

# R03 - METHOD STATEMENT AND RISK ASSESSMENT ACCEPTANCE FORM

(Subsequent RAMS produced during the project to be reviewed as they are received.)

PROJECT TITLE:	
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PROJECT NUMBER:	
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DOCUMENT TITLE REVIEWED:	
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CONTRACTOR:	
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DOCUMENT REFERENCE NO. IF ANY:		REVISION:	
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CHECK	GUIDANCE ON ASPECTS THAT SHOULD BE COVERED	ADEQUATE? ✓/✗
SCOPE OF WORK	Brief description of work with scope defined by area, floor or building. Should also define any limitation of use and <b>must be site specific.</b>	
ORGANISATION	Key staff involved in managing and supervising the work and the anticipated type of labour required, including any required induction, training and proof of competence (CSCS/CPCS/Gas Safe/CISRS/IPAF etc.)	
MATERIALS – DELIVERY/STORAGE	Materials required, including storage location, any identifying marks and any special safety measures to be taken during storage, handling, use and protection. MSDS/ CoSHH details as necessary. Suppliers must detail how material deliveries will be safely unloaded by their operatives / delivery drivers.	
PLANT/EQUIPMENT	Suitably selected plant and equipment required for the tasks, including any lifting equipment and any plant or equipment calibration/certification/12 or 6 monthly examinations/weekly inspections. Work at height equipment must be detailed, any ladder use is to be justified within supplier RAMS. Suppliers must detail how any plant equipment will be safely unloaded by their operatives/haulier company.	
PREPARATION OF WORKING AREA	Details of any permit approvals, temporary works, notices or completion of other work needed prior to starting work (such as permit to dig, work or load) electrical isolations, mechanical isolations, commissioning, access proposals, restrictions and requirements.	
SAFETY AND HEALTH	<p>Safety and health of all who may be affected (employees/3<sup>rd</sup> parties) including anticipated hazards and required precautions (included or by reference to a risk assessment).</p> <p>Dust extraction, water dust suppression, vacuuming rather than sweeping up, suitable RPE for bearded operative &amp; face-fit testing for those that will use FFP3 masks, PPE, access, egress, control of work at height, housekeeping, first aid, barriers, training, planning, inspections, communication etc.</p>	

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ENVIRONMENTAL	Anticipated hazards or special conditions require precautions such as traffic conditions, waste management/disposal, dust, noise, ground conditions, watercourses, environmentally sensitive areas and wildlife protected, and appropriate mitigation measures.	
EMERGENCY PROCEDURES	Procedures and arrangements for dealing with health, safety or environmental incidents and accidents.	
METHOD AND SEQUENCE	Definition of how the work is to be carried out, including the proposed sequence and any temporary works.	
PROTECTION	Protection of partly and fully completed work against damage, deterioration, 3 <sup>rd</sup> parties and/or the public.	
TEST AND INSPECTION	Any required prior to, during and on completion of work. Any hold points where approval to continue is required.	

**THE DOCUMENT REVIEWED IS CONSIDERED SUITABLE / NOT SUITABLE AND SUFFICIENT TO ALLOW WORK TO COMMENCE.**

CHECKED BY	POSITION	NAME	SIGNED	DATE
	Contracts / Site Manager			
	Health and Safety Manager			

**ALL SITE SUPERVISORS AND OPERATIVES UNDERTAKING THE ACTIVITY MUST BE AWARE OF AND UNDERSTAND THE RISK ASSESSMENT AND METHOD STATEMENT. IT IS IMPORTANT THAT THE RISKS AND CONTROLS ARE EXPLAINED AND UNDERSTANDING TESTED.**

DATE OF REVIEW	COMMENTS/REASONS FOR REJECTION/REVIEW