

RAMS REVIEW CHECKLIST

18 checks in plain English. What to look for before accepting a risk assessment and method statement, and before anybody works to it.

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PROJECT / SITE

PREPARED BY

DATE

Tick only what you can evidence today. Where you cannot, put the owner and the date on the note line and it becomes an action rather than a gap.

Reg

statutory duty, regulation named on the row

Good practice

asked for, but not statute

SECTION 1 OF 3

Specific to this job

6 of 18

Is it about your site or anyone's?

01 ☐ Names this site and this activity

MHSWR Reg 3

Site address, the specific work package and the actual sequence, not a trade name and a boilerplate scope.

Evidence, owner, date

02 ☐ Current revision and date

Good practice

Version and date on every page, issued recently enough to reflect the design, and superseding anything previously accepted.

Evidence, owner, date

03 ☐ Author identified and competent

Reg 8

Written by a named person with the competence to write it, not signed off by an administrator from a library.

Evidence, owner, date

04 ☐ Matches the construction phase plan

Reg 15(2)

Consistent with site rules, traffic arrangements, permit regimes and working hours. Conflicts resolved before acceptance, not on site.

Evidence, owner, date

05 ☐ Site-specific hazards addressed

Reg 4(4)

Your asbestos register, your live services, your ground conditions, your neighbours and your restricted access, not a generic hazard list.

Evidence, owner, date

06 ☐ Interfaces with other trades

Reg 13(1)

Says what happens where this work meets others: shared scaffold, overhead work, shared access, shutdowns and who stops whom.

Evidence, owner, date

SECTION 2 OF 3

Are the controls real

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Does it control anything, or just describe?

07 ☐ **Hierarchy of control followed**

MHSWR Sch 1

Elimination and engineering controls considered before administrative ones and PPE. PPE-first is the commonest substantive failure.

Evidence, owner, date

08 ☐ **Risk ratings make sense**

MHSWR Reg 3

Residual ratings reflect the controls actually listed, and nothing significant is rated low without a stated reason.

Evidence, owner, date

09 ☐ **Work at height controls specific**

WAHR Reg 4

Names the equipment, the edge protection and the rescue plan, rather than "work at height precautions to be observed".

Evidence, owner, date

10 ☐ **Plant, lifting and exclusion zones**

LOLER Reg 8

Machines named, lift plans referenced, exclusion zones described with dimensions and who enforces them.

Evidence, owner, date

11 ☐ **Substances and health risks**

COSHH Reg 6

COSHH assessments referenced for what is actually used, with silica, isocyanates, cement and dust controls named rather than implied.

Evidence, owner, date

12 ☐ **Emergency and rescue arrangements**

Reg 30

What happens when it goes wrong: rescue from height or confined space, spill, fire, injury, and who calls what.

Evidence, owner, date

13 ☐ **Competence and supervision stated**

Reg 8

Who is allowed to do this work, what tickets they hold, and what level of supervision applies to each step.

Evidence, owner, date

SECTION 3 OF 3

Into people's hands

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From accepted document to controlled activity

14 ☐ **Written to be briefed**

Good practice

Plain enough that the people doing the work can follow it. If it needs translating on site, it will be paraphrased instead.

Evidence, owner, date

15 ☐ **Briefed to everyone involved** MHSWR Reg 10
Delivered to every operative on the activity, including anyone who joins later, in a language they understand.
Evidence, owner, date

16 ☐ **Acceptance signed against the revision** Good practice
Signatures captured against the version current that day, so you can show who accepted what and when.
Evidence, owner, date

17 ☐ **Available at the workplace** Reg 15(2)
Retrievable where the work happens, not filed in the office. A document nobody can reach is not a control.
Evidence, owner, date

18 ☐ **Review trigger agreed** MHSWR Reg 3
Named conditions that require a revision: design change, sequence change, new plant, an incident, or somebody new leading the activity.
Evidence, owner, date

SIGN-OFF

CHECKED BY	SIGNATURE	DATE
_____	_____	_____

NOTES AND ACTIONS