



Risk assessment and method statement

Temporary works RAMS

Erect, maintain and remove hoardings and temporary works. Pre-filled with typical hazards, controls and sequence: edit it for this site.

PROJECT

SITE ADDRESS			
ACTIVITY		RAMS REFERENCE	
Erect, maintain and remove hoardings and temporary works			
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)

Erection, maintenance and removal of [site hoarding / props / supports] as shown on [drawing ref], to [temporary works design ref], checked to category [0 / 1 / 2 / 3]. Includes gates, lighting and signs on the hoarding, and the public route during the work. Not included: [scaffolding, excavation support or falsework under their own RAMS].

Location and access

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

Site access via [gate]. Hoarding line along [street / boundary], set out to the licence. Pedestrian route on [street] [kept open / diverted] as the licence requires. Materials delivered to [area]. 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 DATE

DURATION

WORKING HOURS

INTERFACES WITH OTHER TRADES

Highway authority: [council], licence [ref]. Temporary works coordinator: [name]. Designer and checker: [names]. Other trades: [trades], kept clear of the work area, and told not to alter any temporary works item.

Documents this RAMS relies on

Temporary works design brief, design and check certificate [refs]. Temporary works register. Highway licence or council agreement [ref]. Service drawings and scan record. Permit to load and permit to dismantle. Construction phase plan.

The team, and their competence

CDM REGULATION 8

ROLE	NAME	CARD, TICKET OR TRAINING NEEDED	CONTACT
Temporary works coordinator		Formally appointed, with the authority to stop work, and issues the permits to load and dismantle.	
Temporary works supervisor		Where appointed, checks the work on site day to day for the coordinator.	
Designer and checker		A competent temporary works designer, with the check done to the category set for the item.	
Hoarding erectors		Trained in the hoarding or fencing system and able to read the design drawing.	
Plant operators		CPCS or NPORS card for the telehandler or excavator in use.	
Service location		Trained in the cable locator and signal generator, and in safe digging near services.	

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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	Write the design brief, obtain the design and its check, and add each item to the temporary works register. Apply for the hoarding licence, obtain service drawings and plan deliveries.	Design and check on site; licence or council agreement in hand; RAMS approved by the principal contractor.	TW coordinator
Arrival and briefing	Sign in, attend the site induction, then brief the team on this RAMS, the design drawing, the public route and the emergency plan.	Briefing signed against this revision; plant cards checked; pre-use checks recorded.	Supervisor
Set out and scan	Set out the line of the hoarding and the position of every prop or support, then scan for buried services and mark them on the ground.	Line matches the licence and the drawing; services marked; overhead lines identified.	Supervisor
Protect the public	Set up the barriered work area and the pedestrian diversion, with signs, ramps and lighting as the licence requires.	Safe route kept open at all times; banksman for deliveries and vehicle movements.	Supervisor
Foundations and bases	Dig or drive post foundations, place ballast or kentledge, and prepare sole plates and bearings for props, all to the design.	Hand dig near services; depths and ballast as designed; bearing checked before props go in.	Operatives
Erect to the design	Fix posts, rails, panels, bracing and gates, or install props, falsework and supports, in the order on the drawing.	Nothing loaded or left free-standing beyond the design; any deviation stops work until the designer agrees it.	Supervisor
Check and permit to load	The coordinator or supervisor checks the completed work against the design and drawing, then the coordinator issues the permit to load.	Permit to load signed and on the register; lights, signs and gates in place on the hoarding.	TW coordinator
Inspect while it stands	Inspect at the interval the design and register set, and after high winds, a vehicle strike or any alteration. Repair damage and re-check before use.	Inspection recorded on the register; altered items re-checked against the design.	TW supervisor
Permit to dismantle	When the item is no longer needed, the coordinator confirms it can come down and issues the permit to dismantle. Strip in the sequence the design sets.	Permit to dismantle signed; nobody below the area being struck; public route protected.	TW coordinator
Clear the site	Remove materials, fill post holes, reinstate the footway as the licence requires, and close the item on the register.	Area walked with the site manager or highway authority 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
Hoarding blown over by wind	The public, site staff and neighbours beside the hoarding when it fails in a gust.	3 x 5 = 15 High	- Hoarding built to a temporary works design for the site's wind exposure, or to a proprietary system used within its published limits. - No sheeting, banners or solid graphics added to fencing or hoarding unless the design allows for the extra wind load. - Forecast checked in windy spells; hoarding inspected after high winds before the public route reopens.	1 x 5 = 5 Med	TW coordinator
Temporary works loaded before they are ready	Operatives on or under props, falsework, formwork or supports that fail under load.	3 x 5 = 15 High	- Every item designed and the design checked to the category the temporary works coordinator sets, before it is built. - Built to the drawing, then checked against it by the coordinator or supervisor. - Nothing loaded until the permit to load is signed and recorded on the temporary works register.	1 x 5 = 5 Med	TW coordinator
Props or supports removed too early	Operatives below and beside a structure that drops when its support is taken away.	3 x 5 = 15 High	- Nothing struck or dismantled until the permit to dismantle is signed by the temporary works coordinator. - Dismantling follows the sequence in the design, with back-propping left where the design requires it. - Nobody below the area being struck; props released in a controlled way, never knocked out.	1 x 5 = 5 Med	
Props on unsuitable ground or floors	Operatives near props that sink, slip or punch through the ground or the slab below.	3 x 5 = 15 High	- Bearing for every prop checked in the design: ground, sole plates, slab capacity and any back-propping below. - Props plumb, pinned, on base plates and sole plates, at the spacing on the drawing. - Ground kept dry around bases; soft spots, voids and drains found before the props go in.	1 x 5 = 5 Med	
Excavation support failing	Operatives in or beside an excavation if the sides or the support give way.	3 x 5 = 15 High	- Trench boxes, sheets and props or battering to the temporary works design; nobody enters an unsupported excavation. - Excavation inspected by a competent person at the start of each shift, after any event affecting stability and after any fall of material. - Spoil, plant and materials kept back from the edge, as the groundworks RAMS sets out.	1 x 5 = 5 Med	
Striking buried services	Operatives digging post holes, driving posts or fixing ground anchors, from shock, burns or gas.	3 x 5 = 15 High	- Service drawings obtained and the line of the hoarding scanned with a cable locator and signal generator before any dig. - Services marked on the ground; post holes near them dug by hand or vacuum excavation. - Hoarding line moved, or a surface-mounted foot used, where a post would land on a service.	1 x 5 = 5 Med	Supervisor
The public during erection on the street	Pedestrians, wheelchair and pushchair users, and drivers beside the work.	3 x 4 = 12 Med	- Highway licence or council agreement in place before work starts, and its conditions briefed. - Safe pedestrian route kept open or diverted, with ramps, barriers and lighting as the licence requires. - Panels moved and fixed inside a barriered work area, with a banksman for vehicle movements.	1 x 4 = 4 Low	
Vehicles striking the hoarding or props	The public and site staff when a vehicle hits a hoarding, gate or prop and it falls.	3 x 4 = 12 Med	- Hoarding set back from the carriageway as the licence requires, with corners and gates lit and marked. - Site vehicle routes kept clear of props and braces; barriers or kerbs where they sit near traffic. - Any strike reported at once, the area made safe, and the structure inspected before reuse.	1 x 4 = 4 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
Trespassers and children getting in	Children and intruders entering the site through gaps, gates or damaged panels.	3 x 4 = 12 Med	- Hoarding continuous, with no climbing aids on the outside and gates that lock. - Gates closed and locked at the end of each day, and the line walked for damage. - Damaged or missing panels made good the same day, or the gap guarded until they are.	1 x 4 = 4 Low	
Unauthorised alteration of temporary works	Other trades removing braces, panels, props or ties to suit their work.	4 x 4 = 16 High	- Site rule briefed at induction: only the temporary works team alters a hoarding, prop or support. - Items labelled with their register reference and a "Do not remove" notice. - Inspections pick up changes; anything altered is made safe and re-checked before use.	2 x 4 = 8 Med	
Manual handling of panels, posts and props	Operatives carrying sheet panels, timber posts, steel props and fence feet.	4 x 2 = 8 Med	- Panels and posts delivered close to the line and moved by telehandler or trolley where practicable. - Two-person lifts for full sheets and long timbers, with no carrying in strong wind. - Team briefed on lifting technique, and gloves with good grip worn.	2 x 2 = 4 Low	
Lifting heavy sections with plant	Operatives guiding hoarding sections, blocks, props or trench support into place.	3 x 4 = 12 Med	- Lift planned by a competent person, with a lift plan for any lift the site requires one for. - Lifting equipment with a LOLER thorough examination in date, and accessories marked with their safe working load. - Nobody under the load; tag lines used to steer it.	1 x 4 = 4 Low	
Overhead power lines	Operatives handling long posts or props, and plant lifting near overhead lines.	2 x 5 = 10 Med	- Lines identified before work, and the network operator asked to divert or switch them off where posts or plant could reach them. - Where lines stay live, barriers and goal posts keep plant out of reach, and long items are carried horizontally.	1 x 5 = 5 Med	
Saws, drills and post drivers	Operatives cutting sheet and timber, fixing panels and driving posts.	3 x 3 = 9 Med	- Saws and drills guarded and checked before use; dust from cutting controlled at source. - Post driver and auger vibration exposure planned per person against the exposure action value. - Eye protection for cutting and drilling, and hearing protection for post driving.	2 x 3 = 6 Med	
Working at height on tall hoardings	Operatives fixing panels, lights and signs at the top of a hoarding.	3 x 4 = 12 Med	- Work done from a podium, mobile tower or MEWP; stepladders only for short, light tasks. - Panels fixed from inside the site where possible, so the public route stays clear below.	1 x 4 = 4 Low	
Slips and trips on the public route	Pedestrians on a diverted footway, and operatives on uneven ground along the line.	3 x 3 = 9 Med	- Diverted footway kept level, firm and lit, with ramps at kerbs and no trailing cables. - Offcuts, fixings and packaging cleared from the line as the work goes.	1 x 3 = 3 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
Cable locator and signal generator	Calibration in date; function checked before each use.	Trained operative
Post auger or post driver	Guards, controls and hoses checked; vibration data known for planning.	Trained operator
Telehandler or excavator for lifting	Daily check; LOLER thorough examination in date.	CPCS or NPORS card
Adjustable steel props	Checked for bent tubes, missing pins and damaged plates before use.	Trained operative
Saws and drills	Checked before use; guards fitted and dust control working.	Trained operative
Podium steps or mobile tower	Pre-use check; tower built to the manufacturer's instructions.	Trained operative

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	☒	Worn at all times on site
Safety footwear	☒	Toe and midsole protection
High-visibility clothing	☒	To site standard and beside the highway
Gloves	☒	Grip gloves for panels, posts and props
Eye protection	☒	Cutting, drilling and post driving
Hearing protection	☒	Post drivers and saws
Respiratory protection Type, and face-fit tested	☐	
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
Wood dust from cutting sheet and timber	[ref]	Cut outside or with extraction; FFP3 RPE, face fit tested, for sustained cutting.
Wet concrete for post foundations	[ref]	Alkali-resistant gloves and eye protection; wash skin straight away.

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.

If a hoarding, prop or support moves, cracks or is struck, clear the area below and around it, keep the public away and call the temporary works coordinator. For a service strike, stop, move everyone clear and call the owner and the emergency services. First aider and kit on site, and the nearest accident and emergency department named.

Environment and neighbours

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

Timber and panels reused where the design allows. Offcuts, fixings and packaging removed from site. Lighting on the hoarding kept working through the hours of darkness. Footway and verge reinstated to the licence when the hoarding is removed.

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BEFORE THE PERMIT TO LOAD

Pre-load check

Complete before the permit to load is signed. Nothing is loaded or opened to use until every line is checked or marked not applicable.

CHECK	WHAT IS NEEDED	RESULT OR REFERENCE	CHECKED BY AND TIME
Design and check	Design and check certificate on site, at the category set by the coordinator		
Register	Item entered on the temporary works register with its reference		
Licence	Highway licence or council agreement in place; conditions met		
Services	Buried and overhead services found, marked and avoided		
Foundations	Post depths, ballast, sole plates and bearings as designed		
Built to the drawing	Posts, props, bracing, panels and fixings match the drawing and spacing		
Wind	No sheeting, banners or graphics beyond what the design allows		
Gates and security	Gates hung and lockable; no gaps or climbing aids		
Lighting and signs	Lights, corner markings and signs in place as the licence requires		
Public route	Footway open or diverted, level, lit and ramped		
Labels	Item labelled with its reference and a do not remove notice		
Permit to load	Signed by the temporary works coordinator, with its reference		

CDM 2015 REGULATIONS 13(4) AND 19; HIGHWAYS ACT 1980 SECTIONS 169 AND 172; HSE TEMPORARY WORKS GUIDANCE AND BS 5975-1:2024.

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Briefed before the work starts

BRIEFED BY	REVISION BRIEFED	DATE AND TIME

[illegible]

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