

Risk Assessment & Method Statement (RAMS)

Company: Zenith Crest Maintenance

Activity: General Property Maintenance Services

Scope of Work: Plumbing, electrical repairs, painting and decorating, appliance repair, pest control, cleaning, and general building maintenance within residential and commercial properties.

1. Risk Assessment

Main Hazards Identified

Hazard	Risk	Control Measures
Manual handling of equipment and materials	Musculoskeletal injuries	Staff trained in safe manual handling techniques. Use lifting aids where necessary. Avoid lifting heavy loads alone.
Working at height (ladders/step ladders)	Falls and serious injury	Use appropriate ladders inspected before use. Follow safe ladder practices. Avoid overreaching. Use fall protection if required.
Electrical work	Electric shock or burns	Electrical systems isolated before work. Only competent personnel perform electrical tasks. Use insulated tools and test equipment.
Use of power tools	Cuts, injuries, noise exposure	All tools maintained and inspected. Staff trained in correct use. PPE such as gloves and eye protection worn.
Exposure to chemicals (cleaning agents, pest control products)	Skin irritation, respiratory issues	COSHH assessments followed. Appropriate PPE used. Adequate ventilation ensured.
Slips, trips, and falls	Minor to serious injuries	Work areas kept tidy. Cables and materials managed properly. Warning signage used where necessary.

Contact with members of the public or tenants

Injury or disturbance

Work areas controlled. Clear communication with occupants. Work zones secured when necessary.

Use of ladders and access equipment

Falls from height

Ladders inspected before use and positioned on stable ground.

2. Control Measures

Zenith Crest Maintenance will ensure:

- All staff are **trained and competent** for tasks performed.
 - Appropriate **Personal Protective Equipment (PPE)** is worn.
 - Tools and equipment are **regularly inspected and maintained**.
 - Work areas are kept **clean and organised**.
 - **Risk assessments are reviewed** before work begins.
 - Safe systems of work are followed at all times.
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3. Personal Protective Equipment (PPE)

Where required, workers will use:

- Safety footwear
 - Protective gloves
 - High visibility clothing
 - Eye protection
 - Dust masks / respiratory protection
 - Hard hats (where required)
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4. Method Statement (Safe System of Work)

Step 1 – Pre-Work Preparation

- Review job details and site requirements.
- Conduct site-specific risk assessment if necessary.
- Ensure correct tools, equipment, and PPE are available.

Step 2 – Arrival on Site

- Report to property manager or client.
- Assess work area for hazards.
- Isolate utilities where required (electricity/water).

Step 3 – Carry Out Work

- Complete maintenance work using safe working methods.
- Follow manufacturer instructions for tools and equipment.
- Maintain tidy working area throughout the task.

Step 4 – Waste and Materials

- Dispose of waste materials responsibly.
- Remove debris and leave work area clean.

Step 5 – Completion

- Check work is completed safely and correctly.
- Reconnect services where necessary.
- Inform client or property manager that work is complete.

5. Emergency Procedures

In the event of an emergency:

- Stop work immediately.
- Make the area safe.
- Contact emergency services if required.
- Report all incidents to management.
- Record incidents in the company accident log.

6. Review

This Risk Assessment and Method Statement will be reviewed:

- Annually
- Following an incident
- When work activities change

Company: Zenith Crest Maintenance

Responsible Person: Ademola Eric Adewumi, Director

Date: 10th January 2026

Review Date: 12th March 2026