



SAMPLE RISK ASSESSMENT AND METHOD STATEMENT

GROUNDWORKS AND EXCAVATION

A generic RAMS showing how ATKINSONS plans and controls this type of work. A site-specific version is prepared, briefed and signed by every operative before work starts.

REFERENCE

ATK-RAMS-05

VERSION

1.0

ISSUED

4 October 2026

NEXT REVIEW

4 October 2027

How this document is used. This is a sample. Before every job, the supervisor surveys the site and produces a site-specific RAMS based on it, adding the address, programme, named people, emergency arrangements and any extra hazards. Everyone on the job is briefed and signs the sheet at the back. If the work or conditions change, the RAMS is reviewed before work carries on.

1. JOB DETAILS

ACTIVITY	Groundworks and Excavation
SCOPE	Foundations for extensions, drainage runs and manholes, service trenches, driveways and garden structures.
CONTRACTOR	ATKINSONS (NE) Limited, Portland House, Belmont Business Park, Durham DH1 1TW
SITE ADDRESS	Completed on the site-specific version
SUPERVISOR	Named on the site-specific version
PEOPLE AT RISK	ATKINSONS operatives and plant operators, occupants, neighbours, members of the public on adjacent paths.
PREPARED BY	ATKINSONS supervisor, reviewed by the Contracts Manager

2. HOW WE RATE RISK

LIKELIHOOD × SEVERITY	1 MINOR	2	3	4	5 FATAL
5 ALMOST CERTAIN	5	10	15	20	25
4	4	8	12	16	20
3	3	6	9	12	15
2	2	4	6	8	10
1 RARE	1	2	3	4	5

1 to 6 low: proceed with controls. 8 to 12 medium: extra controls and supervision. 15 to 25 high: work does not start until the risk is reduced.

3. RISK ASSESSMENT

HAZARD	WHO AND HARM	RISK	CONTROL MEASURES	RESIDUAL
Striking underground services: electric cables and gas mains	Operatives. Fatal injury, explosion	15	- Utility plans obtained before digging, in line with HSE HSG47 - Area scanned with a cable avoidance tool (CAT and Genny) by a trained operative, services marked out - Hand-dig trial holes to locate marked services. No mechanical digging within 500 mm of a located service	5
Collapse of excavation sides	Operatives. Fatal crush injury	15	- Nobody enters an excavation deeper than 1.2 m without battering back, shoring or a trench box - Excavations inspected at the start of each shift and recorded - Spoil and plant kept back from the edge	5
Falls into excavations	Operatives and public. Major injury	12	- Barriers around open excavations, covered or fenced at the end of each day - Safe ladder access into deeper trenches	4
Plant and vehicle movements	Operatives and public. Fatal injury	15	- Plant operated only by trained and authorised operatives (CPCS, NPORS or equivalent) - Banksman for reversing and in restricted areas, exclusion zones around slewing plant - Daily pre-use plant checks recorded	5
Undermining neighbouring foundations and walls	Neighbours and operatives. Structural damage	8	- Party Wall Act notices served where required, adjacent foundations assessed before digging - Excavation in short sections next to existing structures where the engineer requires	4
Contaminated ground and sewage	Operatives. Infection, illness	6	- Gloves and good hygiene, welfare with hot water for washing - Leptospirosis awareness and cuts covered	3

4. METHOD STATEMENT

- 1 Obtain utility plans and Building Control approval. Agree access, plant and spoil storage.
- 2 Brief the team. Scan and mark services. Hand-dig trial holes.
- 3 Set out barriers and exclusion zones. Excavate to the agreed depth with a banksman.
- 4 Support or batter back excavations as required. Inspect daily.

5 Lay foundations or drainage, arrange Building Control inspection before backfilling.

6 Backfill and compact in layers. Reinstatement surfaces. Remove spoil by licensed carrier.

5. PPE

Safety helmet

Safety boots with midsole protection

Hi-vis

Gloves

Eye protection

Hearing protection near plant

6. EMERGENCY ARRANGEMENTS

ACCIDENT OR INJURY

- Make the area safe, call 999 if needed
- First aider and first aid kit identified at the briefing
- Nearest A&E recorded on the site-specific RAMS
- Report to the office the same day. RIDDOR reports made by the office

FIRE, GAS OR SERVICE STRIKE

- Stop work, raise the alarm and evacuate to the assembly point
- Gas escape: no switches or flames, open windows, call the National Gas Emergency line 0800 111 999
- Cable strike: stay clear, keep others away, call the network operator
- Do not return until it is declared safe

7. LEGISLATION AND GUIDANCE

- Construction (Design and Management) Regulations 2015
- HSE HSG47 Avoiding danger from underground services
- Provision and Use of Work Equipment Regulations 1998 (PUWER)
- Party Wall etc. Act 1996
- Building Regulations 2010, Approved Documents A and H

8. BRIEFING AND SIGN-ON

I have been briefed on this RAMS, I understand the hazards and controls, and I will stop work and report if anything changes or looks unsafe.

NAME	TRADE / ROLE	SIGNATURE	DATE

BRIEFED BY	
SIGNATURE AND DATE	

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