RISK ASSESSMENT & METHOD STATEMENT (RAMS)

House Clearance • Cleaning • Property Maintenance

Business	Tudor Maintenance Solutions
Document	RAMS – General Operations
Scope	House clearance, waste removal, cleaning, minor property repairs and maintenance
Prepared for	Use as a master RAMS template; complete site-specific details before work starts
Version	1.0
Review	Review before each new site/job and whenever conditions, equipment, personnel or scope change

Important: This is a professional starting template, not a substitute for a site-specific assessment. The person in charge must inspect the property, identify additional hazards, confirm controls and brief the team before work begins.

1. Purpose and Scope

This RAMS sets out the minimum safe working arrangements for Tudor Maintenance Solutions when carrying out domestic or commercial house clearances, cleaning and general property maintenance. It covers activities such as loading and removing unwanted items, segregation of waste, cleaning, basic repairs, flat-pack/furniture assembly, minor decorating and external maintenance where appropriate.

Higher-risk work such as asbestos disturbance/removal, major electrical work, gas work, structural alterations, major roofing, work requiring specialist lifting equipment, or other regulated/high-risk activities must not be undertaken under this generic RAMS unless separately assessed and carried out by competent persons with the required qualifications and controls.

2. Responsibilities

Role	Responsibilities
Person in charge / supervisor	Complete the site assessment; brief workers; check PPE, equipment and access; control work areas; stop unsafe work; report incidents and review changing conditions.
Operatives	Follow the RAMS and site briefing; use PPE and equipment correctly; report hazards, defects, injuries and near misses; do not undertake work beyond competence.
Client / occupier	Provide relevant information about known hazards, access, utilities, occupants, pets and restricted areas; keep agreed areas accessible and safe where reasonably practicable.

3. General Site Rules

• Carry out a dynamic risk assessment before starting and whenever conditions change.

• Keep walkways, entrances, stairs and fire exits clear.

• Do not work in areas affected by unsafe structural conditions, active leaks, exposed live electrical parts, suspected gas leaks, fire or other immediate danger.

• Use suitable lifting aids wherever reasonably practicable and avoid unnecessary manual handling.

• Never compact, crush, open or disturb unknown containers, chemicals, cylinders, sharps or suspicious materials.

• Keep children, occupants, visitors and pets away from active work areas.

• Maintain good housekeeping and remove waste progressively rather than allowing accumulation.

• Only use ladders, steps, power tools and other equipment that are suitable, inspected and used by competent persons.

4. Personal Protective Equipment (PPE)

Task / hazard	Minimum PPE / control
Clearance, waste handling	Safety footwear; suitable work gloves; eye protection where dust/debris may be generated; hi-vis where required by site/vehicle arrangements.

Task / hazard	Minimum PPE / control
Cleaning	Suitable gloves; eye protection where splash risk exists; protective clothing/apron as appropriate; respiratory protection only where a suitable assessment identifies the need.
Dust / contaminated material	Avoid creating dust; ventilation; suitable RPE where required following assessment; hygiene and handwashing.
Maintenance / tools	Safety footwear, gloves where appropriate, eye/face protection for cutting/drilling/grinding and hearing protection where noise assessment requires it.

5. Risk Rating

Use the following 5 × 5 matrix. Risk = Likelihood × Severity. The score is a guide and does not replace professional judgement.

Severity	1 – Minor	2 – Moderate	3 – Serious	4 – Major	5 – Fatal
Likelihood	1 – Rare	2 – Unlikely	3 – Possible	4 – Likely	5 – Almost certain

1–4 Low: manage with routine controls. **5–9 Medium:** improve controls and supervise. **10–16 High:** do not start until controls reduce risk and competent supervision is in place. **17–25 Very High:** stop and reassess; specialist controls may be required.

6. Task Risk Assessments and Controls

Activity	Main hazards	Initial	Controls	Residual
Arrival, access and initial inspection	Slips/trips; unsafe structure; poor lighting; occupants/pets; utilities	3×3=9	Inspect access, stairs, floors, ceilings and obvious structural defects. Identify utilities and isolation points where relevant. Improve lighting. Keep occupants/pets separated. Stop if immediate danger is identified.	2×3=6
Manual handling and lifting	Back/shoulder injury; crush injuries; dropped items	4×3=12	Plan lifts; assess weight/shape; team lift where suitable; use trolley/sack truck for appropriate loads; keep load close; avoid twisting; do not lift beyond capability; use mechanical assistance where practicable.	2×3=6
Furniture removal and dismantling	Cuts; trapped fingers; falling furniture; unstable loads	3×3=9	Make furniture stable before dismantling. Remove drawers/doors where appropriate. Use correct tools. Two-person handling for awkward items. Secure items during transport.	2×3=6
Waste segregation and loading	Cuts; sharps; dust; falling objects; vehicle loading injuries	4×4=16	Do not handle unknown/sharps with bare hands. Use gloves and tools. Segregate waste. Load vehicle evenly and secure loads. Keep people clear of loading area. Do not overload vehicle.	2×4=8
Dust, mould and contaminated areas	Respiratory irritation; skin/eye exposure; biological contamination	4×4=16	Ventilate. Minimise dust. Avoid dry sweeping where it creates airborne dust. Use suitable cleaning methods and PPE. Treat significant contamination as specialist work and stop if controls are inadequate.	2×4=8
Cleaning chemicals	Skin/eye burns; inhalation; incompatible chemical reaction	3×4=12	Use products according to label/SDS. Never mix chemicals, particularly bleach with acids or ammonia-containing products. Label decanted products where permitted. Store securely. Use gloves/eye protection as required.	1×4=4
Electrical equipment / power tools	Electric shock; burns; fire; cuts	3×5=15	Use suitable maintained equipment. Inspect leads/plugs before use. Use RCD protection where appropriate. Keep electrical equipment away from water. Do not work on live electrical systems unless specifically qualified and authorised.	2×5=10
Drilling, cutting and minor repairs	Flying particles; dust; noise; hidden services	3×4=12	Check for hidden cables/pipes before drilling. Use correct guards and accessories. Wear eye protection. Control dust and noise. Isolate equipment before adjustments.	2×4=8
Working at low level / ladders	Falls; falling objects	3×4=12	Avoid work at height where possible. Use suitable steps/ladders on firm level ground. Maintain three points of contact. Do not overreach. Do not use improvised platforms.	2×4=8

Activity	Main hazards	Initial	Controls	Residual
Vehicle movements / loading and unloading	Collision; reversing injury; falling loads	3×5=15	Use a safe loading area. Keep pedestrians clear. Apply parking brake. Use a banksman where necessary. Secure loads before travel and comply with vehicle/load limits.	2×5=10
Sharps / needles / unknown items	Puncture; infection; exposure to unknown substances	3×5=15	Do not pick up suspected sharps by hand. Isolate area and use an appropriate specialist/sharps disposal route. Stop work if significant hazardous contamination is found.	1×5=5
Fire / emergency	Burns; smoke inhalation; evacuation	3×5=15	Keep exits clear. Do not obstruct fire equipment. Maintain safe housekeeping. Stop hot work unless separately assessed. Know site emergency arrangements and assembly point.	1×5=5

7. Hazardous Materials and Asbestos

Properties being cleared or maintained can contain asbestos-containing materials, lead paint, chemicals, fuels, clinical waste, pesticides, gas cylinders, batteries and other hazardous substances. Operatives must not assume a material is safe because it appears ordinary.

Asbestos: If asbestos is known or reasonably suspected, stop work in the affected area and prevent disturbance. Do not drill, cut, sand, break, sweep or remove suspect material. Arrange an appropriate asbestos assessment/survey and specialist work where required.

Unknown substances: Do not open, smell, mix or decant unknown containers. Isolate the area and seek competent advice. Use the relevant waste contractor/disposal route.

8. Cleaning Chemicals and COSHH

A COSHH assessment should be completed for hazardous cleaning products used on the job. Safety Data Sheets (SDS) should be available for relevant products. Operatives must follow manufacturer instructions, dilution ratios, ventilation requirements and PPE guidance.

Never mix cleaning chemicals. In particular, do not mix bleach/hypochlorite products with acids, ammonia or other incompatible products because dangerous gases can be produced.

9. Waste and Environmental Controls

• Waste must be handled, segregated, stored and transported in accordance with applicable legal requirements and the business's waste carrier arrangements.

• Where practical, separate recyclable materials from residual waste and use authorised disposal/recycling routes.

• Do not burn waste or discharge chemicals, oils or contaminated liquids to drains or land.

• Keep waste contained during loading and transport and prevent windblown litter.

• Retain appropriate transfer/consignment documentation where required.

10. Property Maintenance Controls

Only competent persons may undertake maintenance tasks. Before drilling, fixing or opening a surface, consider hidden electrical cables, plumbing, heating pipes and structural elements. Isolate relevant services where necessary. Do not undertake gas work or electrical work requiring specialist qualification unless appropriately qualified and authorised.

For decorating, repairs or cleaning at height, assess access, ventilation, product hazards and falling-object risks. Keep tools and materials secure and prevent unauthorised access below the work area.

11. Emergency Arrangements

Emergency	Immediate action
Serious injury	Stop work, make the area safe, provide first aid within competence and contact emergency services where required. Record and report the incident.
Fire	Raise the alarm, evacuate by the safest available route and go to the designated assembly point. Do not re-enter until authorised.
Gas smell / suspected leak	Stop work, avoid ignition sources and electrical switching where this could create a spark, evacuate and contact the appropriate emergency/gas service.
Chemical splash	Follow product SDS/label first-aid instructions. Flush affected skin/eyes with clean water as appropriate and seek medical assistance where required.
Suspected asbestos disturbance	Stop work, prevent access, avoid further disturbance and seek competent asbestos advice. Do not clean up by ordinary sweeping or vacuuming unless the equipment/method is specifically suitable.
Vehicle incident	Stop safely, secure the area, assist injured persons within competence and exchange/report information as required.

12. First Aid, Welfare and Hygiene

Suitable first-aid arrangements must be available for the job. Operatives should have access to drinking water, handwashing facilities or suitable alternatives, toilet facilities and a clean area for breaks as reasonably practicable. Wash hands before

eating/drinking and after handling waste or chemicals.

13. Pre-Start Site Checklist

■ Site-specific risk assessment completed and briefed.

■ Access, stairs, floors, ceilings and work areas checked.

■ Known asbestos/contamination/other hazardous materials considered.

■ Utilities and hidden-service risks considered.

■ PPE available and suitable.

■ Tools, ladders and equipment inspected and suitable.

■ Vehicle/loading area and waste arrangements confirmed.

■ Cleaning products and SDS/COSHH information available where required.

■ Emergency arrangements, first aid and assembly point confirmed.

■ Occupants, visitors and pets controlled away from work area.

14. Site-Specific Details – Complete Before Work

Site / property address	_____
Client / contact	_____
Date / planned duration	_____
Person in charge	_____
Operatives	_____
Emergency contact / arrangements	_____
Assembly point	_____
Known hazards / restrictions	_____ _____
Additional controls required	_____ _____

15. Operative Briefing and Acceptance

All workers must confirm that they have received, understood and will follow the RAMS and any site-specific amendments. Questions and concerns must be raised before work begins.

Name	Signature	Date
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

16. Supervisor Sign-Off

Prepared / reviewed by	_____
Position	_____
Signature	_____
Date	_____
Next review	_____

Document control note: This RAMS should be reviewed whenever there is a significant change in the work, property, equipment, substances, personnel or environmental conditions, and after any incident or near miss where lessons may require changes.