

Risk Assessment & Method Statement (RAMS) Template

A task-specific risk assessment and method statement structure for higher-risk cleaning work.

A RAMS document combines a risk assessment (what could go wrong, how likely, how severe, what controls reduce it) with a method statement (the safe step-by-step way to do the job). It is expected for higher-risk cleaning tasks — working at height, using powered equipment, handling biohazards, or using stronger chemicals — and often requested by clients before work starts.

Download the template

A fillable RAMS form with the risk-assessment matrix and method-statement structure below.

Risk assessment fields

Field	What to record
Task	e.g. high-level window cleaning, floor stripping, biohazard clean-up
Hazards identified	e.g. fall from height, slips, chemical exposure, manual handling
Who might be harmed	Operative, other staff, public, site visitors
Likelihood (1-5)	Rate before controls applied
Severity (1-5)	Rate before controls applied
Risk rating	Likelihood x severity
Control measures	e.g. correct access equipment, PPE, COSHH controls, signage/barriers
Residual risk rating	Rate again after controls applied

Method statement structure

- 1 Scope of works and location
- 2 Personnel involved and their competence/training
- 3 Equipment and materials required, including PPE
- 4 Step-by-step sequence of the work, in the order it will be carried out
- 5 Specific controls at each step (e.g. barrier off the area before floor stripping; two-person lift for heavy equipment)
- 6 Emergency arrangements (who to contact, nearest first-aider, spillage procedure)
- 7 Sign-off: prepared by, reviewed by, date, and site induction record

When a RAMS is expected

- Working at height (window cleaning above ground level, high-level dusting with access equipment)
- Use of powered cleaning equipment (floor scrubbers, pressure washers)
- Biohazard, trauma or contamination cleaning
- Use of stronger or restricted chemicals (floor strippers, some disinfectants)

- Any task a client's own site rules specifically require a RAMS for before access is granted

Keeping RAMS current

Review and reissue a RAMS whenever the task, site, equipment or chemicals change — a RAMS written for one building is not automatically valid for another with different access, layout or risks.

Prepared by Optus Glean UK — nationwide commercial cleaning. For a free site survey and a fixed monthly quote, visit optusglean.co.uk/quote or call 0330 027 2159. This template is provided as a practical starting point and is not legal advice.