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 gutters and downpipes	**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)

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
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 the area below and check for power lines near the gutter line	Public entering the work area Contact with overhead power lines Falling tools and materials Rules: CDM Regulations 2015; HSE GS6 Avoiding danger from overhead power lines; Work at Height Regulations 2005, regulation 10 (falling objects)	Public, Children, Workers, Plant operators, 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. A ladder, MEWP, crane, tipper or long length of material touches or gets close to an overhead line and electrocutes people.	**High (12) Possible / Major injury**	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 Ask the distribution network operator (DNO) to turn off, move or insulate the lines before work starts. [Eliminate] 1.7 Use non-conductive (fibreglass) ladders near any power lines. [Reduce / substitute] 1.8 Mark the safe distance with flags, tape or goal posts and keep all plant and people outside it. [Isolate] 1.9 Follow HSE GS6: barriers, goal posts under the lines and a permit for work near them. [Control (procedures)] 1.10 Use a dedicated spotter whenever plant moves or raises anything near lines. [Control (procedures)]	**Medium (8) Unlikely / Major injury**	Site supervisor

#	Activity / step	Hazards	Who might be harmed and how	Risk before	Controls	Risk after	Responsible
					1.11 Treat all lines as live. If plant touches a line, stay in the cab and keep everyone well away. [Control (procedures)] 1.12 Barricade and sign the drop zone under overhead work so nobody walks beneath. [Isolate] 1.13 Fit toe boards, kick plates and mesh screens on scaffolds and edges. [Control (engineering)] 1.14 Falling tools and materials: see step 5 for the full controls [Control (procedures)]		
2	Check old gutters, fascia and eaves sheeting for asbestos, and old paint for lead, before cutting	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	Set up a mobile scaffold, MEWP or roof edge protection; use a secured ladder only for short, light work with three points of contact	Falling from height Falling from a ladder MEWP tip-over or crush Scaffold collapse or fall from scaffold Rules: Work at Height Regulations 2005; Work	Workers, People below, People nearby, Public. How: A worker falls from any height where a fall could cause injury, such as an edge, platform or opening. The ladder slips or tips, or the	**Very high (20) Likely / Fatal**	3.1 Do the work from the ground where you can, for example pre-assemble on the ground or use extension poles. [Eliminate] 3.2 Install guardrails or edge protection on all open edges before work starts. [Isolate] 3.3 Use a scaffold, mobile tower or MEWP instead of working off a ladder. [Control (engineering)] 3.4 Where edge protection is not practical, use a fall restraint or fall arrest system on a rated anchor point. [Control (engineering)]	**Medium (8) Unlikely / Major injury**	Site supervisor

#	Activity / step	Hazards	Who might be harmed and how	Risk before	Controls	Risk after	Responsible
		at Height Regulations 2005 and LOLER 1998	worker overreaches, and they fall onto a hard surface.		3.5 Use a podium step, mobile tower or MEWP for longer jobs instead of a straight ladder. [Reduce / substitute] 3.6 Use EN 131 professional ladders in good condition. Remove any damaged ladder from site. [Control (engineering)] 3.7 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)] 3.8 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)] 3.9 Check the ground before setting up. Use outriggers and spreader pads, and keep clear of trenches, pits and slopes. [Control (engineering)] 3.10 Use a platform with tilt alarm and secondary guarding (anti-entrapment) where there is an overhead crush risk. [Control (engineering)] 3.11 Use IPAF-trained operators for MEWPs, carrying their PAL card. [Control (procedures)] 3.12 Do a pre-start check each day. Keep a trained person on the ground who can lower the platform in an emergency. [Control (procedures)] 3.13 Never exceed the safe working load, climb on the rails or use a ladder in the basket. [Control (procedures)] 3.14 Scaffold is built, altered and taken down only by CISRS-carded scaffolders, to TG20 or a specific design. [Control (engineering)] 3.15 Fit guardrails, mid rails and toe boards on every working platform. [Control (engineering)] 3.16 Use mobile scaffolds only on firm, level ground with castors locked and outriggers fitted. Never move one with anyone on it. [Control (engineering)] 3.17 Mobile towers are built by PASMA-trained workers. [Control (procedures)] 3.18 Inspect the scaffold before first use, after any change or bad weather, and at least every 7 days. Record it on the tag and register. [Control (procedures)]		
4	Clean out the old gutter with gloves on, watching for sharp edges and wasp nests. Wet down any bird or possum droppings and wear a dust mask if there are a lot	Cuts from sharp edges Bites and stings	Workers. How: Sheet metal, glass, blades, cable tray and offcuts cut hands and arms. Spiders, wasps, bees, ticks and dogs bite or sting workers in roof spaces, under floors and in gardens.	**Medium (9) Possible / Lost time injury**	4.1 Deburr or cover sharp edges, and fit edge protectors on exposed sheet metal. [Control (engineering)] 4.2 Use knives with retractable or self-retracting blades. [Control (engineering)] 4.3 Cut away from your body and keep your other hand clear. [Control (procedures)] 4.4 Put used blades in a blade bin or sharps container. [Control (procedures)] 4.5 Use two people to handle large sheets of metal or glass. [Control (procedures)] 4.6 Wear cut-resistant gloves and long sleeves. [PPE]	**Medium (6) Unlikely / Lost time injury**	Site supervisor

#	Activity / step	Hazards	Who might be harmed and how	Risk before	Controls	Risk after	Responsible
					4.7 Check work areas before starting, and get pest control to remove nests. [Eliminate] 4.8 Look before you reach into dark spaces. [Control (procedures)] 4.9 Ask owners to keep pets away from the work area. [Control (procedures)] 4.10 Know who has allergies and keep their medication, such as an adrenaline auto-injector, close by. [Control (procedures)] 4.11 Wear gloves, long sleeves and boots. Use insect repellent outdoors. [PPE]		
5	Cut old gutters into short lengths and lower them down; never drop them	Lifting and carrying heavy loads Cuts from sharp edges Falling tools and materials Rules: Manual Handling Operations Regulations 1992; Work at Height Regulations 2005, regulation 10 (falling objects)	Workers, Public, People below. How: Lifting, carrying, pushing or twisting with heavy or awkward loads strains the back, shoulders or knees. Sheet metal, glass, blades, cable tray and offcuts cut hands and arms.	**High (12) Likely / Lost time injury**	5.1 Plan to avoid carrying: have materials delivered, and old items picked up, as close as possible to where they are used. [Eliminate] 5.2 Use lighter or smaller loads: order smaller bags and shorter lengths, and drain or break down old items before moving them. [Reduce / substitute] 5.3 Use trolleys, pallet jacks, hoists, vacuum lifters or plant instead of carrying by hand. [Control (engineering)] 5.4 Use a two-person lift for anything heavy, long or awkward. Plan the route first and clear it. [Control (procedures)] 5.5 Keep the load close, back straight and no twisting. Turn with your feet. [Control (procedures)] 5.6 Cuts from sharp edges: see step 4 for the full controls [Control (procedures)] 5.7 Barricade and sign the drop zone under overhead work so nobody walks beneath. [Isolate] 5.8 Fit toe boards, kick plates and mesh screens on scaffolds and edges. [Control (engineering)] 5.9 Use catch fans, debris netting or covered walkways where people pass below. [Control (engineering)] 5.10 Tether hand tools when working at height. [Control (engineering)] 5.11 Keep platforms tidy. Do not stack materials near edges or above toe board height. [Control (procedures)]	**Medium (8) Unlikely / Major injury**	Site supervisor
6	Check the fascia is sound and replace any rotten sections before fixing brackets	Falling from height Injury from power tools Wood and MDF dust Rules: Work at Height Regulations 2005; Provision and Use of Work Equipment Regulations 1998 (PUWER); COSHH Regulations 2002	Workers, People below, People nearby. How: A worker falls from any height where a fall could cause injury, such as an edge, platform or opening. Drills, saws, routers and sanders kick back, catch clothing or throw debris, causing cuts, broken bones and eye injuries.	**Very high (20) Likely / Fatal**	6.1 Have a rescue plan so a worker hanging in a harness can be brought down within minutes. [Control (procedures)] 6.2 Wear a full body harness with a shock-absorbing lanyard, clipped on at all times when using fall arrest. [PPE] 6.3 Falling from height: see step 3 for the full controls [Control (procedures)] 6.4 Keep all guards fitted and working. Never tie back or remove a guard. [Control (engineering)] 6.5 Clamp or secure the work piece. Do not hold it by hand. [Control (engineering)] 6.6 Only trained, competent people use power tools, following the maker's instructions. [Control (procedures)] 6.7 Check tools before use. Unplug or remove the battery before	**Medium (6) Unlikely / Lost time injury**	Site supervisor

#	Activity / step	Hazards	Who might be harmed and how	Risk before	Controls	Risk after	Responsible
					changing blades or bits. [Control (procedures)] 6.8 No loose clothing, jewellery or long hair near spinning parts. [Control (procedures)] 6.9 Buy pre-cut or pre-finished timber where you can. [Reduce / substitute] 6.10 Cut outdoors or in a well-ventilated area away from others. [Isolate] 6.11 Use saws and sanders with dust extraction connected to an M-class (or better) vacuum. [Control (engineering)] 6.12 Clean up with a vacuum, not a broom or compressed air. [Control (procedures)] 6.13 Do a COSHH assessment for hardwood and MDF dust. [Control (procedures)] 6.14 Wear an FFP3 dust mask for cutting and sanding. [PPE]		
7	Fix brackets to the right fall, then fit the new gutter and downpipes, keeping tools tethered at height	Injury from power tools Cuts from sharp edges Falling tools and materials Sun exposure (UV) Rules: Provision and Use of Work Equipment Regulations 1998 (PUWER); Work at Height Regulations 2005, regulation 10 (falling objects)	Workers, People nearby, Public, People below. How: Drills, saws, routers and sanders kick back, catch clothing or throw debris, causing cuts, broken bones and eye injuries. Sheet metal, glass, blades, cable tray and offcuts cut hands and arms.	**High (12) Possible / Major injury**	7.1 Wear safety glasses and hearing protection. Do not wear loose gloves on drills or other rotating tools. [PPE] 7.2 Injury from power tools: see step 6 for the full controls [Control (procedures)] 7.3 Cuts from sharp edges: see step 4 for the full controls [Control (procedures)] 7.4 Lower materials with a hoist, chute or rope. Never throw or drop anything down. [Control (procedures)] 7.5 Wear a hard hat anywhere objects could fall. [PPE] 7.6 Falling tools and materials: see step 5 for the full controls [Control (procedures)] 7.7 Plan outdoor work for early morning or late afternoon when UV is lower. [Eliminate] 7.8 Put shade covers over fixed work areas. [Control (engineering)] 7.9 Check the UV index each day. Use sun protection when it is 3 or higher. [Control (procedures)] 7.10 Check your skin regularly and see a doctor about any new or changing spots. [Control (procedures)]	**Medium (8) Unlikely / Major injury**	Site supervisor
8	Seal joints and connect downpipes to the surface water system	Hazardous chemicals Lifting and carrying heavy loads Rules: COSHH Regulations 2002; Manual Handling Operations Regulations 1992	Workers, Occupants. How: Glues, sealants, solvents, acids, cleaners and cement burn skin and eyes or cause breathing problems and poisoning. Lifting, carrying, pushing or twisting with heavy or awkward loads strains the back, shoulders or knees.	**High (12) Likely / Lost time injury**	8.1 Choose the least harmful product that does the job, for example water-based instead of solvent-based. [Reduce / substitute] 8.2 Use chemicals in well-ventilated areas, or use fans and extraction in closed rooms. [Control (engineering)] 8.3 Do a COSHH assessment and read the Safety Data Sheet (SDS) before use. [Control (procedures)] 8.4 Keep chemicals in labelled containers. Never decant into drink bottles. [Control (procedures)] 8.5 Store chemicals away from heat, food and drink, and keep products that react with each other apart. [Control (procedures)] 8.6 Have eye wash and a spill kit nearby, and wash hands before eating. [Control (procedures)] 8.7 Wear chemical-resistant gloves and safety glasses or goggles as	**Medium (6) Unlikely / Lost time injury**	Site supervisor

#	Activity / step	Hazards	Who might be harmed and how	Risk before	Controls	Risk after	Responsible
					listed on the SDS. [PPE] 8.8 Use a respirator with the right cartridge if the SDS calls for one. [PPE] 8.9 Rotate tasks and take breaks on long lifting jobs. [Control (procedures)] 8.10 Wear gloves for grip and safety boots to protect your feet. [PPE] 8.11 Lifting and carrying heavy loads: see step 5 for the full controls [Control (procedures)]		
9	Water test the gutter, clean up swarf and offcuts, and remove access equipment	Poor housekeeping and waste Slips and trips	Workers, Visitors, Public. How: Rubbish, offcuts and materials left lying around cause trips, cuts and fires, and block exits. Workers slip on wet or muddy ground or trip on leads, offcuts and uneven ground, causing sprains, broken bones or head injuries.	**Medium (8) Likely / Minor injury**	9.1 Order materials to size and send packaging back where you can. [Eliminate] 9.2 Put skips and waste chutes close to the work. [Control (engineering)] 9.3 Clean as you go, and do a full clean up at the end of each day. [Control (procedures)] 9.4 Keep exits, stairs and walkways clear at all times. [Control (procedures)] 9.5 Stack materials neatly on level ground, away from edges. [Control (procedures)] 9.6 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)] 9.7 Wear gloves when handling waste. [PPE] 9.8 Plan walkways and keep them clear of materials, hoses and leads. [Eliminate] 9.9 Run leads and hoses overhead on hooks or stands, or along walls, not across walkways. [Control (engineering)] 9.10 Fill or cover holes, and lay boards or mats on muddy access paths. [Control (engineering)] 9.11 Clean up offcuts, packaging and spills as you go, not at the end of the day. [Control (procedures)] 9.12 Keep work areas, stairs and access paths well lit. [Control (procedures)] 9.13 Wear safety boots with good grip, laced up. [PPE]	**Low (4) Unlikely / Minor 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 the area below and check for power lines near the gutter line	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.

Step	What we will do	How it is done safely
2	Check old gutters, fascia and eaves sheeting for asbestos, and old paint for lead, before cutting	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	Set up a mobile scaffold, MEWP or roof edge protection; use a secured ladder only for short, light work with three points of contact	Do the work from the ground where you can, for example pre-assemble on the ground or use extension poles. Install guardrails or edge protection on all open edges before work starts. Use a scaffold, mobile tower or MEWP instead of working off a ladder.
4	Clean out the old gutter with gloves on, watching for sharp edges and wasp nests. Wet down any bird or possum droppings and wear a dust mask if there are a lot	Deburr or cover sharp edges, and fit edge protectors on exposed sheet metal. Use knives with retractable or self-retracting blades. Cut away from your body and keep your other hand clear.
5	Cut old gutters into short lengths and lower them down; never drop them	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.
6	Check the fascia is sound and replace any rotten sections before fixing brackets	Have a rescue plan so a worker hanging in a harness can be brought down within minutes. Wear a full body harness with a shock-absorbing lanyard, clipped on at all times when using fall arrest. Falling from height: see step 3 for the full controls
7	Fix brackets to the right fall, then fit the new gutter and downpipes, keeping tools tethered at height	Wear safety glasses and hearing protection. Do not wear loose gloves on drills or other rotating tools. Injury from power tools: see step 6 for the full controls Cuts from sharp edges: see step 4 for the full controls
8	Seal joints and connect downpipes to the surface water system	Choose the least harmful product that does the job, for example water-based instead of solvent-based. Use chemicals in well-ventilated areas, or use fans and extraction in closed rooms. Do a COSHH assessment and read the Safety Data Sheet (SDS) before use.
9	Water test the gutter, clean up swarf and offcuts, and remove access equipment	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 Cut-resistant gloves Safety glasses Sun protection (sunscreen and neck cover) Hi-vis vest Safety helmet Half-mask respirator (P3 filters) Coveralls Rigger gloves Full body harness and lanyard Ear defenders FFP3 dust mask Chemical-resistant gloves	Work at height permit

Required PPE	Permits and plans
Safety goggles	

6. PLANT AND EQUIPMENT

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)			
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			
Scissor lift (MEWP)	IPAF PAL card (3a)	LOLER thorough examination at least every 6 months (it lifts people), plus a pre-use check each shift			
Hand tools					
Power drill		User check before each use; formal visual inspection and PAT testing at intervals set by risk (110V on site)			

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

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