

# Risk Assessment Method Statement

HVAC Unit Replacement - Roof Sector B

DOCUMENT REF	<b>RAMS-CMJJ0HA6</b>
PROJECT	<b>Skyline Office Refurbishment Phase 2</b>
CLIENT	<b>Zenith Property Management Ltd.</b>
SITE ADDRESS	<b>123 Enterprise Way, Industrial Park, Birmingham, B2 4QA</b>
ISSUE DATE	<b>23 December 2025</b>
STATUS	<b>DRAFT</b>

THIS DOCUMENT MUST BE READ AND UNDER-  
STOOD BY ALL PERSONNEL BEFORE COMMENCING  
WORK

**V1**  
VERSION

## 1. Project Information

PROJECT NAME

**Skyline Office Refurbishment Phase 2**

SITE ADDRESS

**123 Enterprise Way, Industrial Park, Birmingham, B2 4QA**

CLIENT

**Zenith Property Management Ltd.**

CONTRACTOR

**Acme Construction Ltd**

## 2. Scope of Work

Decommissioning and removal of existing rooftop Air Handling Unit (AHU) followed by the lifting and installation of a new high-efficiency AHU model.

## SCOPE DETAILS

- Electrical and mechanical isolation of existing unit.
- Crane setup and lifting operations to remove old unit.
- Preparation of support frame.
- Lifting and positioning of new unit.
- Reconnection of ductwork and electrical supply.
- Commissioning and testing.

## 3. Risk Assessment Matrix



## 4. Hazard Identification & Control Measures

#	HAZARD	L	S	RISK	CONTROL MEASURES	OWNER
1	Risk of personnel falling from the roof edge or through fragile skylights during the inspection and installation process.	4	5	20 - CRITICAL	<p>Installation of temporary edge protection (guardrails) around the work zone.</p> <p>All skylights to be covered with protect board or clearly cordoned off.</p> <p>Weather conditions to be monitored; work to cease if wind speeds exceed 20mph.</p> <p>Only trained operatives (CSCS holders) permitted on the roof.</p> <p>"Permit to Work" for height issued by site management.</p>	Site Supervisor (John Smith)

## 5. Personal Protective Equipment (PPE)



Safety Helmet



High-Visibility Vest



Safety Boots



Gloves



Fall Protection Harness

## 6. Emergency Procedures



### IN CASE OF EMERGENCY

First Aid: First Aid kit located in the Site Office (Ground Floor). The designated First Aider is Sarah Jenkins (07700 900 123).

Fire/Evacuation: In the event of a fire alarm, all operatives must stop work immediately, secure equipment if safe to do so, and proceed to Muster Point B (Car Park).

Fall Rescue: If a fall occurs while using a harness, the Site Rescue Plan is to be activated immediately. Do not attempt a solo rescue. Call Emergency Services (999) and notify Site Security.

Nearest Hospital: Queen Elizabeth Hospital, Mindelsohn Way, B15 2GW.

## 7. Document Approval

### PREPARED BY

Name: \_\_\_\_\_

Date: \_\_\_\_\_

### REVIEWED BY

Name: \_\_\_\_\_

Date: \_\_\_\_\_

### APPROVED BY

Name: \_\_\_\_\_

Date: \_\_\_\_\_

### IMPORTANT NOTICE

This Risk Assessment and Method Statement must be read and understood by all personnel before work commences. Any changes to the scope of work, site conditions, or personnel must be communicated to the responsible person and this document updated accordingly. Failure to follow the control measures outlined may result in injury or disciplinary action. This document should be retained for a minimum of 3 years.

