

Risk Assessment and Method Statement template

Use this combined form for the real job

Complete both parts before work. The risk assessment identifies credible harm and the controls needed; the method statement explains how the team will carry out the task while applying those controls. Inspect the actual site, consult the people doing the work, incorporate relevant client and site information, and arrange any specialist assessment or permit the job needs. A downloaded blank RAMS does not satisfy legal duties or make work safe. HSE has not endorsed this Complys form. Stop affected work if a critical control is absent or the work changes beyond this scope.

Source basis: [Management of Health and Safety at Work Regulations 1999, regulation 3](#); [HSE construction administration guidance](#); [HSE contractor duties under CDM 2015](#). RAMS is a useful combined format, not a universal named statutory form. A site contract may require it. Specific work may need further written arrangements or permits.

These HSE and CDM sources describe Great Britain. For Northern Ireland, check [HSENI risk assessment guidance](#) and the applicable Northern Irish construction rules before using this form.

1. Cover and control

Field	Complete for this job
Contractor or company	
Client and project	
Site, exact work area and access route	
Task and limits of the work	
RAMS reference and version	
Prepared by and date	
Work supervisor and contact	
Planned start and finish period	
Workforce, subcontractors and other affected trades	
Related drawing, specification, permit and site rule	
Separate specialist assessments or plans needed	

Job-specific context: Describe the site condition, simultaneous work, interfaces with the public or other trades, weather where relevant, equipment and materials. Record facts still to be confirmed and who will confirm them before the work starts.

2. Risk assessment component

Use a separate row for each material hazard. State who could be harmed and how. Include existing controls only where they have been checked at this site. Identify further action, its owner and the stop point. Optional numeric ratings must use your organisation's defined scale and cannot replace the control decision.

Stage and hazard	People and possible harm	Existing control verified	Further control or action	Stop affected work until complete ?	Owner and due point	Evidence complete	Residual risk and reviewer
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Critical controls that must be in place before work:

1. _____. Responsible person: _____. Verified by and time: _____.
2. _____. Responsible person: _____. Verified by and time: _____.

For a standalone detailed risk assessment, use the [risk assessment template](#) when published. Do not paste an unrelated assessment into this component.

3. Method statement component

Purpose and expected result: _____.

Work team and competence relevant to this task: _____.

Plant, tools, access equipment and materials: _____.

Inspection or pre-use checks: _____.

Permits, isolations or approvals required before work: _____.

Communication with client and other trades: _____.

Step	Work action in order	Hazard and control from Section 2 that applies	Person responsible	Check or hold point before next step
1. Prepare and verify				
2. Establish safe access and controls				
3. Carry out the main task				
4. Inspect and finish				
5. Clear work				

Step	Work action in order	Hazard and control from Section 2 that applies	Person responsible	Check or hold point before next step
area and hand over				

Emergency or unexpected change: State who stops the work, how the area is made safe, who is contacted, where first aid or emergency information is found, and how a changed method will be assessed, approved and briefed before resumption: _____.

For a standalone work-sequence document, use the existing [method statement template](#). This combined document should connect every critical control in the risk assessment to the step that applies it.

4. Briefing, approval and review

Site briefing date and leader: _____. **Workers and other parties briefed:** _____. **Questions or changes raised:** _____.

Supervisor check before start: Critical controls present and work sequence understood? Yes / No. If no, stop and record what must be corrected: _____.

Assessor: Name _____ Signature _____ Date _____.

Method author: Name _____ Signature _____ Date _____.

Authorised reviewer: Name _____ Signature _____ Date _____.

Work supervisor: Name _____ Signature _____ Date _____.

Review date or trigger: _____. Review sooner when the task, site conditions, people, equipment or simultaneous operations change, or an incident, near miss or worker concern shows the controls may not work. A signature is a record of review, not proof that a control is present.

Version	Date	Change and reason	Approved by	Team rebriefed when
1				
2				

5. Illustrative combined example

Fictional task: A small maintenance team receives boxed replacement fittings at a ground-floor loading bay and moves them to a storeroom. This example is a teaching aid, not an assessment for a real depot.

Risk assessment entry A: A reversing van can strike a pedestrian. The bay is marked, but people still cross it. Before unloading, the supervisor closes the crossing, confirms a separate pedestrian route and applies the site's vehicle-movement procedure. No delivery proceeds while pedestrians can enter the reversing zone. Owner: supervisor. Verification: record the barrier and route check before work.

Risk assessment entry B: An unstable or heavy load can injure handlers. Before unloading, confirm the load and route, select suitable handling equipment and keep bystanders away from unstable boxes. Stop and reassess if the load differs from the plan. Owner: team lead.
Verification: load and equipment checked before the first move.

Method statement sequence: 1. Supervisor checks delivery details, site access and other work. 2. Team briefs the driver and closes the pedestrian crossing. 3. Van uses the controlled bay under the site movement procedure. 4. Team unloads stable loads using agreed handling equipment. 5. Goods move on the planned clear route and are stacked securely. 6. Supervisor checks the bay, records any issue and reopens the crossing after the vehicle leaves. If a pedestrian enters the exclusion area, work stops until the route is clear and the controls are restored.

Review trigger: Change to layout, delivery vehicle, load type, equipment, concurrent work or a near miss. A real team must check its own site and adapt the controls and sequence accordingly.

Next step

Use the [Complys RAMS page](#) to explore a site-specific document workflow. Any generated RAMS still requires competent review, a site briefing and verification that the controls will actually be used.