

DOCUMENT INFORMATION

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PROJECT / SITE OVERVIEW

Blue Coat School

Site Supervisor: Alex Turner

Site Address: 66 WestSide Avenue, Birmingham, B65 TGH

Dates: 01/02/2025

Trade: Carpenter

Supervisor Contact: 075567885578

Principal Contractor: BSN

Location: Main Building

Description of Activity

Carefully remove existing internal doors and ironmongery, install new certified fire doors and associated ironmongery, adjust frames and gaps to meet fire safety requirements, apply intumescent seals where specified, and leave the area clean, tidy and ready for use. Work will be carried out in an occupied building, maintaining safe access for staff and visitors at all times.

Relevant Legislation & Guidance

This RAMS has been prepared with reference to the following key UK health & safety legislation and guidance.

Core Health & Safety Law

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Manual Handling Operations Regulations 1992
- Provision and Use of Work Equipment Regulations 1998

Regulations & Industry Guidance

- PPE Regulations 1992
- COSHH 2002
- Work at Height Regulations 2005
- Construction (Design and Management) Regulations 2015

Roles & Responsibilities

Everyone has legal duties under UK health and safety law. The cards below summarise the key responsibilities for those involved in this RAMS.

Employer / SmartRAMS User

- Provide a suitable and sufficient RAMS for the work activities.
- Ensure operatives are competent, trained and properly supervised.
- Provide adequate PPE, tools, equipment and welfare facilities.
- Review and update RAMS if conditions, methods or risks change.
- Co-ordinate with the Principal Contractor and other duty holders.

Site Supervisor

- Brief workers on this RAMS and the safe system of work before starting.
- Monitor standards on site and stop work if conditions become unsafe.
- Ensure the control measures in this RAMS are implemented and maintained.
- Record incidents, near-misses and defects and ensure corrective action is taken.
- Liaise with the Principal Contractor, Client and other trades on site.

Operatives

- Read, understand and follow this RAMS and any site rules at all times.
- Use tools, plant and PPE correctly and report defects immediately.
- Do not carry out tasks for which you are not trained or authorised.
- Report hazards, unsafe conditions and near-misses without delay.
- Stop work and inform the Supervisor if you believe the work cannot be carried out safely.

Reminder: Signing to say the RAMS has been read is not a tick-box exercise. Operatives must actually understand the contents and ask for clarification if they are unsure about any part of the work or the control measures.

Sequence of Works

Step-by-Step Work Sequence

- 1 Conduct a pre-start briefing with the team to discuss the work requirements and coordination with building occupants.
- 2 Inspect the existing doors and ironmongery to assess removal methods.
- 3 Prepare the workspace by establishing a clear access route for staff and visitors.
- 4 Gather all necessary tools, materials, and equipment for the task.
- 5 Carefully remove existing internal doors and ironmongery, ensuring minimal disturbance to adjoining areas.
- 6 Check the door frames for any damage and make necessary adjustments.
- 7 Install new certified fire doors to the prepared frames, ensuring correct orientation.
- 8 Fit associated ironmongery to the installed fire doors following manufacturer specifications.
- 9 Adjust frames and gaps to ensure compliance with fire safety requirements.
- 10 Apply intumescent seals where specified to enhance fire resistance.
- 11 Inspect the new installation against fire safety standards.
- 12 Conduct a final check to ensure all ironmongery operates correctly.
- 13 Clear the work area of debris, tools, and excess materials.
- 14 Re-establish safe access for staff and visitors following completion of the task.
- 15 Document the work completed and inform the site manager of the finished installation.
- 16 Leave the area clean, tidy, and ready for use.

Note: The sequence is generated specifically for this activity. Supervisors must confirm it matches the planned method of work on site.

Identified Hazards

- Risk of injury from handling heavy internal doors during removal and installation.
- Exposure to sharp edges on ironmongery and door frames.
- Potential for falling objects when removing existing doors.
- Risk of damaging existing walls or floors during installation.
- Slip hazards due to debris or materials left on the floor.
- Inhalation of dust and particulate matter while adjusting frames or cutting seals.
- Ergonomic risks from awkward lifting and repetitive motions.
- Potential for pinch points between doors and frames during installation.
- Access routes may become obstructed, creating a tripping hazard for staff and visitors.
- Risk of electric shock when working near installed electrical components.
- Noise hazards from power tools used during installation and adjustments.
- Potential for interaction with other trades working in the occupied building.
- Risk of fire if flammable materials are not properly managed during installation of fire doors.

Control Measures

- Ensure a detailed method statement is developed and communicated to all workers involved in the task.
- Conduct a pre-task briefing to discuss potential hazards and the control measures in place with the team.
- Isolate and secure the work area to prevent unauthorized access from staff and visitors.
- Use temporary barriers and signage to clearly define the work zone and guide foot traffic safely.
- Implement dust suppression measures, such as using a vacuum attachment when cutting doors to minimize airborne particles.
- Use correct manual handling techniques or mechanical aids to lift and move heavy doors safely.
- Ensure all tools and equipment are maintained in good working condition and are suitable for the task.
- Install fire doors following manufacturer's instructions and ensure compliance with fire safety regulations.
- Verify that intumescent seals are installed correctly as per fire door specifications.
- Maintain clear access routes for emergency services throughout the duration of the work.
- Conduct regular checks and monitoring of the work area by a supervisor to ensure adherence to safety measures.
- Provide materials and tools in an organized manner to prevent tripping hazards and improve site housekeeping.
- Dispose of any waste materials promptly and in accordance with site waste management procedures.
- Engage with site management to coordinate work schedules to minimize disruption to building occupants.

Risk Assessment Summary Table

Hazard	Lik. (before)	Sev. (before)	Risk (before)	Control Measures	Lik. (after)	Sev. (after)	Residual	Ctrl by
Door Removal	3	3	9	Ensure safe access; clear area of obstacles	2	3	6	Operative
Fire Door Installation	3	4	12	Follow installation guidelines; check certifications	2	4	8	Operative
Frame Adjustment	2	3	6	Use appropriate tools; verify measurements	1	3	3	Operative
Intumescent Seals	2	4	8	Ensure proper application; follow instructions	1	4	4	Operative
Site Cleanliness	2	2	4	Implement cleaning schedule; maintain tidy area	1	2	2	Supervisor

Overall Project Risk Level:

Medium

Levels are determined from the assessed likelihood and severity after controls are applied.

PPE Required



Safety Helmet (EN 397)



Hi-Vis Vest (EN ISO 20471)



Cut-Resistant Gloves (EN 388)



Safety Glasses (EN 166)



Safety Footwear (EN ISO 20345)



Hearing Protection (EN 352)

Emergency Procedures

Immediate Actions

- Stop work immediately if there is a risk to life, fire, gas leak or structural collapse.
- Only make the area safe if it can be done without further risk.
- Raise the alarm clearly and quickly.
- Follow the site evacuation procedure to the assembly point.
- Do not re-enter until authorised by the Site Manager.

Emergency Contacts & First Aid

- Dial **999** for life-threatening emergencies.
- Provide clear incident details & location.
- Notify the Site Supervisor immediately.
- Use designated first-aid personnel only.
- Report all incidents & near-misses the same day.

Spill / Environmental Incident

- Stop work and prevent spills entering drains or watercourses.
- Use spill kits safely where available.
- Inform the Supervisor immediately.
- Dispose of contaminated waste correctly.

Communication & Safety

- Follow all emergency arrangements explained during induction.
- Know the locations of first aid, fire points and assembly areas.
- Keep access routes clear at all times.
- Report damaged emergency equipment immediately.

Note: Site-specific details such as fire assembly points, first aider names and evacuation maps must be confirmed during induction.

Compliance Measures, Monitoring & Review

- Conduct a pre-work briefing to ensure all team members understand the task and safety protocols.
- Obtain and display all necessary permits before commencing work in the occupied building.
- Ensure work methods are documented and shared with all operatives prior to starting the removal and installation tasks.
- Only use certified fire doors and ironmongery that meet the relevant safety standards.
- Maintain clear access routes for staff and visitors throughout the duration of the work.
- Carefully remove existing doors and ironmongery to prevent damage to the surrounding area.
- Install new fire doors according to the manufacturer's specifications and align frames properly.
- Adjust gaps around doors to comply with fire safety requirements.
- Apply intumescent seals in all specified locations to enhance fire resistance.
- Inspect work areas regularly to ensure they remain clean and tidy during the installation process.
- Conduct a final inspection after installation to confirm compliance with safety standards and readiness for use.
- Report any issues encountered during the task immediately to the supervisor for resolution.

Method Statement

Begin by preparing the work area by relocating any items that may obstruct access to the existing internal doors. Ensure clear paths are maintained for safe movement of staff and visitors throughout the duration of the work. Communicate with occupants regarding the planned activities to keep them informed and ensure minimal disruption.

Carefully remove the existing internal doors and associated ironmongery, using appropriate tools to avoid damage to the frames and surrounding areas. During the removal process, ensure that all components are handled with care to facilitate proper disposal or recycling later on. Inspect the door frames once the doors are removed to assess any necessary adjustments.

Install the new certified fire doors by positioning them within the frames and ensuring correct alignment with gaps according to fire safety requirements. Secure the doors in place, making sure that they operate correctly and meet required standards. Install the associated ironmongery, including hinges and locks, making sure they are fitted correctly for functional use.

Adjust the frames and gaps around the new doors as necessary to provide a proper fit and effective operation. Apply intumescent seals where specified to ensure compliance with fire safety regulations and enhance the fire resistance of the doors.

Upon completion of the installation, thoroughly clean the work area, removing any debris, packaging, or tools used during the operation to leave it tidy and ready for use. Confirm that all newly installed doors operate smoothly and that the area is fully prepared for the return of occupants and staff.

Briefing & Operative Sign-Off

Operative Name	Signature	Date