

# RISK ASSESSMENT & METHOD STATEMENT

Sample Building Lighting Upgrade

## Project Information

### HIGH RISK BUILDING (HRB)

This building is classified as a High Risk Building under the Building Safety Act 2022. Additional fire safety regulations and structural requirements apply. All work must comply with HRB-specific safety protocols.

CLIENT

John Smith

START DATE

15 January 2026

BUILDING TYPE

Residential

NUMBER OF FLOORS

7

SITE ADDRESS

123 High Street, London SE11 11HB

END DATE

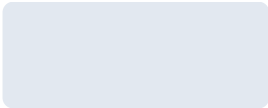
22 January 2026

BUILDING AGE

Post--2010

ACCESS RESTRICTIONS

occupied building, height access



# RISK ASSESSMENT & METHOD STATEMENT

Sample Building Lighting Upgrade

## Scope of Works

### Lighting Circuits - Installation, Replacements & Upgrades

- **Storage Room:**
  - Cut out existing ceiling light from storage room behind pipes.
  - Replace existing ceiling light with a new LED light, including an emergency fitting.
- **Cleaners' Room:**
  - Add/Replace/Fix motion sensor.
  - Install 4x fluorescent twin lights (non-emergency type) controlled via PIR sensors.
- **Side of Building (Cleaners' Room):**
  - Install 3x fluorescent twin lights (non-emergency type) controlled via PIR sensors.
  - Install 1x fluorescent twin light (emergency fitted) controlled via PIR sensor.
- **Bike Shed:**
  - Install 3x fluorescent twin lights (non-emergency type) controlled via PIR sensors.
- **Intake Room:**
  - Upgrade 1x square bulkhead light to an emergency version.
  - Upgrade 1x twin fluorescent light in hallway to an emergency version.
- **External Ground Floor Rooms:**
  - Replace/Repair faulty motion sensors in 4 bike rooms, 2 bin rooms, pump room, cleaners' room, and storage room.
- **Labelling:**
  - Label all cabinets and fuse boxes.
- **Lobby Area:**
  - Repair non-working sockets in the 1-52 lobby, including testing and fault finding.
- **Staircase Area (Including Lift Area):**
  - Add light sensors for staircase lights to operate only in darkness.
  - Replace any faulty lights as per report.
  - Check all PIR sensors and timers, eliminating unnecessary timers.
  - Label all cabinets.
- **Testing:**
  - Conduct full testing on existing wiring to assess feasibility of proposed works.

RISK ASSESSMENT & METHOD STATEMENT

Sample Building Lighting Upgrade

Risk Assessment

Low

1-4

Medium

5-9

High

10-16

Critical

17-25

Electrical								
Hazard	Who at Risk	Initial Risk			Residual Risk			
		L	S	Risk Level	L	S	Risk Level	
Electric Shock								
Contact with live electrical conductors	Operators, Residents	3	5	High	2	4	Medium	
Control Measures:								
<ul style="list-style-type: none"><li>Isolate the supply at the nearest circuit breaker and use a lock-off device to prevent re-energisation by others.</li><li>Use a calibrated voltage tester (e.g., two-pole tester) to prove dead at the point of work, ensuring you check both conductors.</li><li>Use insulated tools rated for the voltage you are working with, checking for any damage before use.</li><li>Wear appropriate PPE including rubber gloves and safety boots, ensuring they are in good condition and suitable for electrical work (BS EN 60903).</li></ul>								
<div>[EAWR 1989, s.4] [GB]</div> <div>[EAWR 1989, s.14] [GB]</div> <div>[EAWR 1989, s.16] [GB]</div>								
Arc Flash								
Electrical arc causing burns and blast	Operators	2	5	High	1	4	Low	
Control Measures:								
<ul style="list-style-type: none"><li>Maintain a minimum working distance of 1.0 metre from live equipment unless proper arc flash studies indicate otherwise.</li><li>Wear arc-rated PPE, including a minimum of 8 cal/cm² arc flash suit, face shield with a minimum rating of 12 cal/cm², and insulated gloves when working on or near live parts (BS EN 61482).</li><li>Isolate the supply at the designated isolation point and use a lock-off procedure with your own padlock and tag before starting work (HSE guidelines).</li></ul>								
<div>[EAWR 1989, s.4] [GB]</div> <div>[EAWR 1989, s.14] [GB]</div> <div>[EAWR 1989, s.16] [GB]</div>								
Electrical Burns								
Burns from electrical current or arc	Operators	2	4	Medium	1	3	Low	

Control Measures:

- Isolate the supply using the correct isolation switch or circuit breaker at the distribution board before starting work - verify it's off with a voltage tester rated for the task (BS 7671).
- Use insulated tools that comply with BS 8020 and have a voltage rating suitable for the task, ensuring they are inspected for damage before each use.
- Wear protective gloves rated for electrical work (BS EN 60903) that are appropriate for the voltage level and inspect them for any signs of wear or damage before use.

[EAWR 1989, s.4] [GB] [EAWR 1989, s.14] [GB] [EAWR 1989, s.16] [GB]

Short Circuit

Unintended electrical path causing fire/damage	Operators	2	4	Medium	1	3	Low
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Control Measures:

- Test circuits with a suitable insulation resistance tester (minimum 1kV) before energising to confirm no faults are present.
- Use cables rated for the specific load and environment - check for compliance with BS 7671 standards to prevent overheating.
- Install circuit protection devices like MCBs or RCDs rated correctly for the circuit's load and ensure they meet the requirements of the IET Wiring Regulations (BS 7671).

[EAWR 1989, s.4] [GB] [EAWR 1989, s.14] [GB] [EAWR 1989, s.16] [GB]

Residual Voltage

Stored charge in capacitors or cables	Operators	2	4	Medium	1	3	Low
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Control Measures:

- Allow a minimum of 10 minutes discharge time after isolation for equipment with capacitors before approaching (HSE 29 CFR 1910).
- Use a dedicated capacitor discharge tool rated for the equipment in question, ensuring it's in good condition before use.
- Test with a suitable voltage tester (minimum 1000V) at the point of work to confirm zero voltage before touching any terminals or cables.

[EAWR 1989, s.4] [GB] [EAWR 1989, s.14] [GB] [EAWR 1989, s.16] [GB]

Working at Height

Hazard	Who at Risk	Initial Risk			Residual Risk		
		L	S	Risk Level	L	S	Risk Level

Falls from Height

Falling from ladders, scaffolding or roofs	Operators	3	5	High	2	4	Medium
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Control Measures:

- Select a podium or scaffold tower for work above 2m; use a standard ladder only for jobs under 2m, ensuring it is the right type for the job (BS 1129).
- Inspect all access equipment for damage or wear before each use; check ladders for cracked rungs and podiums for stability (PUWER 1998).
- Maintain 3 points of contact when using ladders or podiums; keep your hands free when climbing and ensure tools are secured in a tool belt or pouch.
- Consider using a mobile scaffold or scissor lift instead of ladders for reaching higher areas; always check for overhead hazards before setup.

## Falling Objects

Tools or materials falling from height

Operators, Residents

3

4

High

2

3

Medium

### Control Measures:

- Use tool lanyards for all hand tools when working at height to prevent drops; ensure they are securely attached to your harness or a fixed point (HSG 33).
- Establish exclusion zones with cones and tape around the work area; ensure residents are informed and kept at a safe distance while work is ongoing.
- Wear a hard hat at all times when working above head height; ensure it meets the relevant BS EN 397 standard for impact protection.
- Secure all materials and equipment on scaffolding or ladders using netting or straps to prevent them from falling; double-check before starting work.

## Manual Handling

Hazard	Who at Risk	Initial Risk			Residual Risk		
		L	S	Risk Level	L	S	Risk Level

## Manual Handling Injury

Musculoskeletal injury from lifting/carrying

Operators

3

3

Medium

2

2

Low

### Control Measures:

- Assess the load before lifting; if it's over 25kg, get a second person involved or use a mechanical aid.
- Use a sack truck or trolley for transporting heavy items; don't carry them manually if you can avoid it.
- Team lift items over 25kg with at least one other person; communicate clearly on how to lift and move together.
- Use the correct lifting technique: keep your back straight, bend your knees, and lift with your legs, not your back (Manual Handling Operations Regulations 1992).

## Environment

Hazard	Who at Risk	Initial Risk			Residual Risk		
		L	S	Risk Level	L	S	Risk Level

## Noise Exposure

Hearing damage from loud tools/environment

Residents

3

3

Medium

2

2

Low

### Control Measures:

- Wear ear defenders compliant with BS EN 352-1 when using loud tools like grinders or impact drills.

- Limit exposure time to no more than 30 minutes in high noise areas; take a 10-minute break in a quieter zone after each session.
- Select low-noise alternatives, such as brushless drills or quieter saws, whenever possible to minimise noise levels.

[MHSWR 1999, s.3] [GB] [HASAWA 1974, s.2] [UK]

### Confined Spaces

Working in restricted areas with limited access	Operators	2	5	High	1	4	Low
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Control Measures:

- Assess the confined space for hazards before entry; check for obstructions, potential contaminants, and ensure it meets the required dimensions for safe working (HSE Confined Spaces Regulations 1997).
- Ensure adequate ventilation by using a portable fan or blower to maintain airflow; check oxygen levels with a calibrated gas detector before starting work.
- Develop a rescue plan specific to the site, including designated rescue personnel and equipment like a stretcher or tripod; communicate the plan to all operatives before entry.
- Use a calibrated gas detector to monitor for hazardous gases; ensure it has been serviced within the last six months and that operatives are trained in its use.

[MHSWR 1999, s.3] [GB] [HASAWA 1974, s.2] [UK]

### Fire

Hazard	Who at Risk	Initial Risk			Residual Risk		
		L	S	Risk Level	L	S	Risk Level

Fire Risk	Operators, Residents	2	5	High	1	4	Low
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Fire from electrical fault or hot work

Control Measures:

- Ensure a suitable fire extinguisher (minimum 2kg CO2 or equivalent) is within 10 metres of the work area and easily accessible at all times (Regulation 7 of the Fire Safety Order).
- Remove all combustible materials from the work area, including packaging, dust, and debris, and ensure a clearance of at least 1 metre around any hot work area.
- Conduct a thorough inspection of the work area for at least 30 minutes after hot work is completed; use a thermal imaging camera if available to check for hotspots.
- Familiarise yourself with fire escape routes and ensure all escape routes are clearly marked and unobstructed; communicate these routes to residents before starting work.

[FSO 2005, s.8] [EW] [FSO 2005, s.14] [EW]

### Slips Trips Falls

Hazard	Who at Risk	Initial Risk			Residual Risk		
		L	S	Risk Level	L	S	Risk Level

### Slips and Trips

Slipping on wet/contaminated surfaces or tripping over obstacles	Operators, Residents	3	3	Medium	2	2	Low
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Control Measures:

- Keep the work area tidy by ensuring tools and materials are stored away immediately after use - use designated storage areas.
- Clean up spills immediately using absorbent materials and barriers; ensure spill kits are readily accessible and checked regularly.
- Use cable covers on all loose cables running across walkways to prevent trip hazards; secure them properly to the ground to avoid movement.
- Wear appropriate footwear with non-slip soles at all times on site; inspect your footwear regularly for wear and replace if necessary.

[MHSWR 1999, s.3] [GB] [HASAWA 1974, s.2] [UK]

### Tools

Hazard	Who at Risk	Initial Risk			Residual Risk		
		L	S	Risk Level	L	S	Risk Level

#### Power Tool Injury

Cuts, abrasions or impact from power tools	Operators	3	4	High	2	3	Medium
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Control Measures:

- Inspect all power tools for damage, including cords and guards, before each use; replace or repair any faulty equipment immediately.
- Select the right power tool for the specific task; refer to the job specifications and ensure the tool is suitable for the materials being worked on.
- Wear appropriate PPE including cut-resistant gloves, safety goggles, and ear protection when using power tools (Personal Protective Equipment at Work Regulations 1992).
- Follow the manufacturer's instructions for operation and maintenance; keep the manual accessible on site for reference during use.

[MHSWR 1999, s.3] [GB] [HASAWA 1974, s.2] [UK]

#### Hand Tool Injury

Cuts or impact from hand tools	Operators	3	3	Medium	2	2	Low
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Control Measures:

- Select the right hand tool for the task, ensuring it meets relevant standards like BS EN 60900 for insulated tools when working on live circuits.
- Inspect all hand tools before use for damage or wear; replace any tool that shows signs of deterioration to avoid cuts or impacts (PUWER 1998).
- Store tools in a designated toolbox or tool belt when not in use to prevent accidental injury; ensure sharp tools are sheathed or stored in a secure compartment.

[MHSWR 1999, s.3] [GB] [HASAWA 1974, s.2] [UK]

#### Flying Debris

Eye injury from cutting, drilling or grinding	Operators	3	4	High	2	3	Medium
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Control Measures:

- Wear EN166 certified safety glasses at all times when cutting, drilling, or grinding to protect against flying debris.

- Ensure all tools are fitted with appropriate guards before use – check that they are correctly installed and functioning properly.
- Establish a minimum 2-meter exclusion zone around the work area, using cones and barrier tape to keep non-operatives away while cutting or grinding.

[MHSWR 1999, s.3] [GB]

[HASAWA 1974, s.2] [UK]

Third Party

		Initial Risk			Residual Risk		
Hazard	Who at Risk	L	S	Risk Level	L	S	Risk Level

Public/Occupant

<b>Safety</b>	Operators, Residents	2	4	Medium	1	3	Low
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Risk to building occupants or public

Control Measures:

- Establish exclusion zones with clear barriers and signage at least 2 meters from the work area, ensuring no public access and preventing any accidental entry (HSG 151).
- Use bright warning signs at all entry points to the work area, indicating the nature of the work and potential hazards, ensuring they're visible from a distance.
- Communicate with occupants daily before starting work, providing updates on progress and potential disruptions, using a notice board or direct conversations where possible.
- Secure the work area by locking gates and barriers when not in use, and ensure all tools and materials are stored safely to prevent hazards to the public (Health and Safety at Work Act 1974).

[MHSWR 1999, s.3] [GB]

[HASAWA 1974, s.2] [UK]

L = Likelihood (1-5) | S = Severity (1-5) | Risk Score = L x S | Res. = Residual Risk after controls applied



# RISK ASSESSMENT & METHOD STATEMENT

## Sample Building Lighting Upgrade

### Method Statement

The following procedures shall be followed to ensure safe execution of the work:

1

#### Site Mobilisation and Induction

Upon arrival at the site, Francesco will conduct a site-specific induction, ensuring that all team members understand the layout of the building, access routes, and emergency procedures. As this is an occupied residential building at 123 High Street, London SE11 11HB, it's essential to coordinate with the building manager regarding resident access and any specific needs of vulnerable occupants. Place appropriate signage around the work areas to inform residents of ongoing works and potential hazards. Ensure that all necessary permits are in place before starting work. Familiarise yourself with the escape routes and ensure they remain clear at all times. Keep tools and materials organised to prevent slips, trips, and falls. By maintaining a tidy work area, we mitigate the risk of accidents with both our team and the residents. (CDM 2015; MHSWR 1999)

2

#### Safe Isolation Procedures (LOTO)

Before commencing any electrical work, implement Lock-Out/Tag-Out (LOTO) procedures to ensure safety. Identify the circuits that will be worked on and isolate them at the distribution board. Use a calibrated voltage indicator to prove dead at the point of work. Make sure to follow GS38 compliance, utilising appropriate test equipment to confirm that no residual voltage remains. Clearly tag the isolated circuits, and communicate to all team members that the supply is off. This ensures that no accidental re-energisation occurs while work is ongoing. Adhere to these procedures diligently to prevent electrical shock, burns, or short circuits. (EAWR 1989, Reg 12 & 13; HSG85)

3

#### Storage Room Lighting Upgrade

In the storage room, start by cutting out the existing ceiling light fixture located behind the pipes. Ensure that the area is clear of obstructions and that tools are kept tidy to prevent slips and falls. Once the old light is safely removed, install the new LED fitting, which includes an emergency function. Use appropriate lifting techniques when handling materials to avoid manual handling injuries. After installation, check that the fitting is secure and correctly wired before restoring power. Keep the area well-ventilated and consider noise levels during installation to avoid disturbing residents. (BS 7671, Part 2; BS 5266-1 for emergency lighting)

4

#### Cleaners' Room Motion Sensor Installation

To start work in the cleaners' room, isolate the relevant circuits and confirm that they are dead using your voltage indicator. Remove the old motion sensor and prepare the area for installation. Install the new motion sensor and four fluorescent twin lights, ensuring they are correctly positioned to maximise coverage while being mindful of the ceiling height. Use tools according to their specifications and ensure all fittings are securely mounted to prevent falling objects. Test the setup before leaving the area to guarantee that the installation functions as required. (BS 7671; HSG85)

5

### External Lighting Installation with PIR

For the external lighting around the cleaners' room, start by defining the layout for three twin fluorescent lights and one emergency fitted light. Ensure the area is safe for work, keeping the ground clear of debris to prevent slips and trips. Use a podium for stability while working at height, and always have a second person present to foot the ladder if necessary. Follow the installation instructions for the PIR sensors, ensuring they are positioned correctly for optimal operation. Conduct a final check to ensure all fixtures are secure and functioning properly before leaving the site. (BS 7671; WAHR 2005)

6

### Bike Shed Lighting Installation

In the bike shed, begin by isolating the power supply and proving dead before starting any work. Install three twin fluorescent lights, ensuring they are properly spaced and securely mounted. Use appropriate tools and safety gear to minimise the risk of hand tool injuries and ensure that the area is well-lit to avoid any accidental falls. After installation, test each light to confirm they operate correctly, addressing any issues on the spot. Keep the bike shed tidy during the work to avoid any safety hazards for residents accessing the area. (BS 7671)

7

### Intake Room Light Upgrade

In the intake room, start by isolating the circuit and ensuring it is dead. Remove the existing square bulkhead light and replace it with the new emergency version, following manufacturer guidelines for the installation. Ensure that all connections are secure and compliant with electrical standards to avoid the risks of electrical burns or shock. Next, upgrade the twin fluorescent light in the hallway to an emergency version, checking that all fixtures are properly labelled and tested after installation. Maintain a clean workspace to prevent slips and ensure all tools are accounted for before leaving the site. (BS 7671, Part 6; BS 5266-1 for emergency lighting)

8

### Lobby Area Socket Repair

To repair the non-working sockets in the lobby area, begin by isolating the relevant circuit. Use your voltage indicator to confirm it is dead before starting any work. Carefully remove the faulty sockets and inspect the wiring for any signs of damage. Replace any damaged components and install the new sockets, ensuring they are secure and properly grounded. Test each socket individually to confirm functionality before restoring power. Clear the area of any debris to maintain a safe environment for residents. (BS 7671)

9

### Staircase and Lift Area Lighting Work

In the staircase area, work one flight at a time, ensuring that the lights operate only in darkness with the newly installed light sensors. Start by isolating the circuits and proving dead as per standard procedures. Replace any faulty lights following the report, using a podium for stability when working at height. Set up barriers at both the top and bottom of the flight to prevent through-traffic while work is ongoing, ensuring resident safety. After the work is completed, test the sensors and timers to ensure they operate correctly. Keep the area tidy to avoid slips and trips. (BS 7671; WAHR 2005)

10

### Final Inspection, Testing, and Documentation Handover

Upon completing all tasks, conduct a thorough inspection of all installations. Perform testing including insulation resistance, RCD testing, and polarity checks to ensure everything is functioning safely and correctly. Generate EIC or MEIWC certificates as required and provide these, along with any other documentation, to the client, John Smith, upon completion of the project. Make sure that all labels for cabinets and circuits are present and clear. This ensures compliance with all relevant standards and provides the responsible person with the necessary information for future maintenance. (BS 7671, Part 6; BS 5266-1)

# Tools & Equipment

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The following tools and equipment are required for this work:

## Hand Tools

- Insulated screwdriver set
- Pliers
- Wire strippers

## Power Tools

- Drill

## Test Equipment

- Multifunction tester (MFT)
- Voltage indicator

## Access Equipment

- Ladder

## Consumables

- Cable ties
- Electrical tape
- Light fittings (LED and fluorescent)
- PIR sensors
- Emergency light fittings
- Labels

# Personal Protective Equipment (PPE)

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The following PPE must be worn at all times during the work:

## Safety Boots

Steel toe cap footwear

## Hi-Vis Vest

High visibility clothing

## Dust Mask

Respiratory protection (FFP2/FFP3)

## Hard Hat

Head protection

## Ear Protection

Hearing protection

## Safety Glasses

Eye protection

## Insulated Gloves

Electrical insulation gloves

# Emergency Procedures

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## EMERGENCY CONTACTS & PROCEDURES

### In Case of Electric Shock:

1. DO NOT touch the casualty if they are still in contact with the electrical source
2. Switch off the power at the isolator or consumer unit
3. If unable to switch off, use a non-conductive object to separate casualty from source
4. Call 999 immediately
5. Begin CPR if the casualty is not breathing
6. Use AED if available

### In Case of Fire:

1. Raise the alarm
2. Call 999
3. Evacuate the building using nearest safe exit
4. Do not use lifts
5. Assemble at designated meeting point
6. Do not re-enter the building

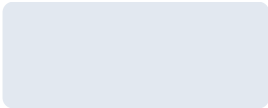
### First Aid:

- First aid kit location: Ground floor lobby
- Nearest A&E: Guy's Hospital, London Bridge
- Emergency contact: 0111 2345 1234

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### In all emergencies:

- Call 999 for emergency services
- Evacuate the area if necessary
- Do not re-enter until declared safe
- Report all incidents to site supervisor immediately



RISK ASSESSMENT & METHOD STATEMENT

Sample Building Lighting Upgrade

High-Rise Building (HRB) Addendum

HIGH-RISE BUILDING - EXTRA REQUIREMENTS APPLY

This is a Higher-Risk Building under the Building Safety Act 2022 (7 floors). The following additional controls apply to all work in this building. Make sure you're familiar with these before starting - the building manager will expect you to follow them.

1. Principal Accountable Person (PAP) Coordination

Before you start any work, you need to coordinate with the building's Principal Accountable Person (PAP) or Responsible Person. Here's what that involves:

- Pre-Work Notification:** Submit detailed scope of works to PAP minimum 7 days before commencement. Include areas affected, duration, impact on fire safety systems, and resident notification plan.
- Safety Case Review:** Review building safety case and fire strategy with PAP to understand specific fire compartmentation requirements and evacuation procedures for the building.
- Permit to Work:** Obtain written permit to work from PAP before any works affecting fire safety systems, escape routes, or fire compartmentation. Permit must specify conditions.
- Daily Coordination:** Maintain daily communication with building management regarding work progress, any issues encountered, and next-day planned activities affecting residents.

## 2. Escape Routes & Emergency Lighting Protection

Emergency lighting and escape routes must stay working at all times. This is non-negotiable in HRBs:

- **Emergency Lighting Continuity:** Emergency and escape route lighting must be maintained operational at ALL times during works. Before isolating any emergency lighting circuit, battery-powered temporary emergency lighting (minimum 3-hour duration, 1 lux minimum at floor level) must be deployed and tested.
- **Phased Works in Stairs & Lobbies:** Work in staircases and lobbies must be phased to maintain safe egress. Work on only ONE side of a staircase at any time. Maximum 2 consecutive floors may have lighting works in progress simultaneously. Complete and test each phase before proceeding to the next.
- **Circuit Outage Limits:** No more than ONE emergency lighting circuit may be isolated at any time per staircore. Simultaneous outages on multiple circuits affecting the same escape route are prohibited. Maintain log of all circuit isolations with times and restoration confirmation.
- **Working Hours Restriction:** Works affecting escape route lighting limited to daylight hours (08:00-16:00) only, unless 24-hour temporary lighting is deployed, tested, and approved by PAP.
- **Completion Testing:** Full function test of emergency lighting on each floor before proceeding to next floor. 3-hour duration test required before final handover. Record all test results.

## 3. Fire Compartmentation & Golden Thread Documentation

All penetrations must be fire-stopped and documented for the building Golden Thread:

- **Fire Stop Specification:** Use only third-party certified fire stopping products (e.g., Hilti, Promat, Rockwool) appropriate for the specific fire rating required. Product name: \_\_\_\_ | Rating: \_\_\_\_
- **Installation Competence:** Fire stopping must be installed by personnel with valid third-party fire stopping certification (e.g., FIRAS, IFC). Certification number: \_\_\_\_
- **Penetration Recording:** Every penetration must be recorded with: (1) Unique reference number, (2) Location (floor, room, wall/floor ID), (3) Size and type, (4) Fire rating achieved, (5) Product used, (6) Installer name and certification. Submit to PAP for building records within 5 working days.
- **Photographic Record:** Photograph each penetration: (1) Before work, (2) Cable installed before fire stop, (3) Fire stop application, (4) Completed fire stop with label. Include floor/room ID.
- **Golden Thread Submission:** Within 5 working days of completion, submit to PAP: penetration schedule, photo evidence, product data sheets, installer certification, fire stopping certificates.

## 4. Asbestos Management & Stop-Work Procedures

Mandatory asbestos awareness and escalation procedures for all works in HRB buildings:

- **Asbestos Register Review:** Before commencing ANY work, obtain and review the building asbestos register from the PAP or building manager. Identify all known asbestos-containing materials (ACMs) in work areas. Sign register to confirm review. Do not proceed without this step.
- **Pre-Work Survey:** For any intrusive works (drilling, chasing, lifting floor tiles, accessing ceiling voids), confirm area has been surveyed for asbestos. If survey is incomplete or outdated, request refurbishment/demolition survey before proceeding.
- **STOP WORK Procedure - Suspect Materials:** If ANY suspect material is encountered (fibrous boards, textured coatings, pipe lagging, floor tiles, gaskets), IMMEDIATELY: (1) Stop all work, (2) Evacuate the immediate area, (3) Prevent access, (4) Do NOT disturb or clean up, (5) Notify supervisor and PAP immediately.
- **STOP WORK Procedure - Undocumented Voids:** If undocumented voids, cavities, or concealed spaces are discovered that are not shown on building drawings or asbestos register: (1) Stop work immediately, (2) Do not enter or disturb, (3) Report to PAP, (4) Await asbestos survey before continuing.
- **Escalation Contacts:** Site Supervisor: \_\_\_\_\_ | PAP/Building Manager: \_\_\_\_\_ | Licensed Asbestos Contractor: \_\_\_\_\_ | HSE (reportable incidents): 0345 300 9923

## 5. Fire Alarm & Detection System Protection

- **Dust Protection:** Fit dust covers to ALL smoke/heat detectors in work area before drilling, chasing, or dusty works. Record detector locations and removal times in logbook.
- **Cover Removal:** Dust covers must be removed and detectors checked functional before leaving site each day. No covers to remain overnight. Daily sign-off required.
- **Alarm Audibility:** If works affect alarm audibility (e.g., door wedged open), implement fire watch and manual patrol. Never disable sounders without PAP authorisation.
- **Hot Work Permit:** Obtain hot work permit from PAP for ANY drilling, cutting, grinding, or heat-producing work. Fire watch to continue 60 minutes after hot work completion.

## 6. Resident Communication & Vulnerable Persons

Detailed communication requirements for works in occupied HRB buildings:

- **Minimum Notice Periods:** General works affecting communal areas: 7 days written notice. Works affecting individual flats or floors: 48 hours minimum. Emergency works: notify as soon as practicable, follow up with written confirmation within 24 hours.
- **Notification Methods:** All notices must be provided via at least TWO methods: (1) Letter to each affected flat, (2) Notice displayed in building lobby/entrance, (3) Email via client/managing agent where available. Notices must include: dates, times, nature of work, areas affected, contact details.
- **Power Isolation Notice:** For any communal supply isolation: minimum 48 hours written notice to all affected residents. For individual flat isolations: minimum 24 hours notice with confirmed acknowledgement from resident where possible.
- **Vulnerable Resident Register:** Obtain list of vulnerable residents from PAP before works commence. This includes: mobility impaired, sensory impairments (deaf, blind), elderly, those with medical equipment (oxygen, dialysis, stairlifts), and residents with Personal Emergency Evacuation Plans (PEEPs).
- **Vulnerable Resident Arrangements:** For works affecting key areas (escape routes, lifts, emergency lighting near vulnerable residents): (1) Direct contact with resident or carer minimum 24 hours before, (2) Confirm alternative arrangements (e.g., temporary relocation, buddy system, enhanced monitoring), (3) Ensure medical equipment users have backup power or are relocated.
- **Emergency Contact:** Provide 24-hour emergency contact number to building management and display prominently in work areas. Respond within 30 minutes to emergencies. Contact: \_\_\_\_\_

### HRB Documentation Checklist (All items mandatory)

PAP permit to work obtained	Fire strategy reviewed with PAP
Asbestos register reviewed and signed	Asbestos survey confirmed for work areas
Resident notification issued (7 days)	Vulnerable resident list obtained
Vulnerable resident arrangements confirmed	Temporary emergency lighting tested
Circuit isolation log started	Hot work permit (if applicable)
Pre-work photographs	Fire stop product data sheets
Fire stopping certificates	Installer competence certificates
Penetration schedule completed	Post-work photographs
Golden Thread submission complete	Emergency lighting 3-hour test passed



## Declaration & Signatures

I confirm that I have read and understood this Risk Assessment and Method Statement. I will comply with all control measures and safety procedures outlined in this document. I understand that failure to comply may result in injury and/or disciplinary action.

**PREPARED BY (ASSESSOR):**

Name	Company	Date	Signature
Test Assessor	Francesco Guerrieri	3 January 2026	
			<div>Test Assessor</div>

**APPROVED BY (CLIENT):**

Name	Date	Signature

**OPERATIVES SIGN-OFF:**

All personnel working on this project must sign below to confirm they have read and understood this RAMS.

Name (Print)	Signature	Date

# RISK ASSESSMENT & METHOD STATEMENT

Sample Building Lighting Upgrade

## Legislation References

This Risk Assessment and Method Statement references the following UK legislation. All control measures are designed to ensure compliance with these statutory requirements.

GB

### The Electricity at Work Regulations 1989

Jurisdiction: Great Britain

Sections referenced: 4, 14, 16

<https://www.legislation.gov.uk/ukSI/1989/635>

GB

### The Work at Height Regulations 2005

Jurisdiction: Great Britain

Sections referenced: 4, 6, 8

<https://www.legislation.gov.uk/ukSI/2005/735>

GB

### The Management of Health and Safety at Work Regulations 1999

Jurisdiction: Great Britain

Sections referenced: 3

<https://www.legislation.gov.uk/ukSI/1999/3242>

UK

### Health and Safety at Work etc. Act 1974

Jurisdiction: United Kingdom

Sections referenced: 2

<https://www.legislation.gov.uk/ukpga/1974/37>

EW

### The Regulatory Reform (Fire Safety) Order 2005

Jurisdiction: England & Wales

Sections referenced: 8, 14

<https://www.legislation.gov.uk/ukSI/2005/1541>

This document has been prepared with reference to UK legislation current at the time of generation. Legislation may be amended or superseded. It is the responsibility of the duty holder to ensure ongoing compliance with the latest statutory requirements. Links provided direct to [legislation.gov.uk](https://legislation.gov.uk) for authoritative text.