



Risk Assessment and Method Statement (RAMS) Check Guidance

Background

This guidance will aid the QS and Contracts Managers to complete the RAMS Approval Form. It is essential that all contractor RAMS are approved by the operating business before the contractor is permitted to carry out any works on site. This form can also be used by the Customer care department if contractors are used to carry out any remedial works.

Part 1: To be completed by the Quantity Surveyor (QS)

Site Name	Must be site specific
Name of Contractor/ Designer	
Type of work/ trade	
Date work is expected to start	

I can confirm that the Contractor/ Designer has submitted the following information on the date shown. They are also complying with the scope of works we have requested, and where appropriate are in line with our trade specifications:

	Yes	No	Date received	Comments
Risk Assessments				Must be a yes, check they are present. You are not expected to understand the content, just ensure they are present
Method Statement				As above
SSIP certificate or approved contractor & designer pre-appointment questionnaire				Check that there is a current in date SSiP certificate, or they have completed the Appointment Questionnaire, put which SSIP is being used and the expiry date in this comment box. Make sure there is a system for asking for new certificates before they expire and checking these have been received
COSHH Information				Each set of RAMS should contain COSHH assessments for the products they will be using, check that COSHH assessments have been included
Manual Handling Assessments				If the risk assessment/ method statement identifies moving of materials by hand then manual handling assessments must be provided
Scaffold design drawings/TG20 Compliance sheets/ User Handbook (System Scaffold)				Scaffold contractors only, ensure copies are present. They include each house type for the development
Copy of the liability insurance				Must be in date, put expiry date in this comments box. Make sure there is a system for asking for new certificates before they expire and checking these have been received



Are the RAMS site specific?				Make sure the site details and work duration are on the RAMS
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Approved by, name and role:	Must have the name of the approving QS
Date	Must predate the start of the contractor starting on site
Signed:	
Remarks	

Part 2: To be completed by the Construction Director/ Contract Manager/ Production Manager (manufacturing)

By reviewing the information provided, does the documentation consider the following:

Detail	Y/N	Comments
The precise scope of works to be undertaken		In the RAMS it must be clear what work will be carried out
Who will be doing the works and who will be supervising the works; including relevant qualifications of the workers and supervisors		At the approval stage it may not identify individuals but there must be a process in place to check this is in place before work begins
Method Statements How the work will be done safely, to include where relevant: <ul style="list-style-type: none"> Plant, equipment and materials required, including access equipment/ ladders and materials storage/ handling Access to and from work areas The precise method and sequence of works Specific limitations or constraints upon the job, e.g. adverse weather Systems for prompt and appropriate removal of any waste generated Emergency / Incident procedures Signed register confirming all operatives have signed stating they have read and understood all documentation 		Check the text of the method statements, make sure that there is a clear description on how each task should be carried out, for complex tasks they should contain a step by step guide. If in doubt consult your local Group HS&E Advisor Scaffolders must have included a rescue plan.
Risk Assessments Including site or task specific where required, e.g. manual handling/ step ladders/ scaffold rescue plan		Risk assessments must be written and appropriate control measures in place. Make sure that PPE/RPE is included in as a last resort when it comes to control measures in each assessment
COSHH assessments (where relevant) Materials/manufacturers data sheets are NOT acceptable		COSHH assessments should be in place for each substance/ material that they will use or bring to site, specific assessments on how they are going to control dust must included if their tasks will produce dust
Environmental Controls align with Persimmon Standards in respect of: <ul style="list-style-type: none"> Archaeology & Heritage (assets identified / protected) Ecology (take account of protected species, TPOs/TPP etc.) 		Not all trades will have a large impact on the environment; however they must consider their environmental impacts, such as disposing of hazardous waste (Gas canisters, paint tins, mastic tubes etc.)

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<ul style="list-style-type: none"> • Pollution prevention (water management, fuel storage / refuelling, COSHH etc.) • Nuisance (dust, noise, vibration) • Waste management (segregation, classification, Duty of Care - permits & waste carriers licences) • Soil stripping / stockpiling • Providing / maintaining relevant records e.g. if MMP in place 		Ground workers must have a detailed environmental plan that takes into account the points in this section
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COPIES TO	Name	Date
HS&E Department (if required)		

A copy of this sheet should be attached to the front of the pack prior to being issued to site.

Approved (For internal use only)

Approved by, name and role:	Should be the minimum of a contract manger
Date	
Signed:	
Remarks	

Not Approved

Not approved by, name and role:	
Date	
Signed:	
Reason for not approving:	

The Contractor/ Designer must be given feedback as to why the RAMS have not been approved.

Checked by the Site Manager: (Name)	This section will be completed by the Site Manager on site before works begins	Signed:	
Date			

(Site manager must read the RAMS)

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