



Risk assessment and method statement

Housekeeping risk assessment

Site housekeeping: slips, trips and good order. Pre-filled with typical hazards, controls and sequence: edit it for this site.

PROJECT

SITE ADDRESS			
ACTIVITY		RAMS REFERENCE	
Site housekeeping: slips, trips and good order			
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)

Housekeeping and the control of slips and trips at [site] for [contractor or package]: access routes, storage of materials, waste and skips, cable routes, lighting, wet and icy ground, stairs and changes of level, welfare areas and end of shift clear-up. Not included: [asbestos, contaminated ground or hazardous waste, covered by their own plans].

Location and access

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

Pedestrian entrance at [gate], separate from the vehicle gate. Routes to [cabins, stores and the building] as shown on the site layout plan [ref]. Storage areas at [locations]; waste area and skips at [location]. Working hours [08:00 to 17:00], with lighting to routes before and after daylight.

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

Trades sharing routes, stairs, storage and skips: [trades]. Each trade clears its own waste to [waste area]; shared areas cleared by [name]. Changes to routes or storage agreed with the site manager and briefed before they take effect.

Documents this RAMS relies on

Construction phase plan and site layout plan [ref]; site rules; waste arrangements and waste transfer notes [ref]; delivery schedule; temporary lighting layout [ref]. Daily housekeeping inspections and weekly site inspections [ref].

The team, and their competence

CDM REGULATION 8

ROLE	NAME	CARD, TICKET OR TRAINING NEEDED	CONTACT
Site manager		Owns the layout plan, the waste arrangements and the weekly inspection, and acts on what the daily checks find.	
Supervisor		Carries out the daily housekeeping inspection, briefs the team and makes sure each area is cleared at the end of the shift.	
Operatives		Induction and this briefing; clear their own work area as they go, and report what they cannot sort.	
Labourer for clear-up		Named for shared areas, routes, skips and welfare, with the time to do it built into the day.	
Electrician		Competent to install temporary lighting and run cable routes at high level.	

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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
Plan the site layout	Draw the layout plan: gates, pedestrian routes, vehicle routes, storage areas for each trade, waste areas, welfare and emergency routes. Keep pedestrians and vehicles apart wherever possible.	Layout plan in the construction phase plan; routes suitable and of sufficient size for their use.	Site manager
Set up waste arrangements	Agree who clears what, how often, and where it goes. Place skips, wheeled bins and chutes, book collections, and write the arrangement into each order and the site rules.	Waste responsibilities written down for each contractor; waste carried by a registered carrier.	Site manager
Plan the deliveries	Book deliveries so only the materials needed for the next few days are on site. Agree set-down points next to the storage areas, away from routes and exits.	Delivery schedule kept; nothing unloaded onto a pedestrian route.	Supervisor
Light and route the site	Install temporary lighting to routes, stairs and work areas, and run cable routes at high level. Fit ramps at small changes in level and handrails on stairs.	Lighting suitable and sufficient; secondary lighting where needed; cables off the floor.	Electrician
Induct and brief	Brief this assessment at induction: the routes, the storage and waste areas, clean as you go, how to report a hazard, and the end of shift clear-up.	Induction and briefing signed; site rules displayed in the welfare area.	Supervisor
Check at the start of shift	Walk the routes, stairs, emergency exits and welfare areas before work starts, using the daily housekeeping inspection. Grit ice and clear anything left overnight.	Daily inspection recorded; faults given a name and a time to fix.	Supervisor
Clean as you go	Each trade clears offcuts, packaging and waste as the work goes, keeps cables tidy and returns materials to the storage area. If you see a risk, sort it, or report it to someone who can.	No waste left at the workface; spills cleaned at once; nails removed from stripped timber.	Operatives
Change the layout	When a route, storage area, scaffold or stair changes, update the layout plan, move the signs and lighting, and tell everyone affected before the change takes effect.	Layout plan current; new routes checked before use; briefing given.	Site manager
End of shift clear-up	Clear each work area, bag and bin the waste, unplug and coil leads, close and cover openings, and leave routes and exits clear for the next shift.	Clear-up time built into the day; area handed over clear to the next trade.	Operatives
Inspect and review	Walk the whole site each week with the contractors. Review the assessment after any slip or trip, near miss or change in the work, and act on what the daily checks keep finding.	Weekly inspection recorded; accidents and near misses investigated; assessment reviewed.	Site manager

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
Obstructed access routes and walkways	Anyone walking to and from the workface, especially when carrying, with materials or tools left in the way.	4 x 3 = 12 Med	- Pedestrian routes marked out on the site layout plan and kept clear of materials, plant and waste at all times. - Nothing set down on a route, even for a moment; deliveries taken straight to the storage area. - Routes checked at the start of each shift and after any change in layout.	2 x 3 = 6 Med	Site manager
Uneven, rutted or muddy ground	Operatives and visitors crossing open ground between gates, cabins, stores and the building.	4 x 3 = 12 Med	- Designated walkways with good conditions underfoot: levelled where rutted, stoned where muddy. - Walkways separated from vehicle routes, so plant does not churn them up. - Mechanical aids for unwieldy loads, so nobody carries anything that blocks the view of the ground ahead.	2 x 3 = 6 Med	
Materials stored in the wrong place	Anyone walking past stacks set down in corridors, on stairs or at the foot of ladders.	4 x 3 = 12 Med	- Storage areas set out for each trade, close to where the materials are used and away from routes. - Deliveries planned to keep the amount of material on site to what the next few days need. - Stacks kept stable, level and within their footprint, with nothing leaning against walls across a route.	2 x 3 = 6 Med	Supervisor
Offcuts, packaging and debris at the workface	The trade doing the work and the next trade in the area, tripping over waste left where it fell.	4 x 3 = 12 Med	- Clean as you go: offcuts, banding and packaging bagged or binned as the work goes, not at the end of the week. - Wheeled bins or bags at each work area, so nobody has to walk far to throw waste away. - Each contractor clears its own waste, written into the order and the site rules.	2 x 3 = 6 Med	
Skips, chutes and waste areas	Labourers loading skips, and people walking near overfilled skips, chute outlets and waste bays.	3 x 3 = 9 Med	- Waste areas marked on the layout plan, on firm ground, with clear access for loading and collection. - Skips not filled above the sides; chutes enclosed at the bottom and the area below fenced off. - In England and Wales, a skip on the highway only with the highway authority's permission, on its conditions.	2 x 3 = 6 Med	
Trailing cables and hoses	Anyone using corridors, stairs and doorways where extension leads and hoses cross the route.	4 x 3 = 12 Med	- Cordless tools used wherever possible, so fewer cables are needed. - Leads for temporary lighting and mains tools run at high level on hooks, especially along corridors. - Where a cable or hose must cross a route at floor level, it goes under a cable protector and is kept short.	2 x 3 = 6 Med	Electrician
Wet floors, spills and slurry	Operatives on screeded, tiled or painted floors, and near mixing points, wash-outs and water leaks.	3 x 3 = 9 Med	- Spills cleaned up at once and the area signed until it is dry. - Mixing and wash-out points set away from routes, with drainage or a tray. - Wet trades programmed so other trades are not sent across fresh screed or wet floors.	2 x 3 = 6 Med	
Ice, frost and snow	Everyone arriving early on winter mornings, on paths, ramps, scaffold boards and cabin steps.	3 x 3 = 9 Med	- Grit and salt stocked before cold weather and spread on main routes, ramps and steps before the shift starts. - Routes that cannot be treated closed and signed, with a treated alternative. - Weather forecast checked the afternoon before, and early arrivals told which routes are safe.	2 x 3 = 6 Med	Site manager

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
Poor lighting	Anyone working early, late or inside the building, in basements, risers and stair cores.	3 x 3 = 9 Med	- Temporary lighting to every route, stair and work area that daylight does not reach, including the approach to the site. - Failed lamps reported and replaced the same day; lighting moved as the work moves. - Secondary lighting where a failure of the main lighting would put people at risk, such as stair cores.	2 x 3 = 6 Med	
Stairs, steps and changes of level	People using temporary stairs, unfinished stairs, door thresholds and kerbs, often while carrying.	3 x 3 = 9 Med	- Temporary ramps for small changes in level such as doorways; warning signs where a ramp cannot be fitted. - Stairs kept clear and lit, with handrails fitted as the stairs are built, and nothing stored on them. - Good conditions kept at the foot of access stairs and ladders.	2 x 3 = 6 Med	
Small holes, ducts and floor openings	Anyone walking across floors with service holes, gully pots, open ducts or missing boards.	3 x 4 = 12 Med	- Openings covered with a fixed cover strong enough for the load and marked, or fenced off. - Covers only lifted by the trade that needs the opening, and replaced before they leave it. - Openings that someone could fall through treated as work at height, under its own assessment.	1 x 4 = 4 Low	
Projecting nails and sharp offcuts	Labourers clearing up, and anyone stepping on stripped formwork, battens or pallets.	3 x 3 = 9 Med	- Nails removed or knocked flat as timber is stripped, before it is stacked or left anywhere. - Sharp offcuts of metal, glass and banding bagged at once in a container that will not split. - Safety boots with a sole that resists penetration, as the site standard requires.	1 x 3 = 3 Low	
Floor protection and sheeting	Anyone walking on protective boards, sheets and films laid over finished floors and stairs.	3 x 2 = 6 Med	- Protection laid flat, taped down at joints and edges, and chosen so it does not create a slip or trip. - Lifted, curled or torn protection repaired or replaced the same day. - Dust sheets kept off routes and stairs, where they can slide underfoot.	2 x 2 = 4 Low	
Welfare areas and cabin steps	Everyone using the canteen, toilets, drying room and cabin steps, often in wet boots.	3 x 3 = 9 Med	- Steps to cabins properly built, with a handrail, a level landing and a grip surface. - Welfare areas cleaned daily; toilets and washing facilities kept clean and orderly, as Schedule 2 requires. - Boot cleaning point or mats at the entrance, and floors mopped when wet.	2 x 3 = 6 Med	
Blocked emergency routes and exits	Everyone on site, if materials or waste stop people reaching a place of safety quickly.	3 x 4 = 12 Med	- Emergency routes and exits shown on the layout plan, signed, and lit where needed. - Nothing stored on an emergency route or in front of an exit, even for a short time. - Routes checked as part of the daily housekeeping inspection and after each change in layout.	1 x 4 = 4 Low	Site manager
Visitors and people new to the site	Clients, surveyors, inspectors, delivery drivers and new starters who do not know the site layout.	3 x 3 = 9 Med	- Site induction for everyone, showing the routes, the waste areas and the areas they must not enter. - Visitors signed in, given the PPE the site requires and escorted by someone who knows the site. - Delivery drivers kept to the delivery route and the set-down area.	2 x 3 = 6 Med	

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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
Skips and wheeled bins	On firm ground, not filled above the sides; highway permit conditions met.	Site team
Rubbish chute	Fixed to the manufacturer's instructions; outlet enclosed; checked each day.	Trained installer
Temporary lighting	Fittings and leads checked each day; failed lamps replaced; moved as work moves.	Competent electrician
Cable hooks and protectors	Enough hooks for high-level runs; protectors where cables cross a route.	Electrician
Grit, salt and stone	Stock checked before cold weather; bins at gates and on main routes.	Site manager
Site vacuum	M or H class for construction dust; filters and hose checked before use.	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	☒	To site standard
Safety footwear	☒	Grip sole; penetration-resistant where required
High-visibility clothing	☒	Wherever plant moves
Gloves	☒	For waste, banding and sharp offcuts
Eye protection	☐	
Hearing protection	☐	
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
Construction dust from clear-up	COSHH assessment ref	M or H class vacuum or damp methods, no dry sweeping; RPE where assessed
Cleaning products for welfare areas	COSHH assessment ref	Used and stored to the safety data sheet; gloves

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.

Any slip, trip or fall is reported the same day and recorded in the accident book. First aider and first aid kit on site. A worker's fracture diagnosed by a doctor, other than to a finger, thumb or toe, is reportable under RIDDOR, as is an injury that keeps a worker off routine work for more than seven consecutive days.

Environment and neighbours

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

Waste segregated at source where the site has the space, carried by a registered carrier with a waste transfer note. Skips covered or netted so waste does not blow off site. Mud kept off the public road at the site exit.

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DAILY HOUSEKEEPING INSPECTION

Daily housekeeping inspection

Walk the site before work starts and record each area. The first three findings are examples: replace them with what you see. Anything not right gets a name and a time.

AREA	WHAT GOOD LOOKS LIKE	OK, YES OR NO	FOUND	ACTION, BY WHOM AND WHEN
Access routes	Marked, clear of materials and waste, firm and level underfoot, separate from vehicles.	No	Example: pallet of blocks left on the path to the cabins.	Example: moved to the store by telehandler. Supervisor, 08:15.
Cables and hoses	Leads at high level on hooks; protectors where anything crosses a route.	No	Example: extension lead across the second floor corridor.	Example: rerouted on hooks. Electrician, 09:00.
Ground conditions	No ice, mud or standing water on routes, ramps, steps or boards. Grit to hand.	No	Example: frost on the ramp to the ground floor slab.	Example: gritted before the shift started. Labourer, 07:45.
Stairs and changes of level	Stairs clear and lit, handrails in place, ramps at doorways, nothing stored on stairs.			
Materials storage	Materials in their storage areas, stacks stable, nothing leaning across a route.			
Waste and skips	Bins at each work area, skips not overfilled, chute outlet enclosed, collections booked.			
Workfaces	Offcuts and packaging cleared, no nails sticking out of timber, spills cleaned up.			
Openings and covers	Covers in place, fixed and marked; nothing lifted without agreement.			
Lighting	Every route, stair and work area lit; no failed lamps; secondary lighting working.			
Welfare areas	Clean and orderly, cabin steps sound with a handrail, floors dry, mats in place.			
Emergency routes	Routes and exits clear, signed and lit where needed; assembly point clear.			

CDM 2015, REGULATIONS 17, 18, 27, 31 AND 35, AND SCHEDULE 2; HSE SLIPS AND TRIPS IN CONSTRUCTION; HSG150

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Briefed before the work starts

BRIEFED BY	REVISION BRIEFED	DATE AND TIME

[illegible]

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