

HVAC Engineers 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 HVAC Engineers

Reference list to prompt your assessment — add each relevant hazard as a numbered row above. Refrigerant exposure · Work at height (roof units) · Manual handling (heavy units) · Electrical shock · Hot surfaces (boilers) · Confined spaces (plant rooms) · Noise from equipment · Legionella exposure

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

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

Drinking water

Location on site

Washing facilities

Rest / changing facilities

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) | ☐ Management of Health and Safety at Work Regulations 1999 (MHSWR) |
| ☐ Construction (Design and Management) Regulations 2015 (CDM) | ☐ Work at Height Regulations 2005 |
| ☐ Provision and Use of Work Equipment Regulations 1998 (PUWER) | ☐ Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) |
| ☐ Control of Substances Hazardous to Health Regulations 2002 (COSHH) | ☐ Manual Handling Operations Regulations 1992 |
| ☐ Personal Protective Equipment at Work Regulations 1992 (as amended 2022) | ☐ Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) |
| ☐ F-Gas Regulations | ☐ ACoP L8 and HSG274 |
| ☐ Pressure Systems Safety 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

Revision history

Rev	Date	Summary of change	By