

RAMS Guidance Notes

The following is designed to assist with you completing your RAMS in conjunction with Stepnell's procedures

1. Rather than one document, the RAMS must be broken down into three separate documents, method statement, risk assessment and COSHH.
2. The method statement must highlight and summarise a full list of risks that are involved, such as working at height, lone working, and manual handling. The risks must then be added and highlighted within a separate RA document
3. The COSHH is similar, within the MS, list any material falling under cosh and state the relevant information within a separate appendix.
4. This simplifies the whole RAMs procedure and allows any reader to quickly ascertain any information, as and when required rather than trawling through a lengthy document trying to find relevant information, and more so if the COSHH is required in the event of an emergency.
5. In addition, and in conjunction with the checklist, the MS must have the following information
6. Site specific - in bullet points any/all restrictions and conditions
7. Your scope of works - we do not need to know exactly every piece of equipment you are going to install, just a summary such as high level heating, WC's and the likes
 - a) Programme - start and finish dates
 - b) Name of key personnel both on and off site, full names and contact numbers
 - c) Resource - maximin operatives envisaged, plant envisaged
 - d) Certificate of competence including SSSTS, SMSTS, CSCS
 - e) Cranage/lifting - List all lifting appliances that you may use
 - f) Any subcontractors you may use
 - g) List all risks envisaged
 - h) List all items of Coshh
 - i) Name your SSSTS (Please note, a minimum of one operative must hold an SSSTS and be present on site during all operations
 - j) Traffic routes and deliveries
 - k) All operatives must complete an online induction prior to arriving on site
 - l) Manual handling and material movement.
 - m) PPE, Standard and task specific, please note, shorts are not allowed, even in the summer months.
 - n) There are no mobile phones to be used on site other than the mobile phone area provided.

The above is only pointers to what is required for your RAMS to be signed off and I have attached the most up to date CPP for your perusal and assistance.