



SAMPLE RISK ASSESSMENT AND METHOD STATEMENT

WORK IN OCCUPIED PREMISES: HOMES, CARE HOMES AND OFFICES

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	VERSION	ISSUED	NEXT REVIEW
ATK-RAMS-06	1.0	4 October 2026	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	Work in Occupied Premises: Homes, Care Homes and Offices
SCOPE	Any work carried out while people live, work or receive care in the building, including care and nursing homes, supported living, schools, offices and private homes.
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	Residents, including vulnerable adults and children, staff, visitors, ATKINSONS operatives.
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
Residents or visitors entering the work area	Residents, especially vulnerable people. Injury	12	- Work areas barriered, signed and locked when unattended - Work planned with the site manager to avoid busy times and resident areas - Tools and materials never left unattended in resident areas	4
Safeguarding of vulnerable adults and children	Residents. Harm, distress	10	- Operatives in care, education and supported living settings are DBS checked to the level the setting requires - Signing in and out, ID badges worn, never alone with residents - Concerns reported straight away under our safeguarding policy	5
Fire safety: blocked escape routes, disabled alarms, hot works	Everyone in the building. Fatal injury	10	- Escape routes and fire doors kept clear and working at all times - Fire alarm isolation only with the site manager agreement, and reinstated the same day - Hot works under permit with a fire watch	5
Dust, noise and fumes affecting residents	Residents and staff. Health effects, distress	9	- Dust-sealed work areas with on-tool extraction - Noisy work at agreed times, low-odour products where available, COSHH assessments for all substances	3
Interruption to heating, hot water, power or water	Residents. Cold, scalds, distress	12	- Isolations agreed in advance, temporary heating or supplies provided where needed - Thermostatic mixing valves and window restrictors checked where we work in care settings	4
Slips and trips from leads, materials and protection	Residents, staff and operatives. Falls	9	- Leads routed away from walkways, cordless tools preferred - Floor protection taped down, materials stored out of corridors	3
Infection control in care settings	Residents. Illness	8	Site infection control rules followed, hand hygiene, work paused if the home has an outbreak and asks us to	4

4. METHOD STATEMENT

- 1** Meet the site manager or homeowner before starting. Agree working hours, access, isolations, fire procedures and resident areas.
- 2** Prepare site-specific RAMS, including safeguarding and fire arrangements. Brief the team.
- 3** Sign in on arrival. Set up barriers, signs and dust protection before work starts.
- 4** Carry out the work in agreed phases, keeping escape routes and essential services available.
- 5** Clean and make safe at the end of each day. Remove all tools and materials from resident areas.
- 6** Hand back each area with the site manager. Sign out.

5. PPE

Safety boots

Gloves

Eye and dust protection when cutting

ID badge in care and education settings

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

- Health and Safety at Work etc. Act 1974
- Regulatory Reform (Fire Safety) Order 2005
- Construction (Design and Management) Regulations 2015
- Safeguarding Vulnerable Groups Act 2006
- Control of Substances Hazardous to Health Regulations 2002 (COSHH)
- HSE HSG220 Health and safety in care homes

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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