any strip out; old fire doors treated as having AIB panels until checked. - Suspect material left in place and reported; removal only under the asbestos plan. - A door with AIB fireproofing removed whole by trained workers to HSE Asbestos Essentials sheet A3, or by a licensed contractor where the sheet does not apply.	1 x 5 = 5 Med	
Cuts from chisels, knives and sharp edges	Carpenters using hand tools and handling cut metal, glass and ironmongery.	4 x 2 = 8 Med	- Sharp tools kept sharp and guarded in the tool box; cutting away from the body. - Cut-resistant gloves when handling sharp materials; first aid kit at hand.	2 x 2 = 4 Low	
Slips, trips and fire from offcuts and shavings	Carpenters and other trades in the work area.	3 x 3 = 9 Med	- Offcuts, packaging and shavings cleared as work goes on and removed from the building daily. - Leads run along walls; materials stacked out of walkways. - No smoking in the work area; fire extinguisher at the cutting station.	2 x 3 = 6 Med	
Occupied buildings and other trades	Occupants, visitors and other trades near cutting, door hanging and open doorways.	3 x 4 = 12 Med	- Work area barriered and signed; cutting kept in a set area away from routes. - Doors removed for work are made safe, and fire doors are not left off or wedged open overnight without agreement. - Noisy and dusty work timed with the building manager or site manager.	1 x 4 = 4 Low	

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EQUIPMENT

Plant, equipment and PPE

Plant and equipment

Each item, the checks and certificates it needs, and who may operate it.

PUWER 1998, LOLER 1998

ITEM	CHECKS AND CERTIFICATES	OPERATOR COMPETENCE
Sawbench or mitre saw	Guards, riving knife and brake checked before use; blade sharp and suited.	Trained on the machine
Circular and plunge saws	Lower guard returns freely; blade, lead and battery checked before use.	Trained user
Nail guns	Contact tip, trigger, air line or battery checked before use.	Trained user
Dust extraction unit	M class or better; hoses and filters checked; examined every 14 months.	Trained user
Podium steps and stepladders	Pre-use check each day; detailed inspection on a set schedule.	Trained user
Door lifter or trolley	Checked before use; rated for the heaviest door on the job.	Trained user

Personal protective equipment

PPE is the last line of defence, after the controls above. Specify the type, not just the item.

PPE AT WORK REGULATIONS 1992

ITEM	NEEDED	TYPE AND SPECIFICATION
Safety helmet	☒	Where site rules require
Safety footwear	☒	Toe protection, grip sole
High-visibility clothing	☒	Where site rules require
Gloves	☒	Cut-resistant; nitrile for foams
Eye protection	☒	Sawing, nailing, overhead drilling
Hearing protection	☒	Saws, planers, nailers, marked zones
Respiratory protection Type, and face-fit tested	☒	FFP3, face fit tested, for wood dust
Harness or restraint Anchor points identified	☐	

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CONTROLS

Substances, permits, emergencies and the environment

Hazardous substances

Each substance and its COSHH assessment.

COSHH 2002, REGULATION 6

SUBSTANCE	COSHH ASSESSMENT REFERENCE	CONTROLS
Hardwood, softwood and mixed wood dust	[ref]	Extraction at the tool; M class vacuum, no sweeping; FFP3 RPE, face fit tested.
MDF and other board dust	[ref]	Hardwood limit for mixed dust; extracted saws and sanders; FFP3 RPE.
Expanding foam and adhesives	[ref]	Data sheet controls; nitrile gloves, eye protection, ventilation, no flames.
Preservative-treated timber	[ref]	Gloves for handling; hands washed before breaks; offcuts never burned.

Permits and plans

PERMIT OR PLAN	NEEDED	REFERENCE
Hot work permit	☐	
Permit to work	☒	
Permit to dig or break ground	☐	
Confined space entry	☐	
Lift plan	☒	
Temporary works design	☐	

Emergency and rescue

First aid, fire, and how someone is rescued.
The rescue plan belongs in the RAMS, not after it.

First aider and first aid kit on site, with dressings for deep cuts and eyewash for dust and splashes. Machine stopped and isolated before anyone is freed. Nail gun injuries go to hospital with the nail left in place. Fire procedure and extinguisher known. Nearest accident and emergency department named on the briefing.

Environment and neighbours

Dust, noise, vibration, waste, spills and hours of work.

Offcuts, packaging and sawdust collected and removed from site, with timber recycled where the site has a skip for it. Treated timber and foam cans disposed of to the data sheet. Dust kept in the work area by extraction and vacuum. No burning on site.

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Fire door installation record

[illegible]

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Briefed before the work starts

DATE AND TIME

A SIGNATURE AGAINST A REVISION, ON A DATE, BEFORE THE WORK STARTED, IS HOW A BRIEFING IS EVIDENCED

A pre-filled starting point, not legal advice. Edit it for the site and have it approved.