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	Commercial flat roof solar installation	**Start date**	9 Nov 2026
Working hours	7:00 am to 3:30 pm	**Trade**	Solar

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	Install edge protection and guard skylights	Falling from a roof edge Falling through a fragile roof or skylight Falling through a floor opening or void Rules: Work at Height Regulations 2005; Work at Height Regulations 2005, regulation 9 (fragile surfaces)	Workers, People below, Visitors. 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**	1.1 Do what you can from the ground or from a scaffold at the gutter line, for example pre-assemble parts on the ground. [Eliminate] 1.2 Install edge protection or guardrails on all open roof edges before work starts. [Isolate] 1.3 Use a perimeter scaffold with handrails and toe boards along the eaves where practical. [Control (engineering)] 1.4 Where guardrails cannot be fitted, use fall restraint on certified roof anchors so workers cannot reach the edge. [Control (engineering)] 1.5 Use one safe, controlled access point and keep others off the roof. [Control (procedures)] 1.6 Work from underneath or from a MEWP so nobody stands on the fragile roof. [Eliminate] 1.7 Cover or guard every skylight and fragile sheet with a fixed, marked cover or mesh before work starts. [Isolate] 1.8 Use safety nets or a boarded platform under the work, and staging or crawl boards to spread the load on fragile surfaces. [Control (engineering)] 1.9 Use fall arrest on rated anchors when working near fragile areas. [Control (engineering)]	**Medium (5) Very unlikely / Fatal**	Site supervisor

#	Activity / step	Hazards	Who might be harmed and how	Risk before	Controls	Risk after	Responsible
					1.10 Treat all roof sheets as fragile until a competent person confirms they are not. Old fibre cement and plastic sheets are fragile. [Control (procedures)] 1.11 Cover every hole and penetration with a fixed, secured cover marked "HOLE" or "DANGER". [Isolate] 1.12 Put guardrails with toe boards around stairwells, lift shafts, voids and open edges. [Isolate] 1.13 Install stairs early and fit temporary handrails as soon as they go in. [Control (engineering)] 1.14 Never remove a cover or guardrail without approval. Put it back straight away. [Control (procedures)] 1.15 Inspect covers and barriers daily and after other trades have been through. [Control (procedures)]		
2	Crane panels onto the roof with an exclusion zone below	Crane and lifting failure Falling tools and materials Public entering the work area Rules: Lifting Operations and Lifting Equipment Regulations 1998 (LOLER); Work at Height Regulations 2005, regulation 10 (falling objects); CDM Regulations 2015	Workers, Public, People below, Children. How: A load falls or swings, or the crane tips, crushing workers under or near the lift. Tools, materials or debris fall from above and hit someone working or walking below.	**High (12) Possible / Major injury**	2.1 Barricade the lift zone and keep everyone out from under the load. [Isolate] 2.2 Use a crane rated for the load at the radius, set up on firm ground with outrigger pads. [Control (engineering)] 2.3 Check slings, chains, shackles and hooks before use. Remove anything damaged or not tagged. [Control (engineering)] 2.4 Have a lift plan made by an appointed person, following LOLER. [Control (procedures)] 2.5 Use CPCS or NPORS carded crane operators, slingers and signallers. [Control (procedures)] 2.6 Barricade and sign the drop zone under overhead work so nobody walks beneath. [Isolate] 2.7 Fit toe boards, kick plates and mesh screens on scaffolds and edges. [Control (engineering)] 2.8 Use catch fans, debris netting or covered walkways where people pass below. [Control (engineering)] 2.9 Tether hand tools when working at height. [Control (engineering)] 2.10 Keep platforms tidy. Do not stack materials near edges or above toe board height. [Control (procedures)] 2.11 Fence off the site with secure temporary fencing and lock the gates when you leave. [Isolate] 2.12 Give pedestrians a safe, marked path around the work, with ramps for prams and wheelchairs. [Isolate] 2.13 Use hoarding, covered walkways or catch fans where work is above public areas. [Control (engineering)] 2.14 Put signs at each entry: site name, contact number and "No unauthorised entry". [Control (procedures)] 2.15 Make the site safe at the end of each day: cover holes, lower plant, remove ladders and lock tools away. [Control (procedures)]	**Medium (8) Unlikely / Major injury**	Site supervisor
3	Spread loads so the roof is not overloaded	Structural collapse during alterations	Workers, Occupants. How: Removing a wall, beam, post or bracing	**High (10) Unlikely / Fatal**	3.1 Get an engineer to check before removing any wall, beam, post or bracing that may be load-bearing. [Eliminate] 3.2 Keep everyone clear of the area under and next to the work.	**Medium (5) Very unlikely / Fatal**	Site supervisor

#	Activity / step	Hazards	Who might be harmed and how	Risk before	Controls	Risk after	Responsible
		Rules: CDM Regulations 2015, regulation 19 (stability of structures)	makes part of the building fall on workers.		[Isolate] 3.3 Install temporary props, needles or shoring as designed before removing any support. [Control (engineering)] 3.4 Follow the engineer's sequence. Do not change it without approval. [Control (procedures)] 3.5 Check props daily. Do not remove them until the permanent support is in and approved. [Control (procedures)] 3.6 Wear a hard hat and safety boots. [PPE]		
4	Fit frames and panels	Lifting and carrying heavy loads Strong wind and storms Cuts from sharp edges Rules: Manual Handling Operations Regulations 1992	Workers, Public. How: Lifting, carrying, pushing or twisting with heavy or awkward loads strains the back, shoulders or knees. Wind blows sheets, panels and people off roofs and scaffolds, and storms and lightning make work at height and lifting unsafe.	**High (12) Likely / Lost time injury**	4.1 Plan to avoid carrying: have materials delivered, and old items picked up, as close as possible to where they are used. [Eliminate] 4.2 Use lighter or smaller loads: order smaller bags and shorter lengths, and drain or break down old items before moving them. [Reduce / substitute] 4.3 Use trolleys, pallet jacks, hoists, vacuum lifters or plant instead of carrying by hand. [Control (engineering)] 4.4 Use a two-person lift for anything heavy, long or awkward. Plan the route first and clear it. [Control (procedures)] 4.5 Keep the load close, back straight and no twisting. Turn with your feet. [Control (procedures)] 4.6 Check the forecast each morning and plan work at height and lifting around the weather. [Eliminate] 4.7 Tie down or weigh down loose sheets, panels, boards and rubbish at the end of each shift. [Control (engineering)] 4.8 Set wind limits for roof work, platforms and cranes, using the manufacturer's limits, and stop when they are reached. [Control (procedures)] 4.9 Stop work and get down in lightning. Wait 30 minutes after the last thunder before going back up. [Control (procedures)] 4.10 Check scaffold, fencing and edge protection after strong wind before anyone uses them. [Control (procedures)] 4.11 Deburr or cover sharp edges, and fit edge protectors on exposed sheet metal. [Control (engineering)] 4.12 Use knives with retractable or self-retracting blades. [Control (engineering)] 4.13 Cut away from your body and keep your other hand clear. [Control (procedures)] 4.14 Put used blades in a blade bin or sharps container. [Control (procedures)] 4.15 Use two people to handle large sheets of metal or glass. [Control (procedures)]	**Medium (6) Unlikely / Lost time injury**	Site supervisor
5	Cable and connect, treating DC as live	Electric shock from live wiring Rules: Electricity at Work Regulations 1989	Workers, Occupants. How: Contact with live wires, distribution boards or equipment gives an electric shock	**Very high (15) Possible / Fatal**	5.1 Isolate the power before any work. Do not work live. [Eliminate] 5.2 Lock out and tag the isolation point with your own personal lock and danger tag. [Isolate] 5.3 Prove dead at the point of work with an approved voltage indicator (GS38), and prove the tester before and after. [Control	**Medium (5) Very unlikely / Fatal**	Site supervisor

#	Activity / step	Hazards	Who might be harmed and how	Risk before	Controls	Risk after	Responsible
			or arc flash burn that can kill.		(engineering)] 5.4 Only competent, qualified electricians do electrical work, following a safe isolation procedure. [Control (procedures)] 5.5 Check for back feeds from solar, batteries and generators that can keep a circuit live after the main switch is off. [Control (procedures)] 5.6 If live work cannot be avoided, use a permit, a safety observer and insulated tools. [Control (procedures)] 5.7 Wear insulated gloves, arc-rated clothing and a face shield when testing or working near live parts. [PPE]		
6	Test, commission and clear the roof	Heat stress Poor housekeeping and waste	Workers, Visitors. How: Hard work in hot weather or hot roof spaces causes heat exhaustion or heat stroke, which can kill. Rubbish, offcuts and materials left lying around cause trips, cuts and fires, and block exits.	**High (12) Possible / Major injury**	6.1 Schedule heavy work for the cooler part of the day. [Eliminate] 6.2 Provide shade over work and rest areas, and fans or cooling in roof spaces. [Control (engineering)] 6.3 Supply cool drinking water close by and drink a cup every 15 to 20 minutes. [Control (procedures)] 6.4 Take regular rest breaks in the shade, more often as it gets hotter. [Control (procedures)] 6.5 Let new and returning workers build up to full work in the heat over about a week. [Control (procedures)] 6.6 Watch each other for dizziness, headache, confusion or stopping sweating. Stop work, cool down and get help. [Control (procedures)] 6.7 Have a hot weather plan, including when work stops. [Control (procedures)] 6.8 Wear light, loose, long-sleeved clothing, a hat or brim, and sunscreen. [PPE] 6.9 Order materials to size and send packaging back where you can. [Eliminate] 6.10 Put skips and waste chutes close to the work. [Control (engineering)] 6.11 Clean as you go, and do a full clean up at the end of each day. [Control (procedures)] 6.12 Keep exits, stairs and walkways clear at all times. [Control (procedures)] 6.13 Stack materials neatly on level ground, away from edges. [Control (procedures)] 6.14 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)] 6.15 Wear gloves when handling waste. [PPE]	**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	Install edge protection and guard skylights	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.
2	Crane panels onto the roof with an exclusion zone 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 with outrigger pads. Check slings, chains, shackles and hooks before use. Remove anything damaged or not tagged.
3	Spread loads so the roof is not overloaded	Get an engineer to check before removing any wall, beam, post or bracing that may be load-bearing. Keep everyone clear of the area under and next to the work. Install temporary props, needles or shoring as designed before removing any support.
4	Fit frames and panels	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.
5	Cable and connect, treating DC as live	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.
6	Test, commission and clear the roof	Schedule heavy work for the cooler part of the day. Provide shade over work and rest areas, and fans or cooling in roof spaces. Supply cool drinking water close by and drink a cup every 15 to 20 minutes.

5. PPE AND PERMITS

Required PPE	Permits and plans
Safety boots Full body harness and lanyard Safety helmet Hi-vis vest Cut-resistant gloves Sun protection (sunscreen and neck cover) Rigger gloves Safety glasses Insulated electrical gloves Arc-rated clothing and face shield	Roof access permit Work at height permit Lift plan (LOLER reg 8) 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			
Goods hoist		LOLER thorough examination after installation at each site before first use, then at least			

Plant / equipment	Licence or training needed	Inspection needed	Rego / ID	Last inspected	Certificate / report
		every 12 months for a goods-only hoist (6 months if it carries people), plus pre-use checks			
Power drill		User check before each use; formal visual inspection and PAT testing at intervals set by risk (110V on site)			
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)			
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
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