



Risk assessment and method statement

Facilities maintenance RAMS

Planned and reactive building maintenance. Pre-filled with typical hazards, controls and sequence: edit it for this site.

PROJECT

SITE ADDRESS			
ACTIVITY		RAMS REFERENCE	
Planned and reactive building maintenance			
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)

Planned preventive maintenance and reactive repairs at [building and address], covering [mechanical plant, electrical services, building fabric, roof plant] as listed on the task sheet or job [ref]. Isolations, permits and fire alarm isolations through the building's procedures. Not included: [gas work, refrigerant (F-gas) work, lift work, asbestos work or other specialist tasks].

Location and access

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

Sign in at [reception or security] and meet [building contact]. Plant rooms and roof reached by [route], keys from [holder]. Parking at [area]. Working hours [07:00 to 18:00]; out-of-hours visits agreed in advance, with the check-in arrangements below.

Programme and interfaces

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

CDM REGULATION 15(2)

START DATE

DURATION

WORKING HOURS

INTERFACES WITH OTHER TRADES

Building occupants and visitors in the areas around the work. Other contractors on site at the same time: [trades], co-ordinated through the building's contractor log and permit system. Service shutdowns agreed with [building contact].

Documents this RAMS relies on

Asbestos register or survey [ref]; building permit to work procedure; fire alarm isolation procedure; legionella risk assessment and written scheme where water systems are worked on; maker's instructions; task sheet or job [ref].

The team, and their competence

CDM REGULATION 8

ROLE	NAME	CARD, TICKET OR TRAINING NEEDED	CONTACT
Maintenance engineers		Trained and experienced on the systems they maintain, with the maker's training for specialist plant.	
Electrical work		A competent electrician working to BS 7671.	
Gas work		A Gas Safe registered engineer qualified for the appliance type.	
Permits		Issued by the person the building's permit system names as authorised to issue them.	
Asbestos		Asbestos awareness training for every engineer liable to disturb it.	
Access equipment		PASMA training for mobile towers and IPAF for MEWPs.	

PROJECT	DOCUMENT Facilities maintenance RAMS	REVISION	DATE	PAGE 2 of 9
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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
Job raised and planned	Read the job or planned task, confirm the location, the equipment and the skills needed, and allocate an engineer with the right training. Decide whether the task can be done alone.	Engineer competent for the system; two-person work identified; out-of-hours access agreed.	Supervisor
Building information	Check the asbestos register for the area, the building's permit rules, roof access arrangements and any other contractors booked in. Book permits and service shutdowns with the building contact.	Asbestos information checked before the visit; permits and shutdowns agreed in advance.	Supervisor
Arrival and sign in	Sign in with the building, meet the building contact, and confirm the fire alarm, escape routes, assembly point, first aid and any change since the last visit.	Contractor log signed; site rules and fire procedure briefed by the building.	Engineer
Briefing and checks	Brief this RAMS to everyone on the job. Check access equipment, lock-off kit, test instruments and tools before use.	Briefing signed against this revision; voltage indicator and proving unit checked.	Engineer
Set up the work area	Barrier and sign the work area, keep walkways and fire routes clear, and set up access equipment.	Occupants kept out; fire doors closed; podium or tower chosen ahead of a ladder.	Engineer
Permit and isolation	Take the permit from the authorised person where one is needed. Isolate every energy source, lock off and tag, release stored energy and prove the plant dead or safe.	Own lock and key; isolation proved before work; permit conditions read and accepted.	Engineer
Carry out the work	Carry out the maintenance or repair to the maker's instructions and the task sheet, keeping the area tidy and tools under control.	Work stops if asbestos is suspected or the job changes from the plan; nothing left open when unattended.	Engineer
Test and recommission	Refit guards and covers, clear tools and people from the plant, then remove locks and restore supplies in a controlled order. Test the plant and its controls.	Everyone clear before restoring; only the person who fitted a lock removes it.	Engineer
Hand back to the building	Restore any fire alarm zone or service that was isolated, sign off the permit, clear the area and tell the building contact what was done and what is still outstanding.	Fire systems back in service and tested; permit signed off; contractor log signed out.	Engineer
Close out the records	Complete the job sheet or service record, report defects, remedial work and anything found unsafe, and update the asset or planned maintenance record.	Unsafe plant labelled and reported in writing the same day.	Engineer

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

PROJECT	DOCUMENT Facilities maintenance RAMS	REVISION	DATE	PAGE 3 of 9
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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
Plant starting up or moving during work	Engineers working on pumps, fans, air handling units, doors, shutters and other powered plant.	3 x 5 = 15 High	- Plant stopped, isolated at every energy source and locked off with the engineer's own lock and tag, as HSE guidance on maintenance sets out. - Stored energy released first: springs, compressed air, hydraulic pressure and parts that could fall supported or blocked. - Isolation proved by trying to start the plant from its local controls before work begins.	1 x 5 = 5 Med	Engineer
Electric shock from building services	Engineers working on boards, lighting, controls and plant supplies thought to be dead.	3 x 5 = 15 High	- Supply isolated at a lockable point, locked off, and proved dead with an approved voltage indicator checked on a known source before and after. - Precautions kept in place so the equipment cannot be made live again during the work, as EAWR regulation 13 requires. - Electrical work only by competent electricians; the electrical RAMS covers live work and testing.	1 x 5 = 5 Med	Electrician
Hot and pressurised systems in plant rooms	Engineers working on boilers, heating and hot water circuits, calorifiers and pressure vessels.	3 x 4 = 12 Med	- Section isolated on both sides with valves locked or tagged, then drained down and the pressure released before any joint is broken. - Hot parts left to cool, with the temperature checked before work. - Pressure systems worked on only by engineers trained on that plant, to the building's procedures.	1 x 4 = 4 Low	Engineer
Gas appliances and supplies	Engineers and occupants where boilers, water heaters or catering appliances are serviced or repaired.	2 x 5 = 10 Med	- Work on gas fittings only by a Gas Safe registered engineer qualified for the appliance type, as HSE guidance sets out for workplaces. - Gas isolated and the appliance left safe, labelled and reported if it is found unsafe.	1 x 5 = 5 Med	Gas engineer
Asbestos in older buildings	Engineers drilling, lifting ceiling tiles, opening risers or removing old plant, and occupants nearby.	3 x 5 = 15 High	- Asbestos register checked for the exact area before work; anything it does not cover is presumed to contain asbestos until sampled. - Work stops and the area is closed off if suspect material is found or disturbed, and the building contact is told at once. - Asbestos awareness training for every engineer liable to disturb it.	1 x 5 = 5 Med	
Falls from ladders and stepladders	Engineers changing lamps, lifting ceiling tiles and reaching high-level equipment.	3 x 4 = 12 Med	- Podium steps or a mobile tower chosen ahead of a ladder, with PASMA training for towers. - Ladders and stepladders only for short, light, low-risk tasks, checked before use and set on firm, level ground. - The working at height RAMS used for anything higher or longer.	2 x 4 = 8 Med	
Roofs, roof plant and fragile rooflights	Engineers reaching roof plant, gutters, outlets and fans, near edges, rooflights and fragile sheets.	3 x 5 = 15 High	- Roof access under the building's roof permit or access procedure, by a fixed or secured route. - Fragile surfaces avoided wherever reasonably practicable, as WAHR regulation 9 requires, with covers or guard-rails where they cannot be. - Edge protection or a fixed walkway to the plant; work restraint where neither is in place; work stopped in high wind or ice.	1 x 5 = 5 Med	Supervisor
Fire systems taken out of service	Occupants, if a fire alarm zone, detector, door closer or sprinkler valve is left disabled.	3 x 5 = 15 High	- Fire alarm zones isolated only through the building's fire alarm procedure, with the building contact told and the time logged. - Fire doors never wedged open; covers on detectors removed when the dusty work stops. - Every isolated fire system restored and tested before the engineer leaves.	1 x 5 = 5 Med	Engineer

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

PROJECT	DOCUMENT Facilities maintenance RAMS	REVISION	DATE	PAGE 4 of 9
---------	---	----------	------	----------------

RISK ASSESSMENT, CONTINUED

More hazards, and those specific to this site

HAZARD	WHO COULD BE HARMED, AND HOW	RISK BEFORE	CONTROLS	RISK AFTER	BY
Hot work in an occupied building	Engineers soldering, brazing, cutting or grinding, and the building and its occupants.	3 x 5 = 15 High	- Cold methods such as press-fit, compression or mechanical cutting used where they will do the job. - Hot work permit where the building requires one, with combustibles moved, detectors managed under the permit and an extinguisher at hand. - Fire watch during and after the work, as the permit sets; the hot works RAMS covers the detail.	1 x 5 = 5 Med	
Occupants and the public near the work	Staff, visitors, tenants and the public in corridors, offices, toilets and car parks.	3 x 3 = 9 Med	- Work area barriered and signed, with tools, leads and materials kept off walkways and doors not blocked. - Noisy, dusty and disruptive work timed with the building contact, and service shutdowns agreed in advance. - Nothing left open, isolated or unguarded when the engineer steps away, even briefly.	1 x 3 = 3 Low	
Hidden services in ceilings and risers	Engineers drilling, cutting or fixing near cables, pipes, gas and sprinkler mains.	3 x 4 = 12 Med	- Drawings and the building's records checked, and a cable and pipe detector used before drilling. - Ceiling voids and risers looked into with a torch before hands go in; sharp edges and loose debris noted.	2 x 4 = 8 Med	
Water systems and legionella	Engineers and occupants, from work on tanks, showers, calorifiers, cooling towers and little-used outlets.	2 x 4 = 8 Med	- Work on water systems follows the building's legionella risk assessment and any written control scheme, held by the person in control of the premises. - Spray and aerosol kept to a minimum when opening, flushing or draining systems, with the area ventilated. - Dead legs or redundant pipework left by the work reported to the building contact.	1 x 4 = 4 Low	
Tanks, pits, sumps and ducts	Engineers entering water tanks, drainage pits, sumps, ducts or other enclosed spaces.	2 x 5 = 10 Med	- Entry avoided where the work can be done from outside. - Where entry is needed, a confined space entry permit, gas testing, a standby person and a rescue plan, as the confined spaces RAMS sets out.	1 x 5 = 5 Med	
Working alone and out of hours	Engineers on night, weekend and call-out work in empty buildings, plant rooms and basements.	3 x 4 = 12 Med	- Lone working only for tasks assessed as safe for one person; confined space entry and work near exposed live conductors have a second person present, as HSE advises. - Check-in at agreed times with someone who acts if a call is missed, and phone signal or another means of raising the alarm confirmed. - Out-of-hours access, alarms and keys agreed with the building before the visit.	2 x 4 = 8 Med	Supervisor
Moving parts on fans, belts and drives	Engineers servicing air handling units, extract fans, pumps and belt-driven plant.	2 x 4 = 8 Med	- Plant isolated and left to run down before guards or panels are removed; fans can freewheel in a draught. - Guards and panels refitted before the plant is restarted, and loose clothing kept clear.	1 x 4 = 4 Low	
Manual handling of plant and parts	Engineers carrying motors, pumps, filters, tools and spares up stairs, through risers and onto roofs.	3 x 3 = 9 Med	- Heavy items moved by trolley, lift or lifting aid, with two people for awkward loads. - Route checked and cleared before the lift, including stairs and doors. - Spares and tools taken up in loads one person can carry safely.	2 x 3 = 6 Med	
Chemicals for water treatment and cleaning	Engineers dosing water systems, descaling, or using solvents, sealants and lubricants.	3 x 3 = 9 Med	- COSHH assessment and safety data sheet read for each product before use. - Gloves and eye protection when decanting or dosing; products never mixed. - Products stored and carried in labelled containers, and spills cleaned up at once.	1 x 3 = 3 Low	
Other contractors in the same area	Engineers and other trades whose work, isolations or permits affect each other.	3 x 4 = 12 Med	- Work co-ordinated through the building's permit system or contractor log, as MHSWR regulation 11 requires where employers share a workplace. - Isolations and permits checked for conflicts before work starts, and each person keeps their own lock on a shared isolation.	1 x 4 = 4 Low	

PROJECT	DOCUMENT Facilities maintenance RAMS	REVISION	DATE	PAGE 5 of 9
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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
Ladders, stepladders and podium steps	Pre-use check each time; regular detailed inspection recorded.	Trained user
Lock-off kit, padlocks and tags	One personal lock per engineer; kit checked complete before the visit.	Engineer
Voltage indicator and proving unit	Proved on a known source before and after each test for dead.	Competent electrician
Mobile tower	Built and checked to the maker's instructions before use.	PASMA trained
Drills and power tools	Visual check before use; dust extraction fitted for drilling.	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	☒	On roofs, in risers, where building rules say
Safety footwear	☒	Safety boots with toe protection
High-visibility clothing	☐	
Gloves	☒	Cut-resistant; chemical-resistant for dosing
Eye protection	☒	Glasses for drilling, overhead work, chemicals
Hearing protection	☒	In plant rooms, as the noise assessment sets
Respiratory protection Type, and face-fit tested	☒	FFP3, face-fit tested, for drilling dust
Harness or restraint Anchor points identified	☐	

PROJECT	DOCUMENT Facilities maintenance RAMS	REVISION	DATE	PAGE 6 of 9
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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
Water treatment chemicals [name]	Safety data sheet ref	Dosed as the data sheet directs; gloves and eye protection; never mixed
Descaler [name]	COSHH assessment ref	Gloves and eye protection; ventilation; never mixed with chlorine products
Sealants, solvents and lubricants	COSHH assessment ref	Use as the data sheet directs; ventilation; gloves for long contact
Dust from drilling masonry	COSHH assessment ref	On-tool extraction; FFP3 RPE, face-fit tested; detectors covered under permit

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.

Follow the building's fire and evacuation procedure, briefed by the building contact on arrival. For an electric shock, isolate the supply before touching the casualty. Lone workers check in at agreed times and the contact acts on a missed call. First aider and kit on site or in the van, and the nearest accident and emergency department named on the briefing.

Environment and neighbours

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

Waste oil, filters, lamps, batteries and old parts separated for licensed disposal or recycling. Water treatment chemicals and drain-down water disposed of as the data sheet and the building allow. Packaging removed. Noise kept to agreed hours.

PROJECT	DOCUMENT Facilities maintenance RAMS	REVISION	DATE	PAGE 7 of 9
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VISIT AND PERMIT LOG

Visit and permit log

One line for each task on the visit: the asbestos check, the permit and isolation, and what was restored on hand-back. Keep it with this RAMS and leave a copy with the building contact.

TASK AND LOCATION	ASBESTOS INFORMATION CHECKED	PERMIT AND ISOLATION REFS	BUILDING CONTACT TOLD AT START	SYSTEMS RESTORED ON HAND-BACK	ENGINEER, DATE AND TIME
AHU 2 belt change, roof plant room	Yes, register [ref]	Permit [ref]; AHU 2 isolator, lock 3	[Name], 08:20	AHU 2 restarted and running; permit signed off	[Name], [date], 10:45
Replace smoke detector head, second floor corridor	Yes, ceiling not disturbed	Fire alarm zone 4 isolated [ref]	[Name], 11:05	Zone 4 restored and tested with the building contact	[Name], [date], 11:40

MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999, REGULATIONS 11 AND 12; CONTROL OF ASBESTOS REGULATIONS 2012, REGULATION 5; HSE GUIDANCE ON PERMIT TO WORK SYSTEMS

BRIEFING RECORD

Briefed before the work starts

Each person signs against this revision, on the day, before starting. Anyone joining later is briefed before they join the work. When the RAMS is revised, everyone is briefed again.

BRIEFED BY

REVISION BRIEFED

DATE AND TIME

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

PROJECT	DOCUMENT Facilities maintenance RAMS	REVISION	DATE	PAGE 9 of 9
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