Risk assessment and method statement (RAMS) for window fitters

Starting point: review and adapt it for your job. Part 1 is the risk assessment, with typical hazards for window fitters filled in. Part 2 is the method statement.

Client asking for RAMS on every job? The Site Book writes them from a short description of the work. Your first job is free: **thesitebook.co.uk/features/rams**

Company name _____ **Client** _____

Job and site address _____ **Start date and expected duration** _____

Prepared by _____ **Date** _____

Principal contractor (if there is one) _____ **Date of next review** _____

Description of the work

Describe the work this RAMS covers, where it happens and anything about the site that affects how it is done.

Description of the work

Part 1: Risk assessment

List the hazards on this job. For each one, decide who might be harmed and how, how likely it is and how serious it could be.

Can you get rid of the hazard altogether? If not, control the risk so that harm is unlikely. Give collective protective measures priority over individual ones such as PPE.

Typical hazards for window fitters, each with the key points from our toolbox talk on it. This is a starting point, not an assessment of your job. Mark which apply to this job, cross out any that do not, and add the hazards this job has that are not listed.

Hazard or topic	Key points and controls to consider	Applies to this job?	Notes for this job
Tool Safety (Hand & Power Tools)	• Always use the right tool for the job — improvised tools and wrong-tool use cause a disproportionate number of injuries • All power tools must be inspected before each use and formally inspected at regular intervals • Portable electrical tools on construction sites should be battery-powered or run from a 110V centre-tapped earth (CTE) supply • Cutting discs, blades, and abrasive wheels must be correctly rated for the tool and the material being cut • Guards must be in place on all power tools — never remove, disable, or modify a guard • Workers must be trained and competent to use any power tool they operate — read the manufacturer's instructions		

Hazard or topic	Key points and controls to consider	Applies to this job?	Notes for this job
Noise at Work	• Noise-induced hearing loss develops gradually and is permanent — you will not get your hearing back • The lower exposure action value is 80 dB(A) daily — hearing protection must be made available • The upper exposure action value is 85 dB(A) daily — hearing protection must be worn and hearing protection zones designated • A rough guide: if you have to shout to be heard by someone 2 metres away, the noise level is probably above 85 dB(A) • Reduce noise at source first — use quieter equipment, damping, enclosures, or barriers • Tinnitus (ringing in the ears) is an early warning sign of hearing damage — report it		
COSHH — Hazardous Substances	• COSHH requires employers to assess, control, and monitor exposure to hazardous substances • Always read the safety data sheet (SDS) before using any chemical product • Common construction hazards: cement (dermatitis, burns), solvents, resins, wood dust, welding fumes, diesel exhaust fumes • Use the hierarchy of controls: substitute with a less hazardous product, then engineer out the exposure, then use PPE as a last resort • Health surveillance may be required for workers regularly exposed to certain substances • COSHH assessments must be reviewed regularly and whenever the task or product changes		
Ladder Safety	• Ladders should only be used for short-duration, low-risk work where a more suitable means of access is not reasonably practicable • The 1-in-4 rule: for every 4 metres of height, the base must be 1 metre out from the wall • Ladders must extend at least 1 metre above the landing point when used for access • Always maintain three points of contact when climbing • Stepladders must be fully opened and locked before use — never use a closed stepladder leaned against a wall • Ladders must be inspected before each use and formally inspected at regular intervals		
Manual Handling	• Avoid manual handling where reasonably practicable — use mechanical aids (trolleys, hoists, telehandlers) • Assess the load before lifting: weight, shape, grip points, and destination • For a basic lift, start with your back, hips and knees slightly bent, hold the load close, and lift smoothly without bending your back further or twisting • Plan the route — clear obstacles, check for trip hazards, and make sure doors are open • Get help or split the load if it is too heavy, awkward, or you cannot see over it • Repetitive handling is just as dangerous as heavy lifts — rotate tasks where possible		

Record each hazard that applies to this job in the table below, with the controls you will put in place.

Hazard	Who might be harmed and how	Controls in place	Further action needed	Who	When	Done

Part 2: Method statement

Sequence of work

List the steps in the order the work will be done, from setting up to clearing away. Put the controls for each step next to it.

Step	What will be done	Who	Plant, equipment and materials	Controls for this step
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

People and competence

List who will do the work. Each person needs the skills, knowledge, training and experience for their tasks, or must be in the process of getting them.

Name	Role or trade	Relevant training, qualifications or cards

Personal protective equipment (PPE)

PPE	Needed for which steps

Emergencies

Record the arrangements for any foreseeable emergency, including how to evacuate the site.

First aider _____ **First aid kit location** _____

Nearest A&E (name and address) _____ **Assembly point** _____

How to raise the alarm _____ **Site contact and phone number** _____

If there is serious and imminent danger, workers should stop work immediately, report it and go to a place of safety.

Who workers report danger to _____

Briefing record

Brief everyone doing the work on this RAMS before the work begins. Each person signs to confirm.

Name	Company	Signature	Date

Approval

	Name	Signature	Date
Prepared by			
Approved by			

Based on: HSE's five steps to managing risk; the Management of Health and Safety at Work Regulations 1999, regulation 3 and Schedule 1; CDM 2015, regulations 15 and 30; HSE guidance L153. The typical hazards and key points are from The Site Book's toolbox talks on each topic, at thesitebook.co.uk/toolbox-talks.

- HSE, Managing risks and risk assessment at work: steps needed to manage risk: https://www.hse.gov.uk/simple-health-safety/risk/steps-needed-to-manage-risk.htm
- Management of Health and Safety at Work Regulations 1999, regulation 3: https://www.legislation.gov.uk/uksi/1999/3242/regulation/3
- Management of Health and Safety at Work Regulations 1999, Schedule 1: https://www.legislation.gov.uk/uksi/1999/3242/schedule/1
- CDM 2015, regulation 15: https://www.legislation.gov.uk/uksi/2015/51/regulation/15
- CDM 2015, regulation 30: https://www.legislation.gov.uk/uksi/2015/51/regulation/30
- HSE, Managing health and safety in construction (L153): https://www.hse.gov.uk/pubns/books/l153.htm

Starting-point template from The Site Book, October 2026. Review and adapt it for the actual job and site before anyone works to it.