



Bicester, Oxfordshire

Risk Assessment and Method Statement (RAMS) for Working at Height

Client Name:	
Site Address:	
Date of Works:	

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Scope of Works

This document covers all activities carried out by City & County Refrigeration & Air Conditioning Ltd that involve working at height during the installation, maintenance, and repair of air conditioning and refrigeration systems.

The scope includes, but is not limited to:

- Installing, servicing, and repairing air conditioning condensers, refrigeration pipework, ducting, and associated components located at height.
- Accessing equipment mounted above ground level on internal or external walls, plant decks, or flat roofs.
- Conducting visual inspections, testing, or minor remedial works that require short duration access from ladders or mobile scaffold towers.
- Carrying out cleaning, adjustment, and replacement of components located at height.

Access Methods

Work at height will be undertaken using the most suitable and lowest risk method appropriate for the task, including:

- Frame or extendable ladders for short duration, light duty tasks not exceeding 30 minutes and up to a maximum working height of 4.5 m.
- Mobile aluminium tower scaffolds for tasks requiring extended access duration, higher reach, or where both hands are required for work.
- Fixed platforms or step ladders for low level tasks where appropriate.

Use of powered access equipment is not normally required and will only be used where specifically assessed and operated by trained personnel.

Work Locations

Typical work locations may include:

- Commercial and industrial premises
- Retail units and offices
- Plant rooms and service yards
- External walls and roof areas of buildings
- Cold rooms and confined service spaces (where separate RAMS may apply)

Key Limitations

- Maximum working height: 4.5 m above ground level.
- No lone working above 2 m, minimum of two operatives must be present.
- Work will only be conducted on level, firm, and stable surfaces suitable for the access equipment used.
- All equipment used must have a current inspection tag, and visual checks must be completed prior to use.

- Work at height will not proceed in adverse weather conditions such as high winds, heavy rain, or icy surfaces.

Purpose

The purpose of this RAMS is to:

- Identify the hazards and risks associated with working at height activities.
- Describe the safe system of work and control measures implemented to eliminate or reduce risks to as low as reasonably practicable.
- Ensure that all operatives understand their duties and the sequence of work required to perform the task safely.
- Demonstrate to clients, principal contractors, and regulatory bodies that City & County Refrigeration & Air Conditioning Ltd have planned and organised their work in compliance with the Work at Height Regulations 2005 and associated HSE guidance.

Key Personnel & Responsibilities

Role	Description	Responsibilities
Owner/Site Supervisor	Usually Daniel Adams or another competent person in charge of the work. Responsible for overall management of work at height activities and for ensuring that safe systems of work are followed.	<ul style="list-style-type: none"> • Ensure all work at height is properly planned, organised, and supervised in accordance with this RAMS and the Work at Height Regulations 2005. • Confirm all employees are competent and trained for the equipment and tasks undertaken. • Conduct pre start site checks to identify hazards and ensure work surfaces are level, firm, and safe. • Verify all ladders, towers, and other height access equipment are inspected, tagged, and safe before use. • Establish exclusion zones and signage as required. • Monitor weather and environmental conditions; stop work if unsafe. • Ensure incidents, near misses, and equipment

		<p>defects are reported and recorded.</p> <ul style="list-style-type: none"> • Confirm that a trained first aider and suitable first aid kit are available on site. • Review and approve this RAMS prior to work commencing.
Employees	Competent employees carrying out the physical work at height (installation, servicing, or repair of refrigeration and air conditioning systems).	<ul style="list-style-type: none"> • Follow all instructions contained in this RAMS and site specific safety information. • Use only inspected and tagged access equipment. • Conduct visual checks of ladders/towers before use and report defects immediately. • Maintain three points of contact and avoid overreaching. • Always work in pairs when working above 2 m. • Keep work areas tidy, prevent dropped objects by securing tools and materials. • Wear all specified PPE and maintain it in good condition. • Stop work and inform the supervisor immediately if conditions become unsafe. • Assist with inspection and maintenance of height equipment as required.
First Aider (Designated Employee)	A trained individual identified for each site or job. May be one of the engineers present on site.	<ul style="list-style-type: none"> • Provide immediate first aid in the event of injury or incident. • Ensure a first aid kit and fire extinguisher are available and accessible. • Contact emergency services if required and report incidents to the Owner/Site Supervisor.

- Record all treatment and incidents in the accident book.

Equipment

This section outlines the equipment commonly used during working at height activities and the safe-use requirements for each item.

All equipment must be inspected before use, maintained in good condition, and used only by competent, trained personnel.

Formal inspections of ladders and towers must be carried out every two weeks, with records kept on file.

Frame and Extendable Ladders

Used for short-duration work up to a maximum height of 4.5 metres.

Safe Use Requirements:

- Only industrial grade (EN131 Professional) ladders to be used.
- Visually inspect before each use; formally inspected every 2 weeks with records maintained.
- Must be tagged and in-date prior to use.
- Always positioned on firm, level, non-slip surfaces.
- Ladders must be secured or footed by a second person while in use.
- Maintain three points of contact at all times.
- Do not overreach, lean excessively, or side-load the ladder.
- Ladders are for short-duration work only (typically <30 minutes) where safer access methods are not reasonably practicable.

Mobile Aluminium Tower Scaffold

Used for extended duration tasks or where a stable working platform is required.

Safe Use Requirements:

- Only PASMA trained personnel to erect, alter, or dismantle towers.
- Inspect before each use and after any alteration, movement, or adverse weather.
- Must display a valid inspection tag prior to use.
- Erect on firm, level ground, all castors must be locked and outriggers fitted where required.
- Never move a tower while operatives or materials are on the platform.
- Platforms must be fully decked and fitted with toe boards and guardrails.
- Access via internal ladder only, climbing the outside of the frame is prohibited.

Step Ladders / Platform Steps

Used for low level or short reach access tasks such as connecting pipework or installing smaller components.

Safe Use Requirements:

- Must be industrial grade (EN131) and regularly inspected.
- Only used when fully opened and locked into position.
- Do not use as a leaning ladder.
- Suitable only for light duty, short duration work on firm, level ground.

Hand Tools and Portable Equipment

Used during installation, service, or maintenance tasks at height.

Safe Use Requirements:

- Where practical, tools should be tethered or attached using tool lanyards to prevent dropped objects.
- Store tools securely when not in use.
- Avoid carrying heavy or bulky tools while climbing, use tool bags or haul lines to raise or lower items.
- Inspect tools regularly, remove any defective equipment from service immediately.

Method Statement (Sequence of Works)

1. Planning and Preparation

- Review this RAMS prior to work commencing to ensure all operatives understand the scope, hazards, and control measures.
- Confirm all ladders, towers, and access equipment have valid inspection tags and are within inspection date.
- Ensure required PPE, a first aid kit, and fire extinguisher are available in the company vehicle.
- Check that a trained first aider is present and recorded on this document.
- Review the weather forecast to confirm conditions are suitable for safe work at height.

2. Arrival on Site

- Report to the site contact and sign in at the designated point.
- Attend any required site induction or briefing.
- Review emergency arrangements, muster points, and first aid facilities provided by the client or principal contractor.
- Conduct a toolbox talk to discuss this RAMS and any site-specific hazards before work begins.

3. Initial Site Survey

- Inspect the work area and identify potential hazards such as uneven ground, overhead obstructions, restricted access, or public proximity.
- Confirm the working surface is firm, level, and stable.
- Identify and avoid fragile areas, open edges, or unstable ground.
- Confirm that safe vehicle and pedestrian separation is maintained.

4. Establishing the Work Area

- Set up cones, barriers, or warning tape to create an exclusion zone beneath the work area.
- Display warning signage such as “Men Working Above” or “Keep Clear”.
- Organise tools, equipment, and materials neatly to prevent tripping hazards or dropped objects.

5. Positioning Ladders

- Use only industrial-grade EN131 Professional ladders.
 - Conduct a pre-use inspection for damage, contamination, or wear.
 - Set ladders at the correct 1:4 angle (1 m out for every 4 m up).
 - Ensure ladders are secured or footed by a second operative.
 - Maintain a minimum overlap of three rungs on extendable sections.
 - Use ladders only for short-duration, light-duty work (typically less than 30 minutes).
 - Maintain three points of contact while ascending, descending, or working.
 - Reposition ladders rather than overreaching.
- 6. Erecting Mobile Tower Scaffold**
- Only PASMA-trained personnel to erect, modify, or dismantle towers.
 - Assemble strictly in accordance with the manufacturer's instructions.
 - Fit all braces, guardrails, and toe boards before use.
 - Position on firm, level ground with castors locked and outriggers fitted as required.
 - Conduct a pre-use inspection and attach a valid tower tag showing inspection status.
 - Never move a tower while operatives or materials are on the platform.
 - Access via internal ladder only, do not climb on the outside frame.
- 7. Carrying Out the Work**
- Ensure all personnel are aware of their tasks and maintain communication.
 - Use appropriate hand tools secured with lanyards or tool bags to prevent dropped objects.
 - Keep the platform or ladder clear of debris, tools, and loose materials.
 - Do not carry heavy items up ladders; use ropes or haul lines instead.
 - Regularly check the stability of ladders and towers throughout the task.
 - Cease work immediately if conditions change (e.g. wind, rain, or poor lighting).
 - Always work in pairs when above 2 metres.
- 8. Ongoing Safety Monitoring**
- The Site Supervisor will periodically check the exclusion zone and equipment stability.
 - Reassess risk if there are changes to the task, environment, or personnel.
 - Stop work and review this RAMS if unsafe conditions are identified.
- 9. Completion of Work**
- Inspect completed work to ensure it meets quality and safety requirements.
 - Carefully dismantle ladders and towers, never drop or throw components.
 - Check all access equipment for damage before loading back into vehicles.
 - Remove all barriers, cones, and signage once the area is safe.
 - Ensure no debris, tools, or waste remain in the work area.
- 10. Final Sign-Off**
- The Site Supervisor confirms all work has been completed safely and the area left in good condition.
 - Record any incidents, near misses, or equipment defects in company records.
 - Return the completed RAMS and inspection logs to the company office for filing and review.
- 11. Emergency Procedures**
- In the event of a fall or injury, stop work immediately and make the area safe.
 - Do not attempt a rescue unless it can be done safely without risk to others.
 - The designated first aider will provide immediate assistance and contact emergency services (999).
 - Notify the Owner/Site Supervisor and client representative as soon as possible.
 - Record all details in the accident book and report in line with company and RIDDOR requirements.

Risk Assessment

CITY & COUNTY REFRIGERATION & AIR CONDITIONING LTD

WORK/ACTIVITY:
Working at Height
Assessment Date:
Assessment No:
Completed By:
Review Date:

DESCRIPTION:

This risk assessment identifies and controls hazards associated with working at height during the installation, maintenance, and servicing of air conditioning and refrigeration systems. It addresses the risks arising from the use of ladders, mobile tower scaffolds, and MEWPs. The control measures within this assessment are designed to ensure that work is planned, supervised, and carried out safely, preventing falls from height, dropped object incidents, equipment instability, and harm to employees and others who may be affected by the work.

RISK MATRIX			LIKELIHOOD				
			1	2	3	4	5
			RARE	LOW	POSSIBLE	HIGH	CERTAIN
SEVERITY	1	VERY LOW Negligible injury	1	2	3	4	5
	2	LOW Minor injury requiring first aid	2	4	6	8	10
	3	MID Injury requiring doctors visit or A&E visit	3	6	9	12	15
	4	HIGH Injury requiring admission to hospital	4	8	12	16	20
	5	VERY HIGH Death or permanently disabling injury	5	10	15	20	25

LOW	The level of risk is acceptable. Proceed with caution and stop if anything changes.	MID	The level of risk is acceptable if it cannot be reduced further following a review by a competent person.	HIGH	The level of risk is unacceptable and additional control measures are required to reduce the overall level of risk to an acceptable level.
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The hazards and associated risks with this work/activity have been identified and given a scored rating using semi-quantitative risk assessment methodology. The risk assessment ratings are a subjective estimate based on the knowledge of the assessor and identify the level of risk without controls and the level of residual risk once the control measures have been implemented. To calculate risk rating and residual risk rating, you should multiply the Likelihood (1-5), by the Severity (1-5).

Hazard Description	Who might be harmed & how	Risk Rating			Control Measures	Residual Risk Rating		
		Severity	Likelihood	Score		Severity	Likelihood	Score
Fall from Height When Using Ladders: Working from ladders presents a risk of losing balance, slipping, or the ladder moving unexpectedly. Falls from ladders, even at relatively low height, can result in serious injury.	Employees: Risk of fractures, head or spinal injury, internal trauma, or fatality from a fall. Others on Site: Risk of injury if an operative or ladder falls into pedestrian or vehicle routes.	5	3	15	Equipment Standard: Only EN131 Professional-rated ladders owned and maintained by the company are used. Inspection Regime: A pre-use visual inspection is carried out before each shift, and a formal inspection is completed every 2 weeks with the ladder tagging system updated. Task Duration Restriction: Ladders are used only for short-duration, light-	5	2	10

					<p>duty tasks where one hand can remain in contact with the ladder.</p> <p>Positioning: Ladders must be set at the correct 1:4 inclination and placed only on firm, level, non-slip surfaces.</p> <p>Stability: Ladders must be secured at the top or footed by a second operative at all times.</p> <p>Working Technique: Three points of contact must be maintained at all times and ladders must be repositioned rather than overreached from.</p> <p>Weather Control: Work at height using ladders must stop immediately during high winds, heavy rain, ice, or surface contamination.</p> <p>Alternative Access: If the task requires two-handed work, extended duration, or handling of tools/materials, a tower scaffold or MEWP must be used instead.</p>			
<p>Fall from Height When Working on Mobile Tower Scaffold: Incorrect setup, missing components, or unsafe use of tower scaffolds can result in falls from platforms or collapse of the structure.</p>	<p>Employees: Risk of serious injury or fatality from falling from height.</p> <p>Others on Site: Risk of injury from falling tools or tower instability.</p>	5	3	15	<p>Competence: Tower scaffolds are erected, altered, and dismantled only by PASMA-trained personnel.</p> <p>Configuration: Towers must always be fully decked and fitted with guardrails, mid-rails, and toe boards, with access provided via an internal ladder only.</p> <p>Base Security: Castor wheels must be locked during use, and outriggers fitted where required by tower height or manufacturer guidance.</p> <p>Inspection Regime: A pre-use inspection is completed before work begins, and the scaffold must display</p>	5	2	10

					<p>a valid inspection tag.</p> <p>Ground Requirements: Towers must be positioned on firm, level, load-bearing surfaces and must not be used near open edges without additional protection.</p> <p>Movement: Towers must never be moved while personnel, tools, or materials are on the platform.</p> <p>Weather Control: Work is suspended if wind speeds exceed manufacturer limits or if platform surfaces become wet or slippery.</p>			
<p>Use of Powered Access Equipment (MEWP / Scissor Lift / Boom Lift): Incorrect use or unstable ground can result in overturning, falls, or entrapment between the platform and fixed structures.</p>	<p>Employees: Risk of falls, ejection from basket, crush injuries, or entrapment.</p> <p>Others on Site: Risk of being struck by the MEWP or falling objects.</p>	5	2	10	<p>Operator Competence: MEWPs may only be operated by individuals holding valid training and certification.</p> <p>Pre-Use Checks: Operators must inspect the machine prior to use, including controls, alarms, tyres, platform gates, and emergency lowering functions.</p> <p>Fall Protection: A full-body harness with short restraint lanyard must be worn in boom-type MEWPs to prevent ejection.</p> <p>Ground Assessment: MEWPs must be positioned only on firm, level, load-bearing ground confirmed safe before use; use is prohibited on soft, uneven, or sloped areas.</p> <p>Banksman Use: A banksman must be used where visibility is restricted or where pedestrians or vehicles are present.</p> <p>Overhead Crush Prevention: Operatives must use slow, deliberate movements when working near</p>	4	1	4

					ceilings, soffits, trunking, or steelwork, maintaining clear visual awareness at all times. Weather Control: MEWPs must not be used in wind conditions exceeding manufacturer limits.			
Dropped Tools or Materials from Height: Working at height introduces a risk of tools, fixings, or components falling from ladders, tower scaffolds, or MEWPs and striking persons below.	Employees: Risk of serious head or bodily injury if struck by falling objects. Others on Site: Risk of injury to building occupants, visitors, or members of the public if they enter the area beneath the work.	4	3	12	Exclusion Zones: A clearly marked exclusion zone must be established beneath the working area using cones, barrier tape, or physical barriers. Tool Control: Tools and small components must be stored in secure tool belts, tool bags, or parts pouches to prevent accidental dropping. Tool Lanyards: Where practical, hand tools must be tethered using tool lanyards when used at height. Platform Protection: Tower scaffolds must be fitted with toe boards to prevent materials from sliding off platforms. Raising and Lowering Materials: Items must not be carried by hand when climbing; ropes, haul lines, or mechanical means must be used to raise and lower tools and equipment. Environmental Control: Work must be suspended in strong winds where the risk of uplift or object displacement increases.	4	1	4
Instability Due to Poor Ground Conditions: Ladders, tower scaffolds, and MEWPs depend on stable ground support. Soft, sloped, uneven, contaminated, or unverified surfaces can cause foundation movement, equipment shifting, or complete overturning.	Employees: Risk of falling from height or being injured by equipment collapse. Others on Site: Risk of being struck or crushed by falling equipment or by an operative falling outward.	5	3	15	Ground Condition Assessment: Before positioning access equipment, the ground must be visually assessed for hardness, levelness, drainage, openings, service ducts, and concealed voids. Load-Bearing Verification: The	5	2	10








					<p>surface must be confirmed capable of supporting the weight of equipment and personnel. Suspended floors, mezzanines, and roof decks require confirmation of structural capacity.</p> <p>Stability Enhancements: Where necessary, spreader boards, stabiliser plates, or outriggers must be used to increase footprint stability.</p> <p>Prohibition on Compromised</p> <p>Surfaces: MEWPs must not be used on soft, uneven, sloped, or granular surfaces unless they are specifically rated for rough terrain and inspected accordingly.</p> <p>Dynamic Monitoring: If conditions change (e.g., rain causing mud, icy surfaces, or settlement), work must stop and equipment must be repositioned or alternative access selected.</p>			
<p>Overreaching or Incorrect Body Positioning at Height: Overreaching from ladders or platforms increases the risk of loss of balance and falls. Tasks requiring two hands, sideways force, or awkward positions multiply the risk.</p>	<p>Employees: Risk of falls from height resulting in serious or fatal injuries.</p> <p>Others on Site: Risk of being struck by a falling operative or falling tools/equipment.</p>	5	3	15	<p>Safe Body Positioning: Operatives must maintain three points of contact when using ladders and keep their belt buckle between the ladder stiles to prevent sideways leaning.</p> <p>Task Suitability: Ladders must not be used for tasks requiring two-handed operation, extended duration, or significant force application — a tower scaffold or MEWP must be used instead.</p> <p>Repositioning: Operatives must reposition ladders or tower scaffolds frequently rather than stretching or leaning.</p> <p>Supervision and Coaching: The Site</p>	5	1	5


					Supervisor must monitor work at height posture and intervene immediately if unsafe technique is observed.			
<p>Contact with Live Electrical Services: Electrical hazards may exist near rooftop AC units, external walls, or ceiling voids. Contact or arcing can result in electrical shock, burns, or fall-from-height due to involuntary movement.</p>	<p>Employees: Risk of electrocution, burns, cardiac injury, or fall.</p>	5	2	10	<p>Electrical Survey: Cable routes, isolators, local distribution boards, and overhead power lines must be identified before work begins.</p> <p>Isolation Procedure: Circuits associated with the equipment being worked on must be isolated, locked off, and proven dead before contact.</p> <p>Safe Clearance: Work must not take place within unsafe approach distance to live overhead lines; if clearance cannot be achieved, work must be re-planned.</p> <p>Non-Conductive Equipment: Non-conductive ladders must be used where proximity to energised equipment is possible.</p> <p>Verification Check: No work proceeds until the operative has confirmed the equipment is electrically safe to touch.</p>	5	1	5
<p>Manual Handling of Ladders, Tower Components, and Equipment: Ladders and tower scaffold components can be awkward or heavy to carry and manoeuvre. Incorrect lifting techniques or attempting to carry equipment up stairs/ramps can result in musculoskeletal strain or dropped loads.</p>	<p>Employees: Risk of back strain, sprains, trapped fingers, or crush injuries; potential fall from height if losing balance while carrying items.</p>	3	3	9	<p>Team Lifting: Large or awkward items must be carried by two operatives to distribute weight evenly.</p> <p>Mechanical Assistance: Trolleys, platform trucks, or lift-assist equipment must be used where distance or weight is significant.</p> <p>Split Loads: Tower scaffold components must be broken down into smaller sections and transported in multiple trips if necessary.</p> <p>Climbing Restriction: Equipment</p>	2	2	4

					<p>must not be carried while climbing ladders; ropes or haul systems must be used.</p> <p>Manual Handling Technique: Operatives must use correct lifting posture (bend knees, keep load close, avoid twisting).</p> <p>Rest Breaks: Adequate rest must be taken to prevent fatigue during repeated lifting.</p>			
<p>Inadequate Competence or Training: Work at height requires knowledge of correct equipment selection, safe working methods, and emergency actions. Untrained personnel are more likely to make unsafe decisions or shortcut controls.</p>	<p>Employees: Increased risk of fall, dropped object incidents, or incorrect equipment setup.</p> <p>Others on Site: May be exposed to uncontrolled hazards if unsafe work occurs.</p>	5	2	10	<p>Training Requirement: All operatives must hold training appropriate to their duties: PASMA for tower scaffold erection/alteration; IPAF or similar for MEWP operation; ladder safety training for ladder use. Operatives must not undertake work exceeding their level of competence.</p> <p>Competency Verification: The Site Supervisor must verify competency before work starts by confirming training certification, experience level, and familiarity with the equipment and task.</p> <p>Supervision: Work must be supervised by a competent person who understands the method statement and can intervene promptly if unsafe behaviour or incorrect setup occurs.</p> <p>Familiarisation and Briefing: A task-specific briefing/toolbox talk must be delivered before work begins, outlining equipment use, emergency procedures, and specific hazards present at the site.</p> <p>Skill Development: New or less</p>	4	1	4

					experienced employees must work under direct supervision and shadow competent staff until assessed as competent to work independently. Refresher and Ongoing Assessment: Training must be refreshed periodically, and operatives must demonstrate ongoing safe working practices. Any unsafe behaviour results in immediate retraining or reassignment.			
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Personal Protective Equipment (PPE) Requirements

PPE Item	Symbol	When to Use
Safety Helmet/Hard Hat BS EN 397		Must be worn at all times while on site and during any work at height to protect from falling tools, materials, and contact with overhead structures.
Safety Glasses BS EN 166		Worn during all installation, servicing, and maintenance tasks, including brazing, cutting, drilling, metal fabrication, and when working near pressurised systems to prevent eye injury from debris, sparks, and refrigerant release.
Tinted Brazing/Hot Work Eye Protection (if hot works included)		Used when performing brazing or gas torch work to protect from UV/infrared glare and molten metal splash.
Protective Gloves BS EN 388 (Cut resistance)		Worn when handling pipework, fin coils, sheet metal, or refrigeration components to prevent cuts, abrasions, and punctures. Must allow dexterity for height work.
Safety Boots BS EN ISO 20345		Must be worn at all times. Required to protect feet from dropped tools/materials and provide firm footing on ladder/tower platforms. Anti-slip sole required.
High-Visibility Vest BS EN 471		High-visibility vests or jackets should be worn at all times to ensure that workers are visible to others on-site
Hearing Protection BS EN 352		Hearing protection, such as earplugs or earmuffs, should be worn when working with or near noisy equipment that produces sound levels over 80 dB(A)

<p>Dust Mask BS EN 149 (FFP3 for dust)</p>		<p>Dust masks or respiratory protection should be used when drilling into concrete or performing any work that generates dust.</p>
<p>Fall Restraint Harness and Lanyard EN361 (Harness) + EN354 (Restraint Lanyard)</p>		<p>Required when operating boom-type MEWPs. Lanyard must be short-restraint type to prevent the user reaching the edge of the platform.</p>

Emergency Arrangements & Rescue Plan

General Emergency Response

In the event of an incident occurring during work at height, the primary objective is to ensure the safety of the casualty and prevent further harm to other personnel. Work must be stopped immediately and the surrounding area made safe. No one may attempt a rescue that puts themselves at risk.

All operatives must be aware of the site's emergency procedures, including alarm points, muster locations, and access routes for emergency services. These must be confirmed with the client or principal contractor during site induction.

Emergency Services Contact: 999
Site Supervisor Contact: 07801990860

Fall from Height / Suspected Serious Injury

If a fall from height occurs or is suspected:

- Stop work immediately and clear the area.
- Do not move the casualty unless they are in immediate danger (e.g., fire, collapse risk).
- The First Aider provides first aid within their competency.
- Another operative contacts 999, stating:
 - Exact site location
 - Access instructions to the work area
 - Type of incident (fall from height)
- Site Supervisor informs:
 - Company management
 - Client / site management control room (if applicable)
- Record the incident in the site accident book and gather witness statements if required.
- No work resumes until authorised by management.

Rescue from Mobile Tower Scaffold or Ladder

If an operative becomes unable to descend (injury, medical issue, etc.):

- Do NOT climb to assist unless the structure is confirmed stable.
- A trained person must:
 - Ensure the ladder/tower is secured against movement.
 - Use the internal tower ladder for access (never climb the outside).

- Descend with the casualty slowly and under control, supporting weight where needed.
- If the casualty cannot be safely assisted down: Treat as medical emergency and call 999.

Under no circumstances should an untrained person attempt to carry or drag a casualty down a ladder.

Rescue from MEWP (Mobile Elevated Work Platform)

If an operative is in a MEWP basket and becomes incapacitated:

- A trained ground-based operator or banksman must operate the MEWP emergency lowering controls.
- If the MEWP cannot be lowered:
 - Use the ground emergency descent controls indicated on the machine.
- If the platform is mechanically jammed or entangled:
 - Do NOT attempt to force movement.
 - Call 999 and request specialist rescue assistance.
- Employees in boom lifts must wear restraint lanyards to prevent being ejected during a platform jolt, this minimises rescue complexity.

Communication and Site Access

- Site Supervisor ensures clear vehicle access routes for ambulances and fire/rescue vehicles.
- At least one charged mobile phone must be present on site at all times.
- If working in public or restricted-access areas, the supervisor must confirm:
 - Entry codes
 - Gate access
 - Security permissions for emergency responders

First Aid Provision

- A trained first aider must be present on site at all times.
- Each company vehicle is equipped with a stocked first aid kit and fire extinguisher.
- First Aid kits must be checked monthly and restocked as required.

Monitoring and Review

To maintain a safe and compliant working environment, City & County Refrigeration & Air Conditioning Ltd carries out regular monitoring and review of all safety procedures and control measures.

Daily Inspections

The Site Supervisor or another nominated employee will conduct daily visual inspections of the work area to ensure all activities are being performed safely and in accordance with this RAMS. Any issues identified will be rectified immediately, and records of inspections maintained where required.

Ongoing Risk Assessments

Risk assessments will be an ongoing process throughout the project, not a one-time activity. As work progresses, new hazards may emerge, and existing risks may change. Therefore, the Site Supervisor or another nominated employee will regularly revisit the risk assessments, evaluating the effectiveness of control measures and adjusting them as necessary.

Feedback and Reporting Mechanisms

All employees are encouraged to report hazards, near misses, or safety concerns directly to the Site Supervisor. Regular safety discussions or toolbox talks will be used to share feedback and promote continual improvement. Reported issues will be investigated promptly, and corrective actions implemented to prevent recurrence.

Approval and Acknowledgement

This section provides a record of the individuals responsible for preparing, checking and authorising this RAMS document, as well as a record of who the document has been read and understood by. It also includes a log of any revisions made.

Approved By:		Signed:		Date:	
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Revision Number:	Initial Revision
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Revision Number	Review Date	Remarks	Signed

Acknowledgement

By signing below, I acknowledge that I have read, understood, and agree to adhere to the contents of this Risk Assessment and Method Statement (RAMS) document. I recognise the importance of following the outlined procedures and safety measures to ensure a safe working environment for myself, my colleagues, and all stakeholders. I commit to implementing the guidelines provided by City & County Refrigeration & Air Conditioning Ltd and will seek clarification on any aspects of this document if required.

Name	Date	Signed