# SwiftRMS

RISK ASSESSMENT & METHOD STATEMENT

# Corporate Security RAMS Template

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|---|---|---|---|
| **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.

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|---|---|---|---|
| **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 |
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**Named site supervisor**

**Supervisor contact number**

## 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 Corporate Security

Reference list to prompt your assessment — add each relevant hazard as a numbered row above. Unauthorized access · Workplace violence · Theft of assets/data · Lone working · Slips and trips · Fire evacuation · Suspicious packages · Tailgating

## 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 |
|---|---|---|
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## 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**

## 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)
- ☐ Private Security Industry Act
- ☐ Regulatory Reform (Fire Safety) Order
- ☐ Working Time 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)
- ☐ Data Protection Act / UK GDPR
- ☐ Health and Safety (Display Screen Equipment) Regulations

## 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 |
|---|---|---|
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## Revision history

| Rev | Date | Summary of change | By |
|---|---|---|---|
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