



# Contractor Risk Assessment and Method Statement Review Guidance

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Project name:		Project no.	
Location or site:		Submission date:	
Originator: (company & author)		Originator's ref.	

**Review guidance:**

**Risk Assessments and Method Statements (RAMS) should only be reviewed by competent personnel. Reviewers should have knowledge of the site where the work is to be carried out and the site-specific hazards which may affect the work and workers.**

**Where the detailed work is specialist, i.e. electrical work or asbestos removal, then the RAMS should also be reviewed by a technical person with experience in the risks associated with the work.**

**If two people review the submission, then both reviewers should sign the sheet.**

**Below is guidance on how to complete the form and what to look for whilst reviewing the submitted RAMS. OTHER sources should be used for reviewing RAMS, such as HSE guidance to ensure risks are adequately controlled.**

Aspect	Guidance
<b>DESCRIPTION OF WORK TO BE DONE:</b>	
Detailed Description:	Should be taken from the submitted document and should detail the following; <ul style="list-style-type: none"> <li>- Description detailing what is involved in the work being undertaken,</li> <li>- Where the work is taking place</li> <li>- How many people are taking part in the task?</li> <li>- If any of the works taking place out of hours or over the weekend</li> </ul>
Start and End Date / time:	<ul style="list-style-type: none"> <li>- The submitted document should have specific dates for the work been detailed with durations reasonable for the work to be done?</li> </ul>
Names Supervisor:	<ul style="list-style-type: none"> <li>- Does the method statement name a supervisor for the works to be the first point of contact and responsible for ensuring the work is carried out safely?</li> </ul>
Qualification / Experience:	<ul style="list-style-type: none"> <li>- Have the supervisors Qualifications been listed to show that they are capable of ensuring the work is carried out to the detailed method and controls?</li> </ul>
<b>RISK ASSESSMENTS: Physical Hazards</b>	
Access to & egress from work area:	<ul style="list-style-type: none"> <li>- Is access available, planned and clear of obstructions?</li> <li>- Are entry points secured against unauthorised access?</li> <li>- Has any access equipment that will be needed been listed?</li> <li>- Will the work block any emergency exits or escape routes?</li> </ul>
Delivery Arrangements	<ul style="list-style-type: none"> <li>- Does assessment detail how delivery drives unfamiliar with site will be dealt with?</li> <li>- Are traffic marshals or banksmen required?</li> <li>- Is a lay-down area defined?</li> <li>- Will access to working areas be restricted?</li> <li>- Is method of transport from lay-down area to work area defined?</li> <li>- Is there a defined method of offloading the delivery?</li> <li>- Have any necessary lifting plans been prepared?</li> </ul>
Manual handling:	<ul style="list-style-type: none"> <li>- Has feasibility of mechanical lifting been considered?</li> <li>- Are item weights listed, including specific lifting points?</li> <li>- Is the items shape and shapes considered (with sharp edges or temperature)?</li> <li>- Is pushing, pulling and levering considered in the assessment (especially cable pulling)?</li> <li>- Is work taking place in an awkward location (Above head height, out of reach)?</li> <li>- Is Tandem Lifting arrangements detailed?</li> <li>- Have personnel involved been trained?</li> </ul>
Hand and Power Tools	<ul style="list-style-type: none"> <li>- Tools are specified to carry out the task correctly and safely?</li> <li>- Controls for identifying and dealing with tool defects are detailed?</li> <li>- Do controls detail use of guarding and auxiliary handles?</li> <li>- Portable power tools are subject to a 'PAT' test every 3 months?</li> </ul>
Moving plant and equipment:	<ul style="list-style-type: none"> <li>- Are details of movements defined — such as items to be moved; from where to where; route to be used, item size and weight?</li> <li>- Have any potential trap points been identified?</li> <li>- Is separation of personnel and plant detailed?</li> <li>- Are banksman duties detailed for moving plant?</li> <li>- Is existing plant considered such as rotating bridges?</li> </ul>



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Aspect	Guidance
Lifting operations:	<ul style="list-style-type: none"> <li>- Is there a lifting plan?</li> <li>- Has ground bearing capacity been considered?</li> <li>- What lifting accessories are to be used?</li> <li>- Is there detail of accessory inspection and defect management?</li> <li>- Are access to area, exclusion zones and methods for restricting access to area covered?</li> <li>- Are Overhead and building obstructions been identified?</li> <li>- Has a slinger been appointed and identified?</li> <li>- Is the slinging or lifting method detailed?</li> </ul>
Excavation work:	<ul style="list-style-type: none"> <li>- Are provision of edge protection, support system and dewatering arrangements covered?</li> <li>- Is spoil storage detailed? Away from excavation edge, compacted, removal / loading method.</li> <li>- How will backfilling and compaction be managed?</li> </ul>
Services (underground):	<ul style="list-style-type: none"> <li>- Are drawings or surveys of services available?</li> <li>- Are special precautions (such as use of trial holes, hand dig or cable-location tools) detailed?</li> <li>- Are safe digging methods detailed?</li> <li>- Are discovered services protected and adequately supported?</li> <li>- Method for developing Permit to break ground detailed?</li> <li>- Are all works to be carried as defined in HSG47?</li> </ul>
Services (overhead)	<ul style="list-style-type: none"> <li>- Are services in area listed?</li> <li>- Are details given of precautions to be taken?</li> <li>- Will work comply with GS6?</li> </ul>
Working at height:	<ul style="list-style-type: none"> <li>- Has work platform been identified for use?</li> <li>- Are collective protection measures being used (rather than personal measures), where reasonably practicable?</li> <li>- Have adequate anchorage points been provided or identified for fall-prevention or arrest systems?</li> <li>- Will operatives be working to SG410 and scaffolds erected to TG20:13 when erecting or dismantling scaffolding?</li> <li>- Are operatives involved in the erection and dismantling of towers Competent?</li> </ul>
Confined space working:	<ul style="list-style-type: none"> <li>- Has category of confined space been identified?</li> <li>- Are entry team roles defined?</li> <li>- Are controls in place for the specific risks and for preventing the creation of new hazards?</li> <li>- Are emergency procedures in place?</li> <li>- Are personnel competent for carrying out the work?</li> <li>- Does system of work meet a similar standard to that described in Thames Water Confined Space Red Book?</li> </ul>
Electrical safety:	<ul style="list-style-type: none"> <li>- Which Electrical Safety Rules will be applied? (Thames or Contractors)</li> <li>- Has contractors Electrical Safety Rules been approved and thy can proved evidence</li> <li>- Is live working avoided? Where live working needs to take place are controls suitable?</li> <li>- Will non-metallic working platforms and access equipment be used?</li> <li>- Are insulated tools being used?</li> <li>- Is there a detailed isolation procedure?</li> <li>- Are there controls for proving dead including the equipment to be used?</li> <li>- Is special PPE such as flame retardant overalls detailed?</li> </ul>



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Aspect	Guidance
Fire, Flammables and Hot works:	<ul style="list-style-type: none"> <li>- Have other hot works methods been considered to remove ignition sources?</li> <li>- Have Flammable sources been removed or protected against ignition sources?</li> <li>- Is firefighting equipment available and are people trained to use them?</li> <li>- Is a Hot works permit required?</li> <li>- Are cylinders secured upright and properly transported to the work area?</li> <li>- Are Flashback regulator fitted and inspected?</li> </ul>
Temporary works:	<ul style="list-style-type: none"> <li>- Are requirements defined for scaffolding, formwork, support systems, dams, caissons or cofferdams?</li> <li>- Are details of temporary works defined, with design drawings where necessary?</li> <li>- Are designs provided for all non-standard scaffolding?</li> <li>- Has information from the design risk assessment been applied?</li> <li>- Are the people installing them competent in doing so?</li> <li>- Is there a method for dealing with alterations from the original design?</li> <li>- Is there a detailed regime for inspection of temporary works</li> </ul>
Work / testing on pressurised systems:	<ul style="list-style-type: none"> <li>- Is the isolation procedure fully detailed?</li> <li>- Is there a safe method for releasing any stored energy from the system prior to work?</li> <li>- Is there a method for re-priming the system? (removing any air where necessary)</li> <li>- Is testing points and method fully detailed including test pressures?</li> <li>- Are temporary works calculations available for restrained pipe ends?</li> <li>- Are exclusion zones setup whilst testing takes place?</li> </ul>

RISK ASSESSMENTS: Process Hazards	
Competence / training of workforce	<ul style="list-style-type: none"> <li>- Are the personnel involved in the work named, with their experience, knowledge, skills &amp; qualifications?</li> <li>- As a minimum everyone should hold a Thames Water Safety Passport.</li> <li>- EUSR Water Hygiene Cards should be held for people working on WTW and potable water systems</li> <li>- Has competency of the work force been stated?</li> <li>- Are sufficient numbers of first aiders appointed for the work to be carried out?</li> <li>- Do site personnel hold a national safety card (e.g. CSCS) which is <b>relevant</b> to their Trade?</li> <li>- Are plant operators adequately trained for the Plant they are operating?</li> <li>- Are there any safety critical roles which need training? (confined space, Electrical)</li> </ul>
Process / Operational interface	<ul style="list-style-type: none"> <li>- Will work activity affect existing plant or operations elsewhere on or off site?</li> <li>- Does the RAMS indicate that the contractor has discussed the work with operations?</li> <li>- Has discussed mitigation controls been listed?</li> <li>- Are permits and isolations in place?</li> <li>- Are contingency plans detailed?</li> <li>- Is access still provided for operations to get to operational plant?</li> <li>- Are shutdowns kept to a minimum?</li> <li>- Is the work adequately resourced for shutdown work? (Standby equipment, additional labour)</li> <li>- Has items been prefabricated or prepared to minimise outage time?</li> </ul>
Water Quality / Effect on public	<ul style="list-style-type: none"> <li>- Are water connects chlorinated, flushed and sampled before putting into service?</li> <li>- Does planned equipment outage have an impact on other plant? (increased load, decreased overall treatment)</li> </ul>



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Aspect	Guidance
Working around process equipment	<ul style="list-style-type: none"> <li>- Is the work taking place next to panels where switches or E stops could be accidentally operated?</li> <li>- Is dust being created by cutting or breaking operations within MCC rooms with VSD in the panel? Is dust suppression in place or replacement of dust filters in panel fans</li> <li>- Is dust being generated in the same room as Gas or fire detection? Is isolations and re-energisation of these systems detailed</li> <li>- Is work taking place next to critical plant? Are there protective controls in place?</li> <li>- Is work taking place next to high risk processes such as HV or chemical lines?</li> </ul>

## RISK ASSESSMENTS: Health Hazards

Noise:	<ul style="list-style-type: none"> <li>- What will levels of personal exposure be?</li> <li>- Have control measures or alternative means been considered?</li> <li>- How will other workers nearby be protected?</li> <li>- Have environmental conditions been considered? (enclosed space, reverberation)</li> <li>- Has specific hearing protection been specified with SNR number?</li> </ul>
Vibration:	<ul style="list-style-type: none"> <li>- What will levels of personal exposure be?</li> <li>- Have control measures or alternative means been considered?</li> <li>- Will a record of exposures be kept?</li> <li>- Are Tool vibration ratings listed?</li> </ul>
Asbestos:	<ul style="list-style-type: none"> <li>- Are details given of asbestos presents and control measures being used?</li> <li>- Have these been reviewed by the H&amp;S Department?</li> <li>- Have notifications been given for planned work on asbestos?</li> <li>- How are other people restricted from the work area?</li> <li>- How is the Waste to be stored and removed?</li> <li>- What are the decontamination procedures?</li> </ul>
COSHH:	<ul style="list-style-type: none"> <li>- Have manufacturers' safety data sheets (MSDS) been provided?</li> <li>- Has a specific COSHH assessment been carried out for the work to be undertaken?</li> <li>- How are the materials to be stored and disposed of?</li> <li>- Is specific task PPE listed?</li> <li>- Is the substance suitable for the space it is going to be used in?</li> </ul>
Work Within Hazardous Areas	<ul style="list-style-type: none"> <li>- Is the work taking place in a potentially explosive atmosphere?</li> <li>- Is the environment they are working in naturally noisy?</li> <li>- Is there a risk of toxic Gas?</li> <li>- Does their work area require specific entry procedures? Are they listed?</li> <li>- Is there a need for a specific PPE within their area?</li> <li>- Is there a need for a specific rescue plan to remove someone from the area?</li> </ul>

## RISK ASSESSMENTS: Technical Hazards – Require additional specialist review

Security	<ul style="list-style-type: none"> <li>- Will the work affect our current security arrangements for site?</li> <li>- Are the proposed security controls acceptable?</li> <li>- Will the electronic access equipment be affected?</li> <li>- How will key / fob issue for access be controlled?</li> </ul>
Highway / Public accessible areas	<ul style="list-style-type: none"> <li>- Does the work comply with NRWSA?</li> <li>- Is signage and demarcation adequate?</li> <li>- Has the customer complaints centre been informed?</li> <li>- Is there adequate barrier between the works and the public? Is netting or hoarding provided where there is a risk of flying particles?</li> <li>- Are other services protected?</li> </ul>
Demolition or refurbishment:	<ul style="list-style-type: none"> <li>- Has a refurbishment and dismantling asbestos survey been carried out?</li> <li>- Has the need for temporary works been considered?</li> <li>- Has a separate plan been reviewed by H&amp;S Adviser and a temporary works specialist?</li> <li>- Is there an exact sequencing for the demolition?</li> <li>- Are there exclusion areas?</li> <li>- Has services to the structure been disconnected and proved dead?</li> </ul>



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Aspect	Guidance
<b>RISK ASSESSMENTS: Environmental Hazards</b>	
Environmental – waste:	<ul style="list-style-type: none"> <li>- Will work produce any waste?</li> <li>- How will this waste be removed from Site?</li> <li>- Is waste carrier information and duty of care detailed?</li> </ul>
Environmental – pollution control:	<ul style="list-style-type: none"> <li>- Will work give a risk of pollutants entering water courses or aquifers?</li> <li>- Are emergency spill procedures in place?</li> <li>- Are plant nappies provided to static plant?</li> <li>- How does refuelling take place?</li> <li>- How are Chemicals and oils Stored?</li> </ul>
<b>METHOD STATEMENTS:</b>	
Author visited the point of work?	<ul style="list-style-type: none"> <li>- How has the author made themselves aware of the risks in the work area?</li> <li>- If they have not been to site is there a method of identifying key risks before work starts? (Point of work risk assessment)</li> </ul>
Is the method of work specific to the task area?	<ul style="list-style-type: none"> <li>- Generic Rams should not be tolerated.</li> <li>- Identified Hazards and control measures should be specific to the work &amp; Site.</li> <li>- If the RAMS is for multiple sites, then how is the RAMS made specific?</li> </ul>
Does the method statement cover all significant risks?	<ul style="list-style-type: none"> <li>- Is there enough detail in the method to allow an adequate assessment for the risks?</li> </ul>
Does the method statement cover task-specific PPE?	<ul style="list-style-type: none"> <li>- Is PPE specific to the task (such as cutting, grinding, burning or welding)?</li> <li>- Is PPE compatible with all other items of PPE? Are specialist gloves indicated? (Rubber gloves for chemicals etc.)</li> <li>- Is flame retardant overall specified for electrical work?</li> <li>- Are the additional PPE requirements specific giving EN standards and ratings?</li> </ul>
Consultation and briefings of personnel:	<ul style="list-style-type: none"> <li>- Was workforce consulted during the preparation of the method statement?</li> <li>- Was this consultation at the work location and who did it?</li> </ul>
Emergency procedures:	<ul style="list-style-type: none"> <li>- Has the access point to the site and work area onsite been detailed using what 3 words?</li> <li>- Is provision of competent first aiders covered, noting the nearest first aider and first aid equipment?</li> <li>- Are methods to be used for the evacuation of personnel defined, with equipment required and practice drills, if appropriate?</li> <li>- Are emergency Procedures detailed specifically for Confined space, working at height and electrical work?</li> <li>- How do the emergency procedures tie in with any existing site procedures?</li> <li>- On larger sites is there details for guiding emergency services from the gate to the work area?</li> </ul>
Signed or approved by the originator?	<ul style="list-style-type: none"> <li>- Has the RAMS been reviewed internally by the contractors' company?</li> <li>- Have they indicated that the document has been reviewed recently before sending through to Thames Water?</li> </ul>
further sub-contracted works	<ul style="list-style-type: none"> <li>- If the works has been further contracted by the supplier, then the supplier should indicate that they have reviewed and accepted the document before forwarding on to Thames Water.</li> </ul>
Isolation and permits	<ul style="list-style-type: none"> <li>- If Yes to the last question, then the isolation and permits section below the question should be completed.</li> <li>- Exact location points should be listed including points and locations for testing isolations.</li> <li>- Means of locking and tagging off should be listed as well as preventing accidental activation.</li> <li>- Personnel responsible for the isolation must be listed.</li> <li>- RAMS to state which company's isolation procedure is to be used.</li> <li>- If using contractors' isolation procedure, then evidence must be produced to show this has been signed off by Thames Water</li> <li>- Has the potential for stored energy been assessed?</li> <li>- All Permits required for the work to be ticked off</li> </ul>



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Aspect	Guidance
<b>Comments and acceptance:</b>	
Additional Comments	- This section can be expanded or shrunk if necessary by adding or deleting lines