SwiftRMS

RISK ASSESSMENT & METHOD STATEMENT

Cleaning Contractors RAMS Template

Document ref	Revision / version no.	Date issued	Review date
Prepared by	**Reviewed by**	**Approved by**	

Section 1 — Project & site details

Complete in full before work starts. This RAMS applies only to the site, client and works recorded here.

Client	Site address	Principal Contractor	Principal Designer
Project / contract no.	**Start date**	**Expected duration**	**Working hours**

Section 2 — Scope of works

What the work involves, where on site, and what is explicitly excluded from this RAMS.

Section 3 — Personnel, competence & supervision

List everyone carrying out the work and how their competence was verified — CSCS or trade card, ticket, qualification or training record. A named competent supervisor must be on site while the work is in progress.

Name	Role	Competence / cards / tickets / training	Verified by

Named site supervisor	Supervisor contact number

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Section 4 — Risk assessment

One numbered row per hazard. Score the risk with the controls you already have in place, add any further controls needed, then re-score to give the residual risk.

No.	Hazard	Who might be harmed	Existing control measures	Likelihood (1-5)	Severity (1-5)	Risk (LxS)	Additional controls required	Residual L	Residual S	Residual risk
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										

Common hazards for Cleaning Contractors

Reference list to prompt your assessment — add each relevant hazard as a numbered row above. COSHH exposure to cleaning chemicals · Slips and falls on wet surfaces · Falls from height (high-level cleaning) · Biological hazards (needle sticks and bodily fluids) · Lone working (out-of-hours cleaning) · Manual handling of equipment and waste · Electrical hazards from cleaning equipment · Musculoskeletal injuries from repetitive tasks

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Section 5 — Risk matrix key

1-3 Low | 4-9 Medium-Low | 10-15 Medium-High | 16-25 High

Risk score = Likelihood (1-5) × Severity (1-5). Reassess after applying additional controls to obtain the residual risk.

Section 6 — Method statement

Step by step, in sequence: set-up, the working sequence, and how the area is left safe.

1.
2.
3.
4.
5.
6.
7.
8.
9.
10.

Section 7 — Plant, equipment & materials

List the plant, tools, equipment and materials to be used. Work equipment must be suitable, maintained and inspected under PUWER 1998; lifting equipment and accessories require thorough examination under LOLER 1998.

Item	Inspection / thorough examination due	Certificate or report ref	Checked by

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Section 8 — PPE required

Tick the PPE required for this work and record the standard it must meet. PPE is the last resort in the hierarchy of control — eliminate, substitute, engineer and organise the work first. Eye protection: BS EN ISO 16321-1 replaced BS EN 166 in November 2025; existing EN 166 equipment remains valid until its certification expires.

	PPE	Standard		PPE	Standard
☐	Safety helmet	BS EN 397	☐	Hearing protection	BS EN 352
☐	Safety footwear	BS EN ISO 20345	☐	RPE — face-fit tested	BS EN 149
☐	High-visibility clothing	BS EN ISO 20471	☐	Fall arrest harness	BS EN 361
☐	Eye protection	BS EN ISO 16321-1	☐	Other	
☐	Gloves (mechanical risks)	BS EN 388	☐	Other	

Section 9 — Substances (COSHH)

List every hazardous substance used, produced or disturbed by the work. Take the hazard classification from the supplier's safety data sheet. A separate COSHH assessment is required under the Control of Substances Hazardous to Health Regulations 2002 — record its reference here.

Substance / product	Hazard classification (from safety data sheet)	COSHH assessment ref

Section 10 — Permits to work required

Tick every permit that must be in place before this work starts.

- ☐ Hot works
- ☐ Confined space
- ☐ Electrical isolation / live working
- ☐ Excavation
- ☐ Work at height / roof work
- ☐ Lifting operations
- ☐ None required

Section 11 — Welfare arrangements

Suitable welfare facilities must be available for the whole time the work is being carried out (Schedule 2, CDM 2015).

Toilets

Washing facilities

Drinking water

Rest / changing facilities

Location on site

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Section 12 — First aid & emergency arrangements

Record the arrangements that apply to this site and this work, not a generic company statement.

First aider — name & contact

First aid kit location

Nearest A&E hospital

Emergency assembly point

Site emergency contact

Fire / spill procedure

Rescue plan

> A written rescue plan is required where the work involves work at height or entry into a confined space. Calling the emergency services is not a rescue plan.

Section 13 — Monitoring, supervision & review

Review triggers include: an incident, a near miss, a change of method, a change of personnel, new substances or equipment, or a change in site conditions.

How the work will be supervised

Inspection frequency

What triggers a review of this RAMS

Section 14 — Applicable legislation

Tick the regulations that apply to this work.

- ☐ Health and Safety at Work etc. Act 1974 (HASAWA)
- ☐ Construction (Design and Management) Regulations 2015 (CDM)
- ☐ Provision and Use of Work Equipment Regulations 1998 (PUWER)
- ☐ Control of Substances Hazardous to Health Regulations 2002 (COSHH)
- ☐ Personal Protective Equipment at Work Regulations 1992 (as amended 2022)
- ☐ Electricity at Work Regulations
- ☐ Management of Health and Safety at Work Regulations 1999 (MHSWR)
- ☐ Work at Height Regulations 2005
- ☐ Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)
- ☐ Manual Handling Operations Regulations 1992
- ☐ Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

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Section 15 — Declaration & briefing record

This RAMS must be briefed to every operative before work starts. Record the briefing below.

Assessed by

Name

Signature

Date

Reviewed & approved by

Name

Signature

Date

"I confirm I have been briefed on this RAMS, understand the hazards and control measures, and will work in accordance with it."

Name	Signature	Date

Revision history

Rev	Date	Summary of change	By

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