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	Replace fascia and soffits	**Start date**	9 Nov 2026
Working hours	7:00 am to 3:30 pm	**Trade**	Roofing

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

	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
YES	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	Barricade below and set up a mobile scaffold or secured ladder	Public entering the work area Falling from a ladder Falling from height Rules: CDM Regulations 2015; Work at Height Regulations 2005	Public, Children, Workers, People below. How: Members of the public, including children, walk into the site and are hit by plant or falling objects, or fall into holes. The ladder slips or tips, or the worker overreaches, and they fall onto a hard surface.	**Very high (20) Likely / Fatal**	1.1 Fence off the site with secure temporary fencing and lock the gates when you leave. [Isolate] 1.2 Give pedestrians a safe, marked path around the work, with ramps for prams and wheelchairs. [Isolate] 1.3 Use hoarding, covered walkways or catch fans where work is above public areas. [Control (engineering)] 1.4 Put signs at each entry: site name, contact number and "No unauthorised entry". [Control (procedures)] 1.5 Make the site safe at the end of each day: cover holes, lower plant, remove ladders and lock tools away. [Control (procedures)] 1.6 Use a podium step, mobile tower or MEWP for longer jobs instead of a straight ladder. [Reduce / substitute] 1.7 Use EN 131 professional ladders in good condition. Remove any damaged ladder from site. [Control (engineering)] 1.8 Set extension ladders at a 4 to 1 angle on firm, level ground, tied or footed, and reaching 1 metre above the landing. [Control (engineering)] 1.9 Use ladders only for short, light work (about 30 minutes in one spot). Do not carry heavy or awkward loads up a ladder. [Control (procedures)]	**Medium (8) Unlikely / Major injury**	Site supervisor

#	Activity / step	Hazards	Who might be harmed and how	Risk before	Controls	Risk after	Responsible
					1.10 Keep three points of contact and your belt buckle between the stiles. Do not overreach. [Control (procedures)] 1.11 Do the work from the ground where you can, for example pre-assemble on the ground or use extension poles. [Eliminate] 1.12 Install guardrails or edge protection on all open edges before work starts. [Isolate] 1.13 Use a scaffold, mobile tower or MEWP instead of working off a ladder. [Control (engineering)] 1.14 Where edge protection is not practical, use a fall restraint or fall arrest system on a rated anchor point. [Control (engineering)] 1.15 Have a rescue plan so a worker hanging in a harness can be brought down within minutes. [Control (procedures)]		
2	Check soffit sheets for asbestos and old paint for lead before removing	Disturbing asbestos Lead paint dust and fumes Rules: Control of Asbestos Regulations 2012; Control of Lead at Work Regulations 2002	Workers, Occupants, Public, Residents, Children. How: Buildings built before 2000 may contain asbestos. Drilling, cutting or breaking it releases fibres that cause cancer years later. Lead paint was common before the 1970s and was used in some buildings until 1992. Sanding, scraping or heating it releases dust or fumes that poison workers and families, especially children.	**Very high (15) Possible / Fatal**	2.1 Before work on any building built before 2000, check the refurbishment and demolition asbestos survey for the work area (HSE HSG264). If there is none, presume asbestos is present or have it sampled before you start. [Eliminate] 2.2 Seal off the work area and keep everyone else out. [Isolate] 2.3 If asbestos must be disturbed, keep it wet, use hand tools not power tools, and clean up with an H-class vacuum. [Control (engineering)] 2.4 Most asbestos insulation, coatings and insulating board need a licensed contractor. Notifiable non-licensed work is notified to HSE before it starts. Other work needs trained workers and controls. [Control (procedures)] 2.5 Stop work straight away if you find suspect asbestos. Do not touch it and tell your supervisor. [Control (procedures)] 2.6 Wear a fit-tested FFP3 mask (or better) and disposable type 5 coveralls. [PPE] 2.7 Test old paint for lead before you sand, scrape, cut or heat it. [Eliminate] 2.8 Use wet scraping, chemical strippers or shrouded tools with extraction instead of dry sanding. Never burn off lead paint with an open flame. [Reduce / substitute] 2.9 Seal off the work area with plastic sheeting and keep residents, children and pets out. [Isolate] 2.10 Clean up with an H-class vacuum and wet wipes. Never dry sweep. [Control (engineering)] 2.11 Wash hands and face before eating, drinking or smoking. Change out of dusty clothes before going home. [Control (procedures)] 2.12 Wear an FFP3 mask, disposable coveralls and gloves. [PPE]	**Medium (5) Very unlikely / Fatal**	Site supervisor
3	Remove gutters and old fascia boards, lowering them by hand	Lifting and carrying heavy loads Falling tools and materials	Workers, Public, People below. How: Lifting, carrying, pushing or twisting with	**High (12) Likely / Lost time injury**	3.1 Plan to avoid carrying: have materials delivered, and old items picked up, as close as possible to where they are used. [Eliminate] 3.2 Use lighter or smaller loads: order smaller bags and shorter lengths, and drain or break down old items before moving them.	**Medium (8) Unlikely / Major injury**	Site supervisor

#	Activity / step	Hazards	Who might be harmed and how	Risk before	Controls	Risk after	Responsible
		Cuts from sharp edges Rules: Manual Handling Operations Regulations 1992; Work at Height Regulations 2005, regulation 10 (falling objects)	heavy or awkward loads strains the back, shoulders or knees. Tools, materials or debris fall from above and hit someone working or walking below.		[Reduce / substitute] 3.3 Use trolleys, pallet jacks, hoists, vacuum lifters or plant instead of carrying by hand. [Control (engineering)] 3.4 Use a two-person lift for anything heavy, long or awkward. Plan the route first and clear it. [Control (procedures)] 3.5 Keep the load close, back straight and no twisting. Turn with your feet. [Control (procedures)] 3.6 Barricade and sign the drop zone under overhead work so nobody walks beneath. [Isolate] 3.7 Fit toe boards, kick plates and mesh screens on scaffolds and edges. [Control (engineering)] 3.8 Use catch fans, debris netting or covered walkways where people pass below. [Control (engineering)] 3.9 Tether hand tools when working at height. [Control (engineering)] 3.10 Keep platforms tidy. Do not stack materials near edges or above toe board height. [Control (procedures)] 3.11 Deburr or cover sharp edges, and fit edge protectors on exposed sheet metal. [Control (engineering)] 3.12 Use knives with retractable or self-retracting blades. [Control (engineering)] 3.13 Cut away from your body and keep your other hand clear. [Control (procedures)] 3.14 Put used blades in a blade bin or sharps container. [Control (procedures)] 3.15 Use two people to handle large sheets of metal or glass. [Control (procedures)]		
4	Cut and fix new boards and soffit lining	Saw cuts and kickback Nail gun injuries Wood and MDF dust Loud noise Rules: Provision and Use of Work Equipment Regulations 1998 (PUWER); COSHH Regulations 2002; Control of Noise at Work Regulations 2005	Workers, People nearby. How: Circular saws, drop saws and table saws cut fingers and hands or throw material back at the user. A nail gun fires by accident, or a nail goes through the timber or ricochets and hits the user or someone nearby.	**High (12)** **Possible / Major injury**	4.1 Keep blade guards fitted and working, and use the riving knife on table saws. [Control (engineering)] 4.2 Use push sticks and clamps, and support long pieces so they do not pinch the blade. [Control (engineering)] 4.3 Use a sharp, undamaged blade made for the material. [Control (procedures)] 4.4 Stand to one side of the blade line, out of the kickback path. [Control (procedures)] 4.5 Use a nail gun with a sequential (single shot) trigger, not a contact or bump trigger. [Reduce / substitute] 4.6 Disconnect the air or battery before clearing jams, adjusting or moving between work areas. [Control (engineering)] 4.7 Keep your free hand at least 30 cm from the nailing point. [Control (procedures)] 4.8 Never point the gun at anyone or carry it with your finger on the trigger. [Control (procedures)] 4.9 Buy pre-cut or pre-finished timber where you can. [Reduce / substitute] 4.10 Cut outdoors or in a well-ventilated area away from others. [Isolate]	**Medium (8)** **Unlikely / Major injury**	Site supervisor

#	Activity / step	Hazards	Who might be harmed and how	Risk before	Controls	Risk after	Responsible
					4.11 Use saws and sanders with dust extraction connected to an M-class (or better) vacuum. [Control (engineering)] 4.12 Clean up with a vacuum, not a broom or compressed air. [Control (procedures)] 4.13 Do a COSHH assessment for hardwood and MDF dust. [Control (procedures)] 4.14 Use quieter tools and methods, such as cut-to-size materials, low-noise machines and battery tools. [Reduce / substitute] 4.15 Keep noisy plant away from work areas, and use screens or distance between the noise and people. [Isolate] 4.16 Keep tools maintained and use mufflers on compressors and generators. [Control (engineering)] 4.17 Limit time on noisy tools and rotate workers. [Control (procedures)] 4.18 Assess noise. At 85 dB(A) or more, hearing protection is required and the zone must be marked. [Control (procedures)]		
5	Refit gutters, clean up and remove access	Poor housekeeping and waste Falling from a ladder Rules: Work at Height Regulations 2005	Workers, Visitors. How: Rubbish, offcuts and materials left lying around cause trips, cuts and fires, and block exits. The ladder slips or tips, or the worker overreaches, and they fall onto a hard surface.	**High (12) Possible / Major injury**	5.1 Order materials to size and send packaging back where you can. [Eliminate] 5.2 Put skips and waste chutes close to the work. [Control (engineering)] 5.3 Clean as you go, and do a full clean up at the end of each day. [Control (procedures)] 5.4 Keep exits, stairs and walkways clear at all times. [Control (procedures)] 5.5 Stack materials neatly on level ground, away from edges. [Control (procedures)] 5.6 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)] 5.7 Wear gloves when handling waste. [PPE] 5.8 Do not work off the top three rungs of a leaning ladder. On a stepladder, do not stand on the top two steps (top three on swing-back or double-sided steps) unless there is a suitable handhold. [Control (procedures)] 5.9 Check the ladder before each use: feet, rungs, stiles and locks. [Control (procedures)] 5.10 Wear non-slip safety boots with clean soles. [PPE] 5.11 Falling from a ladder: see step 1 for the full controls [Control (procedures)]	**Medium (8) Unlikely / Major injury**	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	Barricade below and set up a mobile scaffold or secured ladder	Fence off the site with secure temporary fencing and lock the gates when you leave. Give pedestrians a safe, marked path around the work, with ramps for prams and wheelchairs. Use hoarding, covered walkways or catch fans where work is above public areas.
2	Check soffit sheets for asbestos and old paint for lead before removing	Before work on any building built before 2000, check the refurbishment and demolition asbestos survey for the work area (HSE HSG264). If there is none, presume asbestos is present or have it sampled before you start. Seal off the work area and keep everyone else out. If asbestos must be disturbed, keep it wet, use hand tools not power tools, and clean up with an H-class vacuum.
3	Remove gutters and old fascia boards, lowering them by hand	Plan to avoid carrying: have materials delivered, and old items picked up, as close as possible to where they are used. Use lighter or smaller loads: order smaller bags and shorter lengths, and drain or break down old items before moving them. Use trolleys, pallet jacks, hoists, vacuum lifters or plant instead of carrying by hand.
4	Cut and fix new boards and soffit lining	Keep blade guards fitted and working, and use the riving knife on table saws. Use push sticks and clamps, and support long pieces so they do not pinch the blade. Use a sharp, undamaged blade made for the material.
5	Refit gutters, clean up and remove access	Order materials to size and send packaging back where you can. Put skips and waste chutes close to the work. Clean as you go, and do a full clean up at the end of each day.

5. PPE AND PERMITS

Required PPE	Permits and plans
Safety boots Safety glasses Rigger gloves FFP3 dust mask Ear defenders Hi-vis vest Safety helmet Half-mask respirator (P3 filters) Coveralls Cut-resistant gloves	None required

6. PLANT AND EQUIPMENT

Plant / equipment	Licence or training needed	Inspection needed	Rego / ID	Last inspected	Certificate / report
Mobile access tower	PASMA certificate	Inspected by a competent person after assembly, after anything that could affect stability (such as high winds or alteration) and at least every 7 days where a fall of 2 m or more is possible; report within 24 hours (Work at Height Regulations 2005 reg 12, Schedule 7); re-inspect each time the tower is moved and re-erected			
Extension ladder		Pre-use check every day it is used, plus regular detailed visual inspections recorded (HSE INDG455)			

Plant / equipment	Licence or training needed	Inspection needed	Rego / ID	Last inspected	Certificate / report
Circular saw		User check before each use; formal visual inspection and PAT testing at intervals set by risk (110V on site)			
Nail gun					
Hand tools					

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

Rev	Date	By	What changed
1	9 Nov 2026		First issue

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