

Risk Assessment & Method Statement

HVAC Engineer RAMS – Split-system installation and commissioning

Version: 1

PUBLISHED

Trade: HVAC Engineer

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Basic Information

Organization: Ventura Building Systems Ltd

Client: Meridian Office Properties Ltd

Site: Meridian House Comfort Cooling Upgrade - Bristol BS1 4ST

Scope of Work

This RAMS covers Split-system installation and commissioning at Meridian House Comfort Cooling Upgrade. It sets out the planned sequence of work, foreseeable hazards, control measures, permits, PPE, COSHH arrangements, emergency actions, and supervision requirements. The supervisor must review this document with the site-specific induction, construction phase plan, drawings, permits, and changing conditions before work starts.

Persons at Risk

Operatives, supervisors, visitors, neighbouring trades, and members of the public near the work area.

Hazards & Risk Assessment

5 hazards identified

Refrigerant handling (R410A / R32)

Refrigerant handling (R410A / R32) can affect operatives and adjacent trades during Split-system installation and commissioning. Controls are to be verified at the point of work by the supervisor.

Pre-Control: 14 (Medium Risk)

Post-Control: 5 (Low Risk)

Control Measures:

- F-Gas certified operative
- Leak detection equipment
- Adequate ventilation
- Brief operatives at the daily start-of-shift coordination meeting and stop work if conditions change.

Working at height (ceiling voids)

Working at height (ceiling voids) can affect operatives and adjacent trades during Split-system installation and commissioning. Controls are to be verified at the point of work by the supervisor.

Pre-Control: 13 (Medium Risk)

Post-Control: 4 (Low Risk)

Control Measures:

- Scaffold tower / MEWP
- Safe access maintained
- Two-person operation
- Brief operatives at the daily start-of-shift coordination meeting and stop work if conditions change.

Electrical isolation

Electrical isolation can affect operatives and adjacent trades during Split-system installation and commissioning. Controls are to be verified at the point of work by the supervisor.

Pre-Control: 12 (Medium Risk)

Post-Control: 3 (Low Risk)

Control Measures:

- Isolation & lock-off
- Insulated tools
- Competent person only
- Brief operatives at the daily start-of-shift coordination meeting and stop work if conditions change.

Manual handling (units and ductwork)

Manual handling (units and ductwork) can affect operatives and adjacent trades during Split-system installation and commissioning. Controls are to be verified at the point of work by the supervisor.

Pre-Control: 11 (Medium Risk)

Post-Control: 3 (Low Risk)

Control Measures:

- Mechanical aids
- Two-person lift
- Route cleared
- Brief operatives at the daily start-of-shift coordination meeting and stop work if conditions change.

Hot works (bracket welding)

Hot works (bracket welding) can affect operatives and adjacent trades during Split-system installation and commissioning. Controls are to be verified at the point of work by the supervisor.

Pre-Control: 10 (Medium Risk)

Post-Control: 3 (Low Risk)

Control Measures:

- Hot works permit
- Fire blanket
- Extinguisher within reach
- Brief operatives at the daily start-of-shift coordination meeting and stop work if conditions change.

Method of Work

6 steps outlined

1

Isolate electrical and refrigerant systems

Related hazards: Refrigerant handling (R410A / R32)

2

Mount and install indoor / outdoor units

Related hazards: Working at height (ceiling voids)

3

Run pipework and make connections

Related hazards: Electrical isolation

4

Pressure and leak test system

Related hazards: Manual handling (units and ductwork)

5

Commission and record parameters

Related hazards: Hot works (bracket welding)

6

Handover to client

Related hazards: Hot works (bracket welding)

Personal Protective Equipment & Permits

PPE Required

Hard hat

Gloves

Safety glasses/goggles

Hearing protection

Permits Required

Isolation / lock-off permit

Hot works permit

COSHH Assessments

Control of Substances Hazardous to Health

Coil cleaner

Use: Cleaning indoor coil surfaces before commissioning.

Exposure: Skin contact, eye contact, mist inhalation

Controls:

- Wear gloves and goggles
- Use local ventilation
- Follow dilution guidance

SDS: <https://rams-builder.app/sds/examples/hvac-coil-cleaner.pdf>

Emergency Procedures

First Aid

Stop work, make the area safe, and contact the appointed first aider via the site emergency number confirmed at induction. The supervisor must report serious incidents to Ventura Building Systems Ltd management and prevent work restarting until the area is safe.

Fire Emergency

Raise the site alarm, stop the task, isolate energy sources only where safe, and proceed by the signed escape route to the designated assembly point. Do not attempt firefighting unless trained and it is safe to do so.

Spill Response

Stop the source if safe, cordon the area, and use the site spill kit or absorbent materials specified by the relevant SDS. Prevent entry to drainage, segregate contaminated waste, and report the event to the supervisor.

Nearest Accident & Emergency

Nearest A&E and the agreed emergency vehicle access point must be confirmed during the Meridian House Comfort Cooling Upgrade induction, recorded in the daily briefing, and communicated to all operatives.

Signatures & Approvals

This document has been reviewed and approved by:

Priya Shah

HVAC Engineer Supervisor

03/08/2026, 10:30:00

Demonstration document using fictional project information. It must be reviewed, adapted, and approved for the actual site before work commences.

All operatives must be briefed on the hazards and control measures that apply to the live task.