RISK ASSESSMENT AND METHOD STATEMENT (RAMS)

Business name

Document: RAMS-001 Rev 1
Prepared: 9 Nov 2026
Review by: 9 Dec 2026
Highest risk after controls: Medium

1. BUSINESS AND JOB DETAILS

Job	Rooftop unit replacement	**Start date**	9 Nov 2026
Working hours	7:00 am to 3:30 pm	**Trade**	Heating and ventilation

2. WORK INVOLVING PARTICULAR RISKS (CDM 2015 SCHEDULE 3)

YES	Risk of burial under earthfalls, engulfment in swampland or falling from a height, made worse by the work, processes or site		Work on wells, underground earthworks and tunnels
	Chemical or biological substances that are a particular danger, or that need health monitoring by law		Divers with a system of air supply
	Ionising radiation needing controlled or supervised areas		Work in caissons with a compressed air atmosphere
	Work near high voltage power lines		Use of explosives
	Risk of drowning		Assembling or dismantling heavy prefabricated components

3. RISK ASSESSMENT

#	Activity / step	Hazards	Who might be harmed and how	Risk before	Controls	Risk after	Responsible
1	Plan the crane lift and close the area below	Crane and lifting failure Public entering the work area Contact with overhead power lines Rules: Lifting Operations and Lifting Equipment Regulations 1998 (LOLER); CDM Regulations 2015; HSE GS6 Avoiding danger from overhead power lines	Workers, Public, Children, Plant operators. How: A load falls or swings, or the crane tips, crushing workers under or near the lift. Members of the public, including children, walk into the site and are hit by plant or falling objects, or fall into holes.	**High (12) Possible / Major injury**	1.1 Barricade the lift zone and keep everyone out from under the load. [Isolate] 1.2 Use a crane rated for the load at the radius, set up on firm ground with outrigger pads. [Control (engineering)] 1.3 Check slings, chains, shackles and hooks before use. Remove anything damaged or not tagged. [Control (engineering)] 1.4 Have a lift plan made by an appointed person, following LOLER. [Control (procedures)] 1.5 Use CPCS or NPORS carded crane operators, slingers and signallers. [Control (procedures)] 1.6 Fence off the site with secure temporary fencing and lock the gates when you leave. [Isolate] 1.7 Give pedestrians a safe, marked path around the work, with ramps for prams and wheelchairs. [Isolate] 1.8 Use hoarding, covered walkways or catch fans where work is above public areas. [Control (engineering)] 1.9 Put signs at each entry: site name, contact number and "No unauthorised entry". [Control (procedures)] 1.10 Make the site safe at the end of each day: cover holes, lower plant, remove ladders and lock tools away. [Control (procedures)]	**Medium (5) Very unlikely / Fatal**	Site supervisor

#	Activity / step	Hazards	Who might be harmed and how	Risk before	Controls	Risk after	Responsible
					1.11 Ask the distribution network operator (DNO) to turn off, move or insulate the lines before work starts. [Eliminate] 1.12 Use non-conductive (fibreglass) ladders near any power lines. [Reduce / substitute] 1.13 Mark the safe distance with flags, tape or goal posts and keep all plant and people outside it. [Isolate] 1.14 Follow HSE GS6: barriers, goal posts under the lines and a permit for work near them. [Control (procedures)] 1.15 Use a dedicated spotter whenever plant moves or raises anything near lines. [Control (procedures)] 1.16 Treat all lines as live. If plant touches a line, stay in the cab and keep everyone well away. [Control (procedures)]		
2	Set up roof edge protection or harness anchors	Falling from a roof edge Falling through a fragile roof or skylight Rules: Work at Height Regulations 2005; Work at Height Regulations 2005, regulation 9 (fragile surfaces)	Workers, People below. How: A worker slips or walks off the edge of a roof or gutter line and falls to the ground. A worker steps on a skylight, clear sheet or old fibre cement roof and falls through to the floor below.	**Very high (20)** **Likely / Fatal**	2.1 Do what you can from the ground or from a scaffold at the gutter line, for example pre-assemble parts on the ground. [Eliminate] 2.2 Install edge protection or guardrails on all open roof edges before work starts. [Isolate] 2.3 Use a perimeter scaffold with handrails and toe boards along the eaves where practical. [Control (engineering)] 2.4 Where guardrails cannot be fitted, use fall restraint on certified roof anchors so workers cannot reach the edge. [Control (engineering)] 2.5 Use one safe, controlled access point and keep others off the roof. [Control (procedures)] 2.6 Stop roof work in strong wind or rain, and when the roof is wet, icy or covered in dust or frost. [Control (procedures)] 2.7 Wear a harness clipped to a rated anchor when using restraint or fall arrest, and soft-soled non-slip boots. [PPE] 2.8 Work from underneath or from a MEWP so nobody stands on the fragile roof. [Eliminate] 2.9 Cover or guard every skylight and fragile sheet with a fixed, marked cover or mesh before work starts. [Isolate] 2.10 Use safety nets or a boarded platform under the work, and staging or crawl boards to spread the load on fragile surfaces. [Control (engineering)] 2.11 Use fall arrest on rated anchors when working near fragile areas. [Control (engineering)] 2.12 Treat all roof sheets as fragile until a competent person confirms they are not. Old fibre cement and plastic sheets are fragile. [Control (procedures)] 2.13 Put "Fragile roof" signs at every roof access point. [Control (procedures)] 2.14 Never walk on sheets between purlins or along skylights. Stay on boards or staging. [Control (procedures)] 2.15 Wear a full body harness clipped to a rated anchor. [PPE]	**Medium (5)** **Very unlikely / Fatal**	Site supervisor
3	Isolate power and gas,	Electric shock from live	Workers, Occupants,	**Very high (15)**	3.1 Isolate the power before any work. Do not work live. [Eliminate]	**Medium (5)**	Site

#	Activity / step	Hazards	Who might be harmed and how	Risk before	Controls	Risk after	Responsible
	lock off and label	wiring Gas and fuel lines Rules: Electricity at Work Regulations 1989; Gas Safety (Installation and Use) Regulations 1998	Public. How: Contact with live wires, distribution boards or equipment gives an electric shock or arc flash burn that can kill. Damaging or opening a gas or fuel line causes a leak, fire or explosion.	**Possible / Fatal**	3.2 Lock out and tag the isolation point with your own personal lock and danger tag. [Isolate] 3.3 Prove dead at the point of work with an approved voltage indicator (GS38), and prove the tester before and after. [Control (engineering)] 3.4 Only competent, qualified electricians do electrical work, following a safe isolation procedure. [Control (procedures)] 3.5 Check for back feeds from solar, batteries and generators that can keep a circuit live after the main switch is off. [Control (procedures)] 3.6 If live work cannot be avoided, use a permit, a safety observer and insulated tools. [Control (procedures)] 3.7 Wear insulated gloves, arc-rated clothing and a face shield when testing or working near live parts. [PPE] 3.8 Isolate and purge the line before work, with the owner's approval. [Eliminate] 3.9 Lock off and tag the isolation valve. [Isolate] 3.10 Check for leaks with a gas detector before and during work, and ventilate the area. [Control (engineering)] 3.11 Only Gas Safe registered engineers work on gas fittings. [Control (procedures)] 3.12 Remove ignition sources: no smoking, no hot work and no sparking tools near the line. [Control (procedures)] 3.13 Know where the shut-off valve is and what to do if a leak happens. [Control (procedures)] 3.14 Wear safety glasses and gloves, and keep a fire extinguisher close by. [PPE]	**Very unlikely / Fatal**	supervisor
4	Recover refrigerant before disconnecting	Refrigerant leaks Rules: Fluorinated Greenhouse Gases Regulations 2015	Workers, Occupants. How: Refrigerant gas causes frostbite, pushes oxygen out of small rooms, and some types catch fire.	**Medium (8) Unlikely / Major injury**	4.1 Recover refrigerant into an approved cylinder before opening the system. Never vent it. [Isolate] 4.2 Ventilate closed spaces and use a leak detector during the work. [Control (engineering)] 4.3 Only F-gas certified engineers handle refrigerants. [Control (procedures)] 4.4 With flammable refrigerants (such as R32 or R290), remove ignition sources and use spark-free tools. [Control (procedures)] 4.5 Wear cold-rated gloves and safety glasses or a face shield. [PPE]	**Low (4) Very unlikely / Major injury**	Site supervisor
5	Lift out the old unit and set the new one, keeping clear of the load	Crane and lifting failure Falling tools and materials Strong wind and storms Rules: Lifting Operations and Lifting Equipment Regulations	Workers, Public, People below. How: A load falls or swings, or the crane tips, crushing workers under or near the lift. Tools, materials or debris fall from above	**High (12) Possible / Major injury**	5.1 Use tag lines to control loads and agree on clear radio or hand signals. [Control (procedures)] 5.2 Stop lifting in high wind or when the operator cannot see the signaller. [Control (procedures)] 5.3 Never ride on a load or hook. [Control (procedures)] 5.4 Crane and lifting failure: see step 1 for the full controls [Control (procedures)] 5.5 Barricade and sign the drop zone under overhead work so	**Medium (8) Unlikely / Major injury**	Site supervisor

#	Activity / step	Hazards	Who might be harmed and how	Risk before	Controls	Risk after	Responsible
		1998 (LOLER); Work at Height Regulations 2005, regulation 10 (falling objects)	and hit someone working or walking below.		nobody walks beneath. [Isolate] 5.6 Fit toe boards, kick plates and mesh screens on scaffolds and edges. [Control (engineering)] 5.7 Use catch fans, debris netting or covered walkways where people pass below. [Control (engineering)] 5.8 Tether hand tools when working at height. [Control (engineering)] 5.9 Keep platforms tidy. Do not stack materials near edges or above toe board height. [Control (procedures)] 5.10 Check the forecast each morning and plan work at height and lifting around the weather. [Eliminate] 5.11 Tie down or weigh down loose sheets, panels, boards and rubbish at the end of each shift. [Control (engineering)] 5.12 Set wind limits for roof work, platforms and cranes, using the manufacturer's limits, and stop when they are reached. [Control (procedures)] 5.13 Stop work and get down in lightning. Wait 30 minutes after the last thunder before going back up. [Control (procedures)] 5.14 Check scaffold, fencing and edge protection after strong wind before anyone uses them. [Control (procedures)]		
6	Connect, commission and clean the roof	Electric shock from live wiring Poor housekeeping and waste Rules: Electricity at Work Regulations 1989	Workers, Occupants, Visitors. How: Contact with live wires, distribution boards or equipment gives an electric shock or arc flash burn that can kill. Rubbish, offcuts and materials left lying around cause trips, cuts and fires, and block exits.	**Very high (15) Possible / Fatal**	6.1 Electric shock from live wiring: see step 3 for the full controls [Control (procedures)] 6.2 Order materials to size and send packaging back where you can. [Eliminate] 6.3 Put skips and waste chutes close to the work. [Control (engineering)] 6.4 Clean as you go, and do a full clean up at the end of each day. [Control (procedures)] 6.5 Keep exits, stairs and walkways clear at all times. [Control (procedures)] 6.6 Stack materials neatly on level ground, away from edges. [Control (procedures)] 6.7 Use a registered waste carrier and keep waste transfer notes for at least 2 years. Keep hazardous waste such as asbestos separate, with consignment notes (special waste in Scotland). [Control (procedures)] 6.8 Wear gloves when handling waste. [PPE]	**Medium (5) Very unlikely / Fatal**	Site supervisor

Risk key: risk = likelihood x consequence on a 5 x 5 matrix. Low, Medium, High, Very high. Work must not start while the risk after controls is high or above. Controls are listed in order of the hierarchy of control (eric-pd): Eliminate, Reduce / substitute, Isolate, Control (engineering), Control (procedures), PPE.

4. METHOD STATEMENT: SEQUENCE OF WORK

Step	What we will do	How it is done safely
1	Plan the crane lift and close the area below	Barricade the lift zone and keep everyone out from under the load. Use a crane rated for the load at the radius, set up on firm ground

Step	What we will do	How it is done safely
		with outrigger pads. Check slings, chains, shackles and hooks before use. Remove anything damaged or not tagged.
2	Set up roof edge protection or harness anchors	Do what you can from the ground or from a scaffold at the gutter line, for example pre-assemble parts on the ground. Install edge protection or guardrails on all open roof edges before work starts. Use a perimeter scaffold with handrails and toe boards along the eaves where practical.
3	Isolate power and gas, lock off and label	Isolate the power before any work. Do not work live. Lock out and tag the isolation point with your own personal lock and danger tag. Prove dead at the point of work with an approved voltage indicator (GS38), and prove the tester before and after.
4	Recover refrigerant before disconnecting	Recover refrigerant into an approved cylinder before opening the system. Never vent it. Ventilate closed spaces and use a leak detector during the work. Only F-gas certified engineers handle refrigerants.
5	Lift out the old unit and set the new one, keeping clear of the load	Use tag lines to control loads and agree on clear radio or hand signals. Stop lifting in high wind or when the operator cannot see the signaller. Never ride on a load or hook.
6	Connect, commission and clean the roof	Electric shock from live wiring: see step 3 for the full controls Order materials to size and send packaging back where you can. Put skips and waste chutes close to the work.

5. PPE AND PERMITS

Required PPE	Permits and plans
Safety boots Safety helmet Full body harness and lanyard Hi-vis vest Rigger gloves Safety glasses Sun protection (sunscreen and neck cover) Insulated electrical gloves Arc-rated clothing and face shield Face shield	Lift plan (LOLER reg 8) Roof access permit Work at height permit Permit to work (electrical isolation)

6. PLANT AND EQUIPMENT

Plant / equipment	Licence or training needed	Inspection needed	Rego / ID	Last inspected	Certificate / report
Mobile crane	CPCS or NPORS crane operator card, plus slinger signaller card; lift plan by an Appointed Person	LOLER thorough examination at least every 12 months (lifting accessories such as slings and shackles every 6 months), plus daily pre-use checks			
Hand tools					
Electrical test equipment (multifunction tester)		Check leads and probes meet HSE GS38 before each use; prove the voltage indicator on a proving unit before and after; calibrate at the maker's interval (usually yearly)			

Plant / equipment	Licence or training needed	Inspection needed	Rego / ID	Last inspected	Certificate / report
Extension ladder		Pre-use check every day it is used, plus regular detailed visual inspections recorded (HSE INDG455)			

7. CREW COMPETENCY, TICKETS AND LICENCES

Crew listed at sign-on below, with ticket and licence numbers.

8. EMERGENCY ARRANGEMENTS

Emergency number	999	**First aid kit**	In the work vehicle
Fire extinguisher	In the work vehicle	**Alarm and evacuation**	Shout "Fire" or "Stop" and use the site alarm. Stop work, make the area safe and go to the assembly point. Do not go back in until the supervisor says it is safe.
Reporting incidents	Report reportable incidents to HSE under RIDDOR 2013 (hse.gov.uk/riddor).		

9. SITE ARRANGEMENTS

Welfare	Toilets, drinking water, hand washing and a break area on site	**Security and access**	Work area fenced or kept locked when unattended. Tools and materials secured. Public kept out.
Environmental and waste	Waste goes in a skip or the van and is taken away by a registered waste carrier, with waste transfer notes kept (duty of care). Hazardous waste such as asbestos is kept separate and consigned correctly. Dust and noise kept to a minimum. No run-off into drains.		

10. MONITORING, REVIEW AND LEGAL BASIS

The supervisor checks the controls at the start of each shift and during the work. Stop work and review this RAMS if the work, the crew or the site conditions change, after any incident or near miss, or if the principal contractor asks.

Legal basis: Management of Health and Safety at Work Regulations 1999 and the Construction (Design and Management) Regulations 2015. Employers must assess the risks of their work and record the significant findings (required where you employ 5 or more people). On CDM projects, contractors give their RAMS to the principal contractor before starting, and brief the workers on it.

Keep this RAMS, every revision and the signed briefing register with the site file for the length of the job, and keep a copy in your records afterwards.

11. REVISION HISTORY

Rev	Date	By	What changed
1	9 Nov 2026		First issue

Rev	Date	By	What changed

12. APPROVAL AND BRIEFING REGISTER

	Name	Signature	Date	
Prepared by				
Approved by				
Supervisor				
Principal contractor review				Accepted for use: Yes / No

By signing below, each person confirms this RAMS was explained to them in a site briefing, they understand it and will follow it, and they will stop work and tell the supervisor if anything changes.

Name	Role / company	Tickets / licences	Inducted	Signature	Date

Name	Role / company	Tickets / licences	Inducted	Signature	Date