FREE TEMPLATE

Risk Assessment & Method Statement

UK contractor template — aligned with HSE guidance, MHSWR 1999 and CDM 2015.

Includes

- Project & site information
- 5×5 risk matrix with scoring legend
- Hazard register with hierarchy of controls
- Step-by-step method statement
- PPE schedule & emergency arrangements
- Competence record & sign-off block

Important. This template is a starting point only. To meet HSE's "suitable and sufficient" test, the assessment must reflect *your* work, *your* site, and *your* people. It must be reviewed and signed off by a competent person before use.

1. Project & site information

Complete every field. Generic project information is the most common reason a principal contractor rejects a RAMS submission.

Project / contract name	
Site address (incl. postcode)	
Principal contractor	
Sub-contractor / company submitting	
Site contact & mobile	
Document reference number	
Date prepared	
Date valid until / review date	
Prepared by (name & role)	
Approved by (competent person)	

Scope of works covered by this RAMS

Describe the specific tasks, location on site, duration, and any tasks explicitly excluded.

2. 5×5 risk matrix & scoring legend

Rate each hazard for likelihood (1–5) and severity (1–5). Risk score = likelihood × severity. Scores drive the priority of control measures.

Likelihood	Severity
1 — Very unlikely 2 — Unlikely 3 — Possible 4 — Likely 5 — Almost certain	1 — Negligible (first aid) 2 — Minor (lost time < 7 days) 3 — Moderate (RIDDOR reportable) 4 — Major (serious injury) 5 — Catastrophic (fatality)

Severity (rows) × Likelihood (columns)

	1	2	3	4	5
5	5	10	15	20	25
4	4	8	12	16	20
3	3	6	9	12	15
2	2	4	6	8	10
1	1	2	3	4	5

Score	Risk band	Action required
1–4	Low	Acceptable. Monitor.
5–9	Medium	Reduce where reasonably practicable.
10–14	Significant	Reduce. Additional controls required.
15–19	High	Stop. Implement controls before proceeding.
20–25	Extreme	Do not proceed without engineered controls and competent oversight.

3. Hazard register

List every significant hazard the work introduces. Apply the hierarchy of controls (eliminate → substitute → engineering → administrative → PPE) before assigning a residual score.

#	Hazard	Who is at risk	Initial score (L×S)	Control measures	Residual scor
1					
2					
3					
4					
5					
6					
7					
8					

Tip. Riskora's hazard library prompts you with trade-specific hazards (excavation, working at height, hot works, COSHH, manual handling, etc.) so omissions are far less likely. Try it free at riskora.cloud/start-trial.

4. Method statement

Sequenced steps for how the work will be carried out safely. Each step should reference the hazards it controls (from Section 3). Avoid generic phrasing — describe the actual sequence on this site.

Step	Task description	Equipment / PPE	Hazards controlled
1			
2			
3			
4			
5			
6			
7			
8			

5. PPE schedule

PPE item	Standard / spec	Provided by	Issued to
Hard hat			
Safety footwear			
Hi-vis			
Gloves			
Eye protection			
Hearing protection			
RPE (specify)			
Other			

6. Emergency arrangements

Site first aider (name & mobile)	
Nearest A&E (name & address)	
Fire muster point	
Spill kit location (if applicable)	
Permits in force (HW / CSE / WAH / EXC)	
Out-of-hours contact	

7. Competence record

All operatives must be competent for the work. Record qualifications relevant to the tasks above (CSCS, SMSTS / SSSTS, asbestos awareness, IPAF, PASMA, first aid, etc.).

Name	Role	Qualifications / cards	Card / cert no.	Expiry

8. Sign-off

By signing below, the competent person confirms this RAMS has been reviewed, is suitable and sufficient for the work described, and has been briefed to all operatives prior to commencement.

	Name	Signature	Date
Prepared by			
Reviewed by (competent person)			
Briefed by (site supervisor)			

Operatives briefing register — every operative must sign that they have been briefed on this RAMS and understand the controls before starting work.

Operative name	Signature	Date

Appendix — How to make this RAMS "suitable and sufficient"

HSE assesses RAMS against MHSWR 1999 Reg. 3 ("suitable and sufficient") and CDM 2015 where applicable. These are the most common reasons a principal contractor rejects a submission:

• **Generic content.** A RAMS that could apply to any site fails the test. Replace template phrasing with specifics about *your* tasks, *your* equipment and *your* people.

• **Missing site-specific information.** Address, access route, parking, induction location, welfare arrangements, named first aider — every field above must be completed.

• **Hazards without controls.** Every hazard listed in Section 3 must have a defined control measure. Use the hierarchy of controls (eliminate → substitute → engineering → administrative → PPE).

• **Method statement reads as a wish-list.** The method must be a sequence of steps anyone could follow. Each step should reference the hazards it controls.

• **No competent person sign-off.** Office signatures don't satisfy the competent-person test — a named site supervisor or H&S officer is expected.

• **No version control.** If you update the document mid-job, keep both versions. After an incident HSE will ask which version was in force on the day.

UK references

• HSE — Risk assessment guidance (hse.gov.uk/simple-health-safety/risk)
• Management of Health and Safety at Work Regulations 1999 (Reg. 3)
• Construction (Design and Management) Regulations 2015
• HSE — Construction industry topics (hse.gov.uk/construction)