**This is a RAMS (Risk Assessment and Method Statement) Approval Form** and is to be used in conjunction with [UCL Project Procedures](https://www.ucl.ac.uk/estates/sites/estates/files/project_procedures_0.doc) and [UCL EHS Rules for contractors](https://www.ucl.ac.uk/estates/sites/estates/files/ehs_rules_for_contractors_revision_6.0.pdf).

You **MUST** check that the contractor is approved to undertake work for UCL and that a valid purchase order is in place.

**ALL RAMS NEED TO BE APPROVED** by the Principal Contractor / Contractor before submission to the Client Manager or appointed Project Manager for review prior to work starting.

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| **Contractor** | **Scope of work** | | | **Start**  **date** | | | **Finish date** | |
| **Contractor Organisation and contact name** |  | | |  | | |  | |
| **CONSIDERATIONS** (to be addressed by Manger) | | | | **Y**  **(OK)** | | **N**  **(Fail)** | | **N/A**  **(OK)** |
| 1. Has the contractor’s RAMS been fully considered in-line with on-site expectations? | | | |  | |  | |  |
| 2. Has site access, site set-up, welfare arrangements, waste removal, staff/student/public interface, specific work at height solutions and all on-site rules been discussed with the contractor? | | | |  | |  | |  |
| 3. Has the contractor made provisions for their own work supervision? | | | |  | |  | |  |
| 4. Method Statements reviewed and adequate, including adequate attention to control of hazards associated with COVID-19 | | | |  | |  | |  |
| 5. Has a Fire Risk Assessment (FRA) been undertaken focusing on the work activities, impact on Means of Escape (MoE) of building for all occupants, fire spread and compartmentation between construction site and other building occupants, risk of ignition and the reduction of ignition sources, logistics and storage etc (see MI02-UCL Principal Contractor Site Fire Safety Risk Review & Mitigation Measures)? | | | |  | |  | |  |
| 6. Have the fire compartmentation arrangements been assessed and documented (see MI02 & M07- UCL Estates & Fire Standard - General Performance for Site Hoarding & Contractor Cabins)? | | | |  | |  | |  |
| 7. Have arrangements to change local fire detection been completed to prevent undated fire alarms (see TN056-Smoke Detection - Changes During Construction or Other Works to Prevent Unwanted Alarms)? | | | |  | |  | |  |
| 8. Has provision been made for passive fire protection / fire stopping to pentation’s or services through fire compartment walls / doors as part of these works (see MI06- Passive Fire Protection & Fire Stopping - UCL & Contractor Information)? | | | |  | |  | |  |
| 9. Have Risk Assessments been reviewed and confirmed as adequate | | | |  | |  | |  |
| 10 Have CoSHH Assessments been reviewed and confirmed as adequate | | | |  | |  | |  |
| 11 Have Noise Assessments been reviewed and confirmed as adequate | | | |  | |  | |  |
| 12. Have Hand Arm Vibration risks been reviewed. | | | |  | |  | |  |
| 13. Are there any activities which could lead to Manual Handling, if so please review. | | | |  | |  | |  |
| 14. Have any working at height risks been reviewed and confirmed as adequate. | | | |  | |  | |  |
| 15. Are details of Plant and Equipment identified for the activity adequate? | | | |  | |  | |  |
| 16. Mandatory Training Certificates & required training for the project reviewed. Current Asbestos Awareness Training and certificates reviewed (within 12 months) & adequate. | | | |  | |  | |  |
| 17. Are any Test Certificates or Assessments required? Eg. Air Clearance, legionella, etc. | | | |  | |  | |  |
| 18. Are Confined Spaces a consideration? | | | |  | |  | |  |
| 19. Are any Lifting Plans required? | | | |  | |  | |  |
| 20. Will any Young Persons be engaged in the work? | | | |  | |  | | **N/A** |
| 21. Waste Management arrangements reviewed. | | | | **Y** | |  | |  |
| 22. Delivery to Site (Wide loads/offloading etc). | | | |  | |  | | **N/A** |
| 23. Are there any risks associated with excavation activities | | | |  | |  | |  |
| 24. Are there any risks associated with Lifting Operations. | | | |  | |  | |  |
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| **APPROVAL REVIEW PROCESS**   1. All RAMS are to be approved by the Contractor ahead of submission to UCL Client Manager. 2. A copy of this review should be given to the contractor or subcontractor to inform them of any deficiencies. and allow them to take corrective action. 3. 3. The completed form should be provided to the client manager prior to the work activity starting given   4. Where problems or deficiencies are identified the form should **NOT** be signed, and work **MAY NOT** begin.  5. Completed forms should be filed with the contractors H&S RAMS documentation for specific work activities. | | | | | | | | |
| **RAMS IMPROVEMENTS REQUIRED**  Detail why the RAMS were not acceptable and what further controls are required. | | | | | | | | |
| **Particular** **Circumstances** such as: known asbestos on site, dangerous substances on site, working at height and other contractors’ undertakings, moving plant or vehicles on site, confined spaces, hidden traps, dangerous derelict structures or other on-site hazards known  Details here:  As an Example…….   * UCL Fire have made it clear that the contractor does not park the vehicle under the arch but remains out on the ramp in front of the gates. * All fire exits are to be kept clear whilst the building is operational. * Specific constraints for weekend working * Additional Chaperoning by two operatives (eg. Stop & go arrangement) and additional signage will need to be put in place for the duration of the scaffolding installation. * Contractor to advise and ensure, scaffold inspection regime maintained | | | | | | | | |
| **RAMS REVIEWED TO START WORK** | | Name |  | | | | | |
| Position |  | | | | | |
| Signed |  | | | | | |
| Date |  | | | | | |
| **Contractor Operative sign off** | | “I understand the site restrictions and hazards and undertake to work in accordance with the agreed RAMS for this work/ project” | | | | | | |
| **Name (Print)** | | Signed by operative | | | Date: | | | |
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