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	Roof repair and leak repair	**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	Check the roof type and condition from the ground, looking for brittle sheets, skylights and asbestos	Falling through a fragile roof or skylight Disturbing asbestos Rules: Work at Height Regulations 2005, regulation 9 (fragile surfaces); Control of Asbestos Regulations 2012	Workers, People below, Occupants, Public. How: A worker steps on a skylight, clear sheet or old fibre cement roof and falls through to the floor below. Buildings built before 2000 may contain asbestos. Drilling, cutting or breaking it releases fibres that cause cancer years later.	**Very high (15) Possible / Fatal**	1.1 Work from underneath or from a MEWP so nobody stands on the fragile roof. [Eliminate] 1.2 Cover or guard every skylight and fragile sheet with a fixed, marked cover or mesh before work starts. [Isolate] 1.3 Use safety nets or a boarded platform under the work, and staging or crawl boards to spread the load on fragile surfaces. [Control (engineering)] 1.4 Use fall arrest on rated anchors when working near fragile areas. [Control (engineering)] 1.5 Treat all roof sheets as fragile until a competent person confirms they are not. Old fibre cement and plastic sheets are fragile. [Control (procedures)] 1.6 Put "Fragile roof" signs at every roof access point. [Control (procedures)] 1.7 Never walk on sheets between purlins or along skylights. Stay on boards or staging. [Control (procedures)] 1.8 Wear a full body harness clipped to a rated anchor. [PPE] 1.9 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	**Medium (5) Very unlikely / Fatal**	Site supervisor

#	Activity / step	Hazards	Who might be harmed and how	Risk before	Controls	Risk after	Responsible
					have it sampled before you start. [Eliminate] 1.10 Seal off the work area and keep everyone else out. [Isolate] 1.11 If asbestos must be disturbed, keep it wet, use hand tools not power tools, and clean up with an H-class vacuum. [Control (engineering)] 1.12 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)] 1.13 Stop work straight away if you find suspect asbestos. Do not touch it and tell your supervisor. [Control (procedures)] 1.14 Wear a fit-tested FFP3 mask (or better) and disposable type 5 coveralls. [PPE]		
2	Set up a secured ladder and edge protection or a harness and anchor	Falling from a ladder Falling from a roof edge Rules: Work at Height Regulations 2005	Workers, People below. How: The ladder slips or tips, or the worker overreaches, and they fall onto a hard surface. A worker slips or walks off the edge of a roof or gutter line and falls to the ground.	**Very high (20) Likely / Fatal**	2.1 Use a podium step, mobile tower or MEWP for longer jobs instead of a straight ladder. [Reduce / substitute] 2.2 Use EN 131 professional ladders in good condition. Remove any damaged ladder from site. [Control (engineering)] 2.3 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)] 2.4 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)] 2.5 Keep three points of contact and your belt buckle between the stiles. Do not overreach. [Control (procedures)] 2.6 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)] 2.7 Check the ladder before each use: feet, rungs, stiles and locks. [Control (procedures)] 2.8 Wear non-slip safety boots with clean soles. [PPE] 2.9 Do what you can from the ground or from a scaffold at the gutter line, for example pre-assemble parts on the ground. [Eliminate] 2.10 Install edge protection or guardrails on all open roof edges before work starts. [Isolate] 2.11 Use a perimeter scaffold with handrails and toe boards along the eaves where practical. [Control (engineering)] 2.12 Where guardrails cannot be fitted, use fall restraint on certified roof anchors so workers cannot reach the edge. [Control (engineering)] 2.13 Use one safe, controlled access point and keep others off the roof. [Control (procedures)] 2.14 Stop roof work in strong wind or rain, and when the roof is wet, icy or covered in dust or frost. [Control (procedures)] 2.15 Wear a harness clipped to a rated anchor when using restraint	**Medium (8) Unlikely / Major injury**	Site supervisor

#	Activity / step	Hazards	Who might be harmed and how	Risk before	Controls	Risk after	Responsible
					or fall arrest, and soft-soled non-slip boots. [PPE]		
3	Go into the roof space to find the leak, watching for live cables and weak ceiling joists	Electric shock from live wiring Falling through a floor opening or void Heat stress Bites and stings Rules: Electricity at Work Regulations 1989; Work at Height Regulations 2005	Workers, Occupants, Visitors. How: Contact with live wires, distribution boards or equipment gives an electric shock or arc flash burn that can kill. A worker steps into an open hole, stairwell, lift shaft or penetration and falls to the level below.	**Very high (15) Possible / Fatal**	3.1 Isolate the power before any work. Do not work live. [Eliminate] 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 Cover every hole and penetration with a fixed, secured cover marked "HOLE" or "DANGER". [Isolate] 3.6 Put guardrails with toe boards around stairwells, lift shafts, voids and open edges. [Isolate] 3.7 Install stairs early and fit temporary handrails as soon as they go in. [Control (engineering)] 3.8 Never remove a cover or guardrail without approval. Put it back straight away. [Control (procedures)] 3.9 Schedule heavy work for the cooler part of the day. [Eliminate] 3.10 Provide shade over work and rest areas, and fans or cooling in roof spaces. [Control (engineering)] 3.11 Supply cool drinking water close by and drink a cup every 15 to 20 minutes. [Control (procedures)] 3.12 Take regular rest breaks in the shade, more often as it gets hotter. [Control (procedures)] 3.13 Check work areas before starting, and get pest control to remove nests. [Eliminate] 3.14 Look before you reach into dark spaces. [Control (procedures)] 3.15 Ask owners to keep pets away from the work area. [Control (procedures)] 3.16 Know who has allergies and keep their medication, such as an adrenaline auto-injector, close by. [Control (procedures)]	**Medium (8) Unlikely / Major injury**	Site supervisor
4	Replace cracked tiles, sheets or flashings and seal joints	Cuts from sharp edges Hazardous chemicals Slips and trips Rules: COSHH Regulations 2002	Workers, Occupants, Visitors, Public. How: Sheet metal, glass, blades, cable tray and offcuts cut hands and arms. Glues, sealants, solvents, acids, cleaners and cement burn skin and eyes or cause breathing problems and poisoning.	**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 Choose the least harmful product that does the job, for example water-based instead of solvent-based. [Reduce / substitute] 4.7 Use chemicals in well-ventilated areas, or use fans and extraction in closed rooms. [Control (engineering)]	**Medium (6) Unlikely / Lost time injury**	Site supervisor

#	Activity / step	Hazards	Who might be harmed and how	Risk before	Controls	Risk after	Responsible
					4.8 Do a COSHH assessment and read the Safety Data Sheet (SDS) before use. [Control (procedures)] 4.9 Keep chemicals in labelled containers. Never decant into drink bottles. [Control (procedures)] 4.10 Store chemicals away from heat, food and drink, and keep products that react with each other apart. [Control (procedures)] 4.11 Plan walkways and keep them clear of materials, hoses and leads. [Eliminate] 4.12 Run leads and hoses overhead on hooks or stands, or along walls, not across walkways. [Control (engineering)] 4.13 Fill or cover holes, and lay boards or mats on muddy access paths. [Control (engineering)] 4.14 Clean up offcuts, packaging and spills as you go, not at the end of the day. [Control (procedures)] 4.15 Keep work areas, stairs and access paths well lit. [Control (procedures)]		
5	Use heat for flashings only with a hot work permit and a fire extinguisher at hand	Fire from hot works Burns from hot surfaces Rules: CDM 2015 regs 29 to 31 (fire on construction sites). Occupied premises: Regulatory Reform (Fire Safety) Order 2005 (England and Wales), Fire (Scotland) Act 2005, Fire Safety Regulations (NI) 2010	Workers, Occupants, Public. How: Sparks and heat from welding, grinding or flame torches set fire to timber, insulation, rubbish or fuel nearby. Touching hot pipes, tools, bitumen, solder or freshly welded metal burns the skin.	**Very high (15) Possible / Fatal**	5.1 Use cold work methods where you can, such as bolting, press fittings or cutting with a saw instead of a torch. [Eliminate] 5.2 Move anything that can burn at least 10 metres away, or cover it with fire blankets. [Isolate] 5.3 Use fire-resistant screens to stop sparks reaching people or gaps in walls and floors. [Control (engineering)] 5.4 Get a hot work permit before starting. [Control (procedures)] 5.5 Keep a charged fire extinguisher and fire blanket at the work spot. [Control (procedures)] 5.6 Keep a fire watch during the work and for at least 60 minutes after you finish. [Control (procedures)] 5.7 Check for smouldering behind walls, in ceilings and under floors before you leave. [Control (procedures)] 5.8 Wear flame-resistant clothing, welding gloves and eye or face protection. [PPE] 5.9 Isolate heating systems and let parts cool before you touch them. [Eliminate] 5.10 Fit guards or insulation on hot pipes and equipment. [Control (engineering)] 5.11 Mark hot items with chalk or a "HOT" sign so others know. [Control (procedures)] 5.12 Keep a first aid kit and cool running water nearby for burns. [Control (procedures)] 5.13 Wear heat-resistant gloves and long sleeves. [PPE]	**Medium (5) Very unlikely / Fatal**	Site supervisor
6	Clean up debris, check gutters are clear and remove the ladder	Poor housekeeping and waste Falling tools and materials	Workers, Visitors, Public, People below. How: Rubbish, offcuts and materials left lying around cause trips, cuts	**High (12) Possible / Major injury**	6.1 Order materials to size and send packaging back where you can. [Eliminate] 6.2 Put skips and waste chutes close to the work. [Control (engineering)] 6.3 Clean as you go, and do a full clean up at the end of each day.	**Medium (8) Unlikely / Major injury**	Site supervisor

#	Activity / step	Hazards	Who might be harmed and how	Risk before	Controls	Risk after	Responsible
		Rules: Work at Height Regulations 2005, regulation 10 (falling objects)	and fires, and block exits. Tools, materials or debris fall from above and hit someone working or walking below.		[Control (procedures)] 6.4 Keep exits, stairs and walkways clear at all times. [Control (procedures)] 6.5 Stack materials neatly on level ground, away from edges. [Control (procedures)] 6.6 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)] 6.7 Wear gloves when handling waste. [PPE] 6.8 Barricade and sign the drop zone under overhead work so nobody walks beneath. [Isolate] 6.9 Fit toe boards, kick plates and mesh screens on scaffolds and edges. [Control (engineering)] 6.10 Use catch fans, debris netting or covered walkways where people pass below. [Control (engineering)] 6.11 Tether hand tools when working at height. [Control (engineering)] 6.12 Keep platforms tidy. Do not stack materials near edges or above toe board height. [Control (procedures)] 6.13 Lower materials with a hoist, chute or rope. Never throw or drop anything down. [Control (procedures)] 6.14 Wear a hard hat anywhere objects could fall. [PPE]		

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	Check the roof type and condition from the ground, looking for brittle sheets, skylights and asbestos	Work from underneath or from a MEWP so nobody stands on the fragile roof. Cover or guard every skylight and fragile sheet with a fixed, marked cover or mesh before work starts. Use safety nets or a boarded platform under the work, and staging or crawl boards to spread the load on fragile surfaces.
2	Set up a secured ladder and edge protection or a harness and anchor	Use a podium step, mobile tower or MEWP for longer jobs instead of a straight ladder. Use EN 131 professional ladders in good condition. Remove any damaged ladder from site. Set extension ladders at a 4 to 1 angle on firm, level ground, tied or footed, and reaching 1 metre above the landing.
3	Go into the roof space to find the leak, watching for live cables and weak ceiling joists	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	Replace cracked tiles, sheets or flashings and seal joints	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	Use heat for flashings only with a hot work permit and a	Use cold work methods where you can, such as bolting, press fittings or cutting with a saw instead of a torch. Move anything that can

Step	What we will do	How it is done safely
	fire extinguisher at hand	burn at least 10 metres away, or cover it with fire blankets. Use fire-resistant screens to stop sparks reaching people or gaps in walls and floors.
6	Clean up debris, check gutters are clear and remove the ladder	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 Full body harness and lanyard Rigger gloves Safety glasses Sun protection (sunscreen and neck cover) Safety helmet Half-mask respirator (P3 filters) Coveralls Cut-resistant gloves Chemical-resistant gloves Safety goggles Welding gauntlets Face shield	Roof access permit Work at height permit Hot works permit (fire watch at least 60 minutes after)

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)			
Hand tools					
Propane gas torch					

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