SAMPLE ONLY

# Task risk assessment (RAMS) - Sample Office Fit-Out - Block A

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| **Project** | Sample Office Fit-Out - Block A | **Document no.** | HD-SAMPLE-GB-01-EN |
| **Client** | Example Client - Sample | **Revision** | 01 - Sample |
| **Location** | Bristol, England | **Status** | SAMPLE - NOT FOR SITE USE |
| **Project country** | GB - England | **Document language** | English |

## Purpose and use

Illustrative draft for the named sample job only. The arrangements and ratings are examples, not verified site facts. This document is not approved for site use.

## Sample scope and exclusions

Example daytime fit-out of a vacant ground-floor office room within an occupied commercial building. Four operatives are assumed for the demonstration. Work covers receipt of lightweight fittings, movement into the room, non-structural installation and handover. Structural alterations, live electrical work, work at height and hot work are outside this sample scope.

## People and interfaces

For this fictional job, the site lead coordinates the work area with the building representative and other trades. A named supervisor, actual competence, agreed delivery arrangements, emergency contacts and the client's restrictions remain to be confirmed. The example does not record an inspection or completed training.

## Document-specific review

Review the activity, exposed people, foreseeable hazards and proposed controls with the workforce. The example risk bands are placeholders: they must be reassessed using the real task and the project's assessment method.

## Country scope

Task RAMS example. Confirm client and CDM dutyholder arrangements; it does not replace a construction phase plan.

## Supporting official guidance

https://www.hse.gov.uk/construction/safetytopics/planning.htm

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## Risk and control register

| Activity | Hazard | Initial | Controls | Residual | Owner |
|---|---|---|---|---|---|
| Material delivery | Unplanned lifting of bulky fittings | High | Proposed: review item size, handling aids and delivery arrangements before selecting the handling method. Confirm these arrangements on site. | High | Supervisor - name to confirm |
| Movement through the building | Obstructed access and pedestrian interaction | Medium | Proposed: agree the route and work boundary with the building representative, then verify housekeeping and access before the task. | Medium | Supervisor - name to confirm |
| Work beside other trades | Conflicting activities and changing conditions | High | Proposed: coordinate with the other trades and review changes with the supervisor before the affected work proceeds. | High | Supervisor - name to confirm |

## Issue checklist

- Confirm the actual work area and exclusions.
- Confirm the named people and responsibilities.
- Verify the proposed controls and outstanding actions.
- Check linked documents, permissions and revision numbers.
- Record review and brief the affected team.

## Competent-person review

SAMPLE ONLY. Before any real work, a competent reviewer must replace these assumptions with the actual scope, work methods, people, equipment and site conditions. Confirm all proposed controls and required permissions, resolve outstanding actions and brief the team. A sample or a signature does not establish that the work is safe or that a permit has been issued.

Prepared by: _____ Reviewed by: _____ Date: _____

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