SITE survey. APP

SITE SURVEY REPORT

RAMS: Risk Assessment and Method Statement

Prepared for	Kirkgate Square Estates Ltd (sample organisation), managing agent for the building
Date	2 Nov 2026
Site	Calverley House, Leeds
Prepared by	L. Marsden

FORM

RAMS: Risk Assessment and Method Statement

1. The job

Project	Calverley House, Leeds: plant room distribution board and sub-mains replacement (completed example)
RAMS reference	RAMS-PES-2026-118
Revision	A
Date written	2 Nov 2026
Client	Kirkgate Square Estates Ltd (sample organisation), managing agent for the building
Site	Calverley House, basement plant room and the electrical riser
Site address	Calverley House, 9 Kirkgate Square, Leeds LS2 7DJ
Where on site is the work?	Basement plant room, east wall. The old board is at the foot of the electrical riser, which runs behind locked riser cupboards on each of the four floors.
Work position on site (GPS)	Plant room, east wall · 53.797310, -1.541860 (SE 30290 33430, ±9 m)
What type of work is this RAMS for?	Electrical and M&E
Task	Replace the 1980s three-phase distribution board and the four floor sub-mains
Scope of the work	Isolate the tenant supply, strip out the 1980s 400 A TP&N distribution board and its four outgoing sub-mains, fix a new Form 2 panel board with a metering section in the same position, pull four new 4-core SWA sub-mains up the existing riser to the floor boards on floors 1 to 4, terminate, inspect and test, re-energise with the network operator and issue an Electrical Installation Certificate. The landlord's supply (lifts, fire alarm, emergency lighting, security) is on its own cut-out and is not touched. The floor boards themselves are not replaced; only their incoming terminations are changed.
Start date	15 Nov 2026
Expected finish date	16 Nov 2026
Calendar days, including the start and finish	2
Working hours	Sunday 15 November 07:00 to 21:00 (A. Whitfield alone after 18:00). Monday 16 November 07:00 to 18:00, a shutdown day agreed with the tenants.

Will the building, venue or area be in use while the work is done?	Yes
How are occupants and the public kept away from the work?	The four tenants have had written notice that the supply is off from 08:00 on Sunday 15 November until re-energising on Monday 16 November, and the building is closed to them on the Monday. The security guard is on the front desk throughout and the cleaning team is in the building from 06:00 to 10:00 on both days. The plant room door is kept shut with a sign on it, the riser cupboards are opened one floor at a time and locked again as soon as the cable is through, and nobody but the crew and the network operator's fitter goes past the barrier at the plant room door.
Is this construction work under CDM 2015?	Yes
Your role on this project	The only contractor on the project
Construction phase plan reference	CPP-PES-2026-118

> CDM 2015, regulation 12. A construction phase plan must be drawn up before the construction site is set up. It sets out the health and safety arrangements and site rules. This RAMS should follow it.

Does the work include demolition or dismantling of a structure?	No

2. People and competence

Written by	L. Marsden
Role	Project engineer, Pennine Electrical Services
Supervisor on site	A. Whitfield
Supervisor phone number	07700 900318

Crew 1: A. Whitfield

Name	A. Whitfield
Company	Pennine Electrical Services
Cards and training held	ECS card, 18th Edition (BS 7671), Inspection and testing (2391), First aid at work, Asbestos awareness
Earliest expiry date of the cards needed for this job	31 Mar 2028
Has this person the skills, knowledge, training and experience for the tasks given to them?	Yes

Crew 2: K. Dhillon

Name	K. Dhillon
Company	Pennine Electrical Services
Cards and training held	ECS card, 18th Edition (BS 7671), Inspection and testing (2391), Asbestos awareness
Earliest expiry date of the cards needed for this job	30 Sep 2027
Has this person the skills, knowledge, training and experience for the tasks given to them?	Yes

Crew 3: E. Nowak

Name	E. Nowak
Company	Pennine Electrical Services
Cards and training held	ECS card, Asbestos awareness
Earliest expiry date of the cards needed for this job	30 Jun 2027
Has this person the skills, knowledge, training and experience for the tasks given to them?	No

> Employers must take account of people's capabilities when giving them tasks (regulation 13 of the Management of Health and Safety at Work Regulations 1999). On construction work, a contractor must not employ or appoint anyone who does not have, or is not in the process of obtaining, the skills, knowledge, training and experience needed (CDM 2015, regulation 15). Record the training or supervision below.

Training or supervision to be provided	Third-year apprentice, aged 19. Works alongside A. Whitfield or K. Dhillon at all times. Allowed to strip and fix containment, pull cable, make off glands and dress tails under direct supervision. Not allowed to operate the isolation, prove dead, carry out any testing, or go past the barrier while live tests are in progress. Leaves site with K. Dhillon at 18:00 on the Sunday.
People on the crew	3
Are any subcontractors doing part of this work?	No
Who could be affected by this work?	The crew, Other contractors on site, Client staff or building occupants
Is anyone especially at risk?	Yes
Who?	New starter or trainee, Lone worker

What is being done differently for them?	E. Nowak has a written list of what he may and may not do on this job (see the crew section) and is briefed on it separately before the isolation. A. Whitfield works alone from 18:00 to 21:00 on the Sunday with the supply still locked off; what he may do alone and the check-in arrangement are set out under the lone working hazard.

3. Risk assessment

Hazards and controls 1: Electricity and live working

Type of hazard	Electricity and live working
Where is it?	Plant room: the tenant main switch and board, the adjacent live landlord's board, and the riser
What is the hazard, who might be harmed, and how?	Electric shock, arc flash and burns from the 400 A three-phase supply while stripping the old board and terminating the new one, from the landlord's board 1.2 m away which stays live, from a backfeed through the floor 3 tenant UPS, and during the live tests after re-energising. The two electricians, and the apprentice if he strays past the barrier.

Photos of the hazard



What supplies the equipment?	230 V mains
Is the 230 V equipment protected by an RCD?	Yes
Will any work be done on or near live conductors?	Yes

> Electricity at Work Regulations 1989, regulation 14. No person may work on or near a live conductor unless it is unreasonable in all the circumstances for it to be dead, it is reasonable to work on or near it live, and suitable precautions are taken to prevent injury. Record the justification and the precautions in the controls.

Controls in place or planned for this hazard	Supply isolated, locked off and proved dead before work starts, Live work only where working dead is unreasonable, with the justification recorded, 230 V equipment on an RCD, with leads and plugs checked before use, Insulated tools, test equipment proved before and after, and a second competent person present for live work, Insulating gloves and eye protection for live testing
How these controls apply on this job	The network operator withdraws the cut-out fuses for the tenant service at 08:00 on the Sunday (their job reference is on the permit) and keeps them until A. Whitfield asks for them back on the Monday. The tenant main switch is then opened, locked off with A. Whitfield's personal lock and tagged, and the floor 3 UPS output breaker and bypass are opened and locked off with a second lock so nothing can backfeed the sub-mains. Dead is proved at the incoming terminals and at every floor board with a GS38 two-pole voltage indicator, checked on a proving unit before and after each test, witnessed by K. Dhillon and signed on the permit to work. The landlord's board stays live: it is screened with a rigid insulating sheet, taped off and labelled LIVE, and no tray or cable is routed within 300 mm of it. Live work is limited to proving dead and the live tests at step 7 (Ze, PFC, Zs, RCD and polarity): it is unreasonable to make those tests dead, so they are done by A. Whitfield with K. Dhillon present and the apprentice outside the barrier, using GS38 fused leads, insulated tools, class 0 insulating gloves and a face shield, with covers and barriers on everything except the terminals under test. Hand tools are cordless; the only 230 V equipment is the temporary LED lighting and the battery chargers, plugged into the landlord's socket in the corridor through a 30 mA RCD adaptor that is tested before use each day.
Likelihood of harm with these controls	3. Possible
Severity of the harm	5. Death
Risk score (likelihood x severity)	15
Rating	High

> High, 15 to 25. Do not start this work until further controls are in place and the risk has been rated again.

Further action needed	Isolation confirmed in writing by the network operator for 08:00 Sunday 15 November. Two locks and tags (main switch and UPS bypass) on and the prove-dead witnessed and signed on the permit before any cover comes off. Live tests only at step 7 with both electricians present, the apprentice outside the barrier and the test leads, gloves and face shield checked beforehand.
What kind of control is it?	Removes the hazard
Who will do it?	A. Whitfield
Needed by	15 Nov 2026
Likelihood once the action is done	1. Very unlikely
Severity once the action is done	5. Death

Residual risk score	5
Residual rating	Medium

Hazards and controls 2: Asbestos

Type of hazard	Asbestos
Where is it?	Backing board behind the 1980s distribution board and the flash guards on the old fuse switches
What is the hazard, who might be harmed, and how?	Breathing asbestos fibres if the board backing or the flash guards contained asbestos and were drilled, broken or pulled off. The crew, and anyone using the plant room afterwards.
Asbestos survey or register reference	ASB-2023-0412 management survey with the 2026 re-inspection: plant room backing board sampled as non-asbestos fibre cement; flash guards confirmed as asbestos insulating board and removed by a licensed contractor on 7 November 2026 under their own plan of work, clearance certificate CC-7741 in the folder
Controls in place or planned for this hazard	Asbestos survey or register for the area checked before work starts, Work planned to avoid disturbing the materials the survey names, Stop and report if any unexpected board, lagging or cement sheet is found, Work on known materials only by licensed or trained people under their own plan of work, Asbestos awareness training current for everyone on the job
How these controls apply on this job	L. Marsden checked the survey and the re-inspection for the plant room and the riser before this RAMS was written. The flash guards were the only positive item and have already gone, under the licensed contractor's own plan of work, with the clearance certificate in the folder. The backing board was sampled and is fibre cement without asbestos, but it is still taken down whole and bagged rather than broken up. The riser is listed as clear. If any board, lagging, rope seal or cement sheet is found that the survey does not describe, work stops, the area is left as it is, and A. Whitfield calls L. Marsden before anyone touches it. Everyone on the crew has asbestos awareness training in date.
Likelihood of harm with these controls	1. Very unlikely
Severity of the harm	5. Death
Risk score (likelihood x severity)	5
Rating	Medium

> Medium, 5 to 12. Record what further action would lower the risk, who will do it and by when.

Further action needed	Clearance certificate CC-7741 and the survey pages for the plant room and riser put in the site folder and shown at the briefing. Backing board removed whole with hand tools, not drilled or cut.
What kind of control is it?	Instruction, briefing or supervision

Who will do it?	A. Whitfield
Needed by	15 Nov 2026
Likelihood once the action is done	1. Very unlikely
Severity once the action is done	5. Death
Residual risk score	5
Residual rating	Medium

> The further action does not lower the score. Look again at whether the hazard can be removed or guarded.

Hazards and controls 3: Manual handling

Type of hazard	Manual handling
Where is it?	Loading bay to the plant room, and the plant room to the riser
What is the hazard, who might be harmed, and how?	Back and shoulder strains and crushed fingers moving the new panel board (about 95 kg assembled), the old board sections, and the four SWA cable drums (about 60 kg each) down to the basement and into position. The crew.
Controls in place or planned for this hazard	Materials delivered to the point of use or moved by hoist, trolley or telehandler, Loads broken down or smaller packs ordered, Two-person lifts for heavy or awkward items, Routes cleared and kept clear before carrying starts, Crew trained in lifting technique for the loads on this job
How these controls apply on this job	The new board was ordered in three sections (incomer, busbar chamber and outgoing ways) so the heaviest single lift is 38 kg, and the sections are assembled on the wall frame. Everything comes down in the goods lift to the basement corridor and the last 15 m to the plant room is on a stair-climber sack truck and a flat trolley. The old board is dismantled into its sections on the wall before it is lifted off. Cable drums stay on a drum jack and are paid out from the plant room; nobody carries a drum. Every lift over 25 kg is a two-person lift with the route cleared first. All three have had the company's manual handling training in the last 12 months.
Likelihood of harm with these controls	2. Unlikely
Severity of the harm	3. Injury needing time off work
Risk score (likelihood x severity)	6
Rating	Medium

> Medium, 5 to 12. Record what further action would lower the risk, who will do it and by when.

Further action needed	Goods lift booked with the security guard for 07:00 Sunday and the basement corridor cleared of the cleaners' trolleys before the delivery.

What kind of control is it?	Changes the job, equipment or materials to reduce exposure
Who will do it?	K. Dhillon
Needed by	15 Nov 2026
Likelihood once the action is done	1. Very unlikely
Severity once the action is done	3. Injury needing time off work
Residual risk score	3
Residual rating	Low

Hazards and controls 4: Fire

Type of hazard	Fire
Where is it?	Plant room and the riser cupboards
What is the hazard, who might be harmed, and how?	Fire starting from the temporary lighting or chargers, or from a poor termination when the board is re-energised, spreading through cable off-cuts, packaging and the cardboard the board came in. The crew, the security guard and the cleaners. The fire alarm is on the landlord's supply and stays live throughout.
Controls in place or planned for this hazard	Flammable materials stored outside the building or in a cabinet, Fire routes and exits kept clear throughout the work, Waste removed from the work area every day, Extinguishers available at the work and the crew shown where they are, Alarm, assembly point and how to raise the alarm covered in the briefing
How these controls apply on this job	The resin anchor cartridges and the contact cleaner are kept in the van and only brought in when used. Packaging is opened in the loading bay and goes straight into the skip, and cable off-cuts are bagged as they are made and taken out at the end of each day, so there is no loose combustible material in the plant room overnight. The temporary LED lights are on stands away from the cardboard and switched off when the room is empty; chargers sit on the steel bench, not on packaging. The basement corridor and the riser cupboards are fire escape routes and nothing is left in them, not even for a minute. Two 2 kg CO2 extinguishers from the van are placed inside the plant room door before the first tool comes out, and the building's own extinguishers and call points were pointed out at the induction. Every termination is torqued to the maker's figure and thermal-checked with the clamp meter after re-energising.
Likelihood of harm with these controls	2. Unlikely
Severity of the harm	4. Major injury
Risk score (likelihood x severity)	8
Rating	Medium

Medium, 5 to 12. Record what further action would lower the risk, who will do it and by when.

Further action needed	Building manager confirmed on 6 November that the fire alarm panel and its batteries were serviced in October and that the panel is fed from the landlord's board, which stays live. The two CO2 extinguishers are checked onto the van's kit list for the job.
What kind of control is it?	Practical safeguard, such as a barrier or guardrail
Who will do it?	A. Whitfield
Needed by	15 Nov 2026
Likelihood once the action is done	1. Very unlikely
Severity once the action is done	4. Major injury
Residual risk score	4
Residual rating	Low

Hazards and controls 5: Hazardous substances and dust

Type of hazard	Hazardous substances and dust
Where is it?	Plant room east wall, the frame fixings and the tray brackets
What is the hazard, who might be harmed, and how?	Silica dust from drilling 36 fixing holes in the blockwork wall, and skin and eye contact with the resin anchor and the contact cleaner. The crew; the plant room has no natural ventilation.
Controls in place or planned for this hazard	A less harmful product chosen where one does the job, COSHH assessment for every product on this job, kept with the RAMS, Dust suppressed at source with water or on-tool extraction, Work in the open air or with ventilation, and skin contact avoided, Washing facilities available and used before eating, Respiratory protection face-fit tested and gloves suited to the product
How these controls apply on this job	All drilling is with the cordless SDS and the on-tool extraction shroud on an M-class vacuum, which was the method agreed in COSHH-PES-003 for drilling masonry indoors. The plant room extract fan is on the landlord's supply and runs throughout. A styrene-free resin was chosen (COSHH-PES-014); it is applied with the gun, nitrile gloves and safety glasses on, and the empty cartridges go in the hazardous waste bag. Contact cleaner is used in short bursts with the door open. FFP3 masks are face-fit tested for all three and worn during the drilling. Hands are washed in the basement toilet before breaks.
Likelihood of harm with these controls	2. Unlikely
Severity of the harm	2. Injury needing first aid
Risk score (likelihood x severity)	4

Rating	Low

Low, 1 to 4. Keep the controls in place and check that they stay effective.

Hazards and controls 6: Members of the public and building occupants

Type of hazard	Members of the public and building occupants
Where is it?	Front desk, basement corridor, the riser cupboards on floors 1 to 4, and the tenant offices
What is the hazard, who might be harmed, and how?	The security guard and the cleaners walking into the plant room or an open riser cupboard, tripping over cable being pulled in a corridor, or being hurt by equipment left out. Tenants arriving unaware that the supply is off and lifts, lighting on tenant circuits and IT are down. The guard, the cleaners, and any tenant or visitor who comes in despite the notice.
Controls in place or planned for this hazard	Work timed for when the area is empty or closed, Work area fenced or barriered and signed, Occupants and neighbours told what is happening and when, Routes past the work kept open, lit and free of materials, No tools, materials or plant left unattended where people can reach them
How these controls apply on this job	The job was moved to a Sunday and an agreed Monday shutdown so the offices are empty. The managing agent sent the loss-of-supply notice to all four tenants on 30 October and a reminder on 13 November, and the same notice is on the front door, in the lifts and on each floor board. The security guard has the supervisor's number and a one-page summary of the two days, and is asked to send any tenant who turns up to A. Whitfield rather than letting them up. The plant room door has a barrier and a sign, and each riser cupboard is only open while someone is at it; it is locked again before the crew moves to the next floor. Cable is pulled inside the riser, not along corridors, and the only corridor route (loading bay to plant room) is kept clear and lit from the landlord's circuits. Tools and the drum jack stay inside the plant room behind the closed door.
Likelihood of harm with these controls	2. Unlikely
Severity of the harm	3. Injury needing time off work
Risk score (likelihood x severity)	6
Rating	Medium

Medium, 5 to 12. Record what further action would lower the risk, who will do it and by when.

Further action needed	Reminder notice confirmed as sent by the managing agent on 13 November. Security guard briefed by A. Whitfield at 07:00 on the Sunday and again at 07:00 on the Monday.
What kind of control is it?	Instruction, briefing or supervision
Who will do it?	A. Whitfield

Needed by	15 Nov 2026
Likelihood once the action is done	1. Very unlikely
Severity once the action is done	3. Injury needing time off work
Residual risk score	3
Residual rating	Low

Hazards and controls 7: Lone working

Type of hazard	Lone working
Where is it?	Plant room and the riser, Sunday 18:00 to 21:00
What is the hazard, who might be harmed, and how?	A. Whitfield stays on alone after K. Dhillon and E. Nowak leave at 18:00 on the Sunday to finish the continuity and insulation resistance tests on the new sub-mains and write up the schedule. If he is taken ill, falls or is injured, nobody in the building would know; the only other person on site is the security guard on the front desk two floors up.
Controls in place or planned for this hazard	High risk tasks done only when a second person is present, Check-in times agreed and a named person expecting the call, Phone or lone worker device carried and tested, Supervisor knows where the person is and when they are due back, First aid kit and the emergency procedure with the lone worker
How these controls apply on this job	The supply stays locked off until the Monday, so the lone work is dead testing (continuity and insulation resistance on circuits proved dead that morning), labelling and paperwork. No live testing, no work on the landlord's board, no stepladder work and no lifting of anything over 25 kg is done alone; the live tests wait for K. Dhillon on the Monday. A. Whitfield phones P. Garside at 18:00, 19:30 and 21:00 and texts when he is off site; if a call is 15 minutes late P. Garside rings him, then the security guard on the front desk number, then goes to site. His phone is charged and has signal in the plant room (checked on the pre-start visit). The security guard knows he is in the plant room and looks in at 20:00. The first aid kit is on the bench next to him and the emergency procedure card is in his pocket.
Likelihood of harm with these controls	2. Unlikely
Severity of the harm	4. Major injury
Risk score (likelihood x severity)	8
Rating	Medium

> Medium, 5 to 12. Record what further action would lower the risk, who will do it and by when.

Further action needed	Check-in times written on the permit and in P. Garside's diary. Mobile signal in the plant room re-checked at the start of the Sunday; if there is none, the lone session is cancelled and the dead tests move to the Monday morning.

What kind of control is it?	Instruction, briefing or supervision
Who will do it?	P. Garside
Needed by	15 Nov 2026
Likelihood once the action is done	1. Very unlikely
Severity once the action is done	4. Major injury
Residual risk score	4
Residual rating	Low
Hazards recorded	7
Highest risk score	15
Hazards rated high	1
Still high after further action	0

> Every hazard rated high has a further action that brings it below 15. Those actions must be done, and checked, before the step that needs them.

4. Sequence of work

Sequence of work 1: Sign in, set up the plant room and brief the guard

What is done at this step	Sign in, set up the plant room and brief the guard
How it is done	07:00 Sunday. Sign in with the security guard, confirm the loss-of-supply notices are up on the front door, in the lifts and on each floor board, and hand him the one-page summary. Take delivery of the board sections, tray, trunking and the four drums at the loading bay and bring them down in the goods lift. Put the barrier and sign on the plant room door, place the two CO2 extinguishers inside the door, set up the LED lights and chargers from the landlord's corridor socket through the tested RCD adaptor, lay out the first aid kit and the folder, and screen and label the landlord's board. Brief the crew on this RAMS and take signatures.
Hazards at this step	Members of the public and building occupants, Manual handling, Fire
Controls at this step	Goods lift and basement corridor cleared with the guard before the delivery. Two-person lifts for the board sections, drums kept on the drum jack. RCD adaptor tested with its own button before the lights go on. Nothing left in the corridor.
Is there a hold point before the next step?	No

Sequence of work 2: Isolate the tenant supply, lock off and prove dead

What is done at this step	Isolate the tenant supply, lock off and prove dead
How it is done	08:00. The network operator's fitter withdraws the three cut-out fuses for the tenant service and takes them away; A. Whitfield records the job reference on the permit. Open the tenant main switch, fit A. Whitfield's personal lock and tag. Go to floor 3 with K. Dhillon, open the UPS output breaker and the maintenance bypass and fit the second lock and tag so nothing can backfeed. Prove the voltage indicator on the proving unit, test at the incoming terminals of the main switch and at the incoming terminals of each of the four floor boards, then prove the indicator again. Apply caution notices at the main switch and every floor board.
Hazards at this step	Electricity and live working
Controls at this step	Prove dead by A. Whitfield, witnessed by K. Dhillon, GS38 indicator proved before and after every test. E. Nowak stays outside the barrier until dead is proved. The landlord's board stays screened and labelled and is not touched.
Is there a hold point before the next step?	Yes
What is checked, and by whom?	HOLD POINT. The network operator's fuses are out, both locks and tags are on (main switch and UPS bypass), dead has been proved at the main switch and all four floor boards, and A. Whitfield and K. Dhillon have both signed the isolation section of permit PTW-CH-2026-0219. No cover comes off until this is signed.

Sequence of work 3: Strip out the old board and disconnect the sub-mains

What is done at this step	Strip out the old board and disconnect the sub-mains
How it is done	Remove the covers from the 1980s board. Re-prove dead inside the board at the busbars. Disconnect and label the four outgoing sub-mains at the board and at the floor boards, cut back the old cables inside the riser and pull them down to the plant room in lengths. Disconnect the incoming tails at the main switch side and make them safe with insulated end caps. Dismantle the old board into its sections on the wall, lift each section off with two people and move it to the WEEE cage in the loading bay. Take the fibre cement backing board down whole, bag it and label it.
Hazards at this step	Electricity and live working, Asbestos, Manual handling
Controls at this step	Dead re-proved inside the board before touching the busbars. Backing board handled whole, not cut or drilled, as the survey describes it; stop and call L. Marsden if anything not in the survey is found. Two-person lifts for every section. Old board tagged as WEEE and kept in the locked cage.

Photos or drawings for this step



Is there a hold point before the next step?	No

Sequence of work 4: Fix the new board frame and the containment above it

What is done at this step	Fix the new board frame and the containment above it
How it is done	Mark out from the drawing, drill the 36 fixing holes in the blockwork with the cordless SDS and the extraction shroud, set the resin anchors and fix the channel frame. Hang the three board sections on the frame and bolt them together, then fit the busbar links as the maker's instructions. Fit the cable tray and the trunking from the top of the board to the riser entry at 2.4 m, working from the platform stepladder.
Hazards at this step	Work at height, Hazardous substances and dust, Manual handling
Working height at this step (m)	2.4

> Work at Height Regulations 2005, regulation 4. Work at height must be properly planned, appropriately supervised and carried out as safely as is reasonably practicable. Say here how the work is reached and how falls are prevented.

Controls at this step	On-tool extraction and FFP3 masks for the drilling, extract fan running. Resin gun used with gloves and glasses. Platform stepladder with a guard rail, footed on a clear floor, used for short periods only; two people for each board section lift; nothing worked on above the live landlord's board.
Is there a hold point before the next step?	No

Sequence of work 5: Pull in and terminate the four new sub-mains

What is done at this step	Pull in and terminate the four new sub-mains

How it is done	Rope each 4-core SWA from the plant room up the riser to its floor board, one floor at a time, with the drum on the jack in the plant room, E. Nowak feeding and K. Dhillon pulling from the riser cupboard above. Dress each cable onto the new tray, gland off at the floor board and at the new panel board, fit earth tags and banjos, and terminate to the torque figures. Label each sub-main at both ends. Lock each riser cupboard as soon as its cable is in.
Hazards at this step	Manual handling, Members of the public and building occupants, Electricity and live working
Controls at this step	Drums never carried. Riser cupboards open only while someone is at them. Floor boards stay locked off with caution notices on; dead re-proved at each floor board before the gland plate comes off. All terminations torqued and marked by the person who made them for the check at step 6.
Is there a hold point before the next step?	No

Sequence of work 6: Inspect and dead test the new installation

What is done at this step	Inspect and dead test the new installation
How it is done	Sunday from 16:00 and Monday morning. Inspect every termination against the torque marks, check the busbar links, glands and earthing, and complete the schedule of inspections. Dead tests on each sub-main: continuity of protective conductors, insulation resistance at 500 V between live conductors and to earth, and polarity. A. Whitfield continues the dead tests alone from 18:00 to 21:00 on the Sunday under the lone working controls; K. Dhillon and E. Nowak return at 07:00 on the Monday to finish the remaining floors and the main switch checks.
Hazards at this step	Electricity and live working, Lone working
Controls at this step	Supply remains locked off throughout, both locks on. Insulation tests only with the floor board doors shut and the caution notices up. Lone period limited to dead testing and paperwork, check-in calls at 18:00, 19:30 and 21:00 to P. Garside, phone on A. Whitfield at all times. Any failed test is corrected and retested before step 7.
Is there a hold point before the next step?	No

Sequence of work 7: Re-energise, live test and hand over

What is done at this step	Re-energise, live test and hand over

How it is done	Monday 14:00. Fit all covers and the panel board doors, remove the caution notices, confirm nobody is in the riser and that E. Nowak is outside the barrier. Remove the lock from the UPS bypass and leave the UPS output open. The network operator's fitter refits the cut-out fuses. Remove the lock from the main switch and close it, then energise the outgoing ways one at a time, floor 1 to floor 4. Live tests with K. Dhillon present: Ze and PFC at the incomer, Zs at each floor board, RCD tests where fitted, and phase rotation. Thermal-check the terminations with the clamp meter after 30 minutes on load. Close the UPS bypass and output with the tenant's IT contact on the phone. Fit the circuit charts and labels, close the permit, take the notices down, hand the keys back to the security guard and send the Electrical Installation Certificate and schedules to the managing agent.
Hazards at this step	Electricity and live working, Members of the public and building occupants
Controls at this step	Both electricians present for every live test; apprentice outside the barrier. GS38 fused leads, insulated tools, class 0 insulating gloves and a face shield for the live measurements. Only the terminals under test exposed, everything else covered. Security guard told before re-energising so he can watch the lifts and lighting come back on the landlord's circuits unaffected.
Is there a hold point before the next step?	Yes
What is checked, and by whom?	HOLD POINT before the fuses go back in. A. Whitfield and K. Dhillon both check and sign the permit that every dead test has passed and is recorded, all covers and doors are on, the riser cupboards are locked, the UPS output is open, nobody is in the riser or past the barrier, and the test leads, gloves and face shield are to hand and checked. The network operator's fitter is not asked for the fuses until this is signed.
Steps recorded	7
Steps with a hold point	2
Steps with work at height	1
Highest working height (m)	2.4

5. Plant, materials and PPE

Plant and power tools	Cordless power tools, Drilling or breaking equipment, Cutting or grinding equipment, Lifting gear or hoist
Access equipment	Stepladder or ladder

> Work at height is planned. The Work at Height Regulations 2005, regulation 4, require it to be properly planned and appropriately supervised, and done only when the weather does not put people at risk. Planning includes emergencies and rescue: see page 6.

Will equipment be checked before each use, and faults reported?	Yes

Materials delivered and used	Form 2 panel board with 400 A incomer and metering section, delivered in three sections; cable tray, trunking and channel frame with resin anchors; four 4-core 70 mm2 SWA sub-mains on drums; SWA glands, earth tags, banjos and shrouds; insulated end caps; circuit charts and labels; temporary LED lights, chargers and a 30 mA RCD adaptor; drum jack, stair-climber sack truck and flat trolley; platform stepladder; M-class vacuum with SDS extraction shroud; GS38 voltage indicator and proving unit, multifunction tester, clamp meter; two 2 kg CO2 extinguishers.
Will any hazardous substances be used or produced?	Yes

Hazardous substances 1: Styrene-free polyester resin anchor

Product or substance	Styrene-free polyester resin anchor
Has a COSHH assessment been made for this work?	Yes
COSHH assessment reference	COSHH-PES-014

Hazardous substances 2: Silica dust from drilling blockwork

Product or substance	Silica dust from drilling blockwork
Has a COSHH assessment been made for this work?	Yes
COSHH assessment reference	COSHH-PES-003
Could the work disturb materials that may contain asbestos?	Yes
Asbestos survey or register reference	ASB-2023-0412 management survey with the 2026 re-inspection: backing board non-asbestos fibre cement; flash guards (asbestos insulating board) removed under licence on 7 November 2026, clearance certificate CC-7741
PPE to be worn	Safety boots, Gloves, Eye protection, Respiratory protective equipment

6. Permits, emergency and environment

Permits needed	Electrical isolation, Permit to work
Permit to work reference	PTW-CH-2026-0219, issued by the managing agent's building manager for the plant room and riser, Sunday 15 to Monday 16 November

What is isolated, where, and how is it locked off?	Tenant service: cut-out fuses withdrawn by the network operator at 08:00 Sunday 15 November and held by their fitter until re-energising on Monday 16 November (their job reference on the permit). Tenant main switch in the plant room opened, locked off with A. Whitfield's personal lock and tagged. Floor 3 tenant UPS output breaker and maintenance bypass opened and locked off with a second personal lock and tag to prevent backfeed. Dead proved at the main switch incoming terminals and at the incoming terminals of the floor 1 to 4 boards with a GS38 two-pole indicator proved before and after. Caution notices at the main switch and every floor board. The landlord's supply (lifts, fire alarm, emergency lighting, security) is not isolated; its board is screened with an insulating sheet, taped off and labelled LIVE. Keys to both locks stay with A. Whitfield; the isolation is not changed or removed without the permit being re-signed.
First aider on site	A. Whitfield
Where is the first aid kit?	On the bench inside the plant room door, with a second kit in the van in the loading bay
Nearest hospital with an emergency department	Leeds General Infirmary, Great George Street, Leeds LS1 3EX (emergency department)
Fire assembly point	Pavement on Kirkgate Square outside the main entrance, by the cycle stands
Assembly point (GPS)	Main entrance, Kirkgate Square · 53.797520, -1.541540 (SE 30311 33453, ±6 m)
What happens in an emergency	For an electric shock: do not touch the casualty until the supply is confirmed off; open the main switch or the landlord's board isolator if that is where the contact is. Call 999, give the address and say it is the basement plant room, and send someone to the front desk so the guard can let the ambulance crew in and hold a lift. A. Whitfield gives first aid; if he is the casualty, K. Dhillon does and the guard calls 999. The AED is on the wall by the front desk. For a fire: raise the alarm at the nearest call point, leave by the basement stair, do not use the lifts, and meet at the assembly point on Kirkgate Square. When A. Whitfield is alone on the Sunday evening the security guard and P. Garside are the emergency contacts, as set out under lone working. All incidents and near misses are reported to L. Marsden the same day.
Rescue plan for work at height	The only work at height is from a platform stepladder at 2.4 m for the tray and trunking above the board, with a second person footing it and the floor clear. Someone who falls or is taken ill on the platform is helped down by the second person, or made comfortable where they are and the ambulance called if they cannot climb down. No harness is used so no suspension rescue is needed.
Waste produced	General waste, Metal, Packaging, Hazardous waste
Will waste be taken off site?	Yes

Waste carrier and licence number	Pennine Electrical Services, upper tier carrier CBDU654321, for packaging, off-cuts and the old SWA (metal). The old distribution board goes as WEEE to Aire Valley Metal Recycling (sample organisation) with a hazardous waste consignment note; the bagged fibre cement backing board and empty resin cartridges go on the same note.
Noise, dust, spills and neighbours	Drilling is kept to the Sunday morning and Monday morning so the neighbouring residential block is not disturbed in the evening, and the plant room door is kept shut while drilling. No wet trades, so no spills beyond the resin cartridges, which are bagged. The old SWA and board are weighed in for recycling rather than skipped. Nothing is stored on the pavement.

7. Briefing

Has everyone on the crew had the site or venue induction?	Yes
Has the crew been briefed on this RAMS?	Yes
Briefed by	A. Whitfield
Date	15 Nov 2026
Does anyone need the briefing in another language or format?	No
Has the crew been told to stop and report if the work or conditions change from this RAMS?	Yes
Questions or points raised by the crew	K. Dhillon asked what happens if the network operator's fitter is late on the Monday: the hold point stands, the supply stays locked off, and A. Whitfield tells the managing agent and the tenants' contacts a new time. E. Nowak asked whether he could watch the live tests: yes, from outside the barrier with the door open, not inside it. K. Dhillon asked who closes the UPS bypass: A. Whitfield, with the tenant's IT contact on the phone, after the live tests.

Crew briefed and signed 1: A. Whitfield

Name	A. Whitfield
Signature	

Crew briefed and signed 2: K. Dhillon

Name	K. Dhillon

Signature



Crew briefed and signed 3: E. Nowak

Name	E. Nowak
Signature	
People signed	3

8. Approval and review

Points to resolve before work starts	0

Nothing counted above. The RAMS is ready for the work to start, once the site conditions match it.

Written by	L. Marsden
Author signature	
Has someone other than the author checked and approved this RAMS?	Yes
Approved by	P. Garside, contracts manager, Pennine Electrical Services
Date approved	6 Nov 2026
Approver signature	
Review date	16 Nov 2026
Days from writing to review	14

What would prompt a review on this job?	New people joining the crew, Change to the method or sequence, Incident or near miss, Isolation changed or removed, Building occupancy changed