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	Flat roof and membrane roofing	**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
	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	Set up edge protection around the flat roof and guard any roof openings or skylights	Falling from a roof edge Falling through a floor opening or void 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, Visitors. How: A worker slips or walks off the edge of a roof or gutter line and falls to the ground. A worker steps into an open hole, stairwell, lift shaft or penetration and falls to the level 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 Cover every hole and penetration with a fixed, secured cover marked "HOLE" or "DANGER". [Isolate] 1.7 Put guardrails with toe boards around stairwells, lift shafts, voids and open edges. [Isolate] 1.8 Install stairs early and fit temporary handrails as soon as they go in. [Control (engineering)] 1.9 Never remove a cover or guardrail without approval. Put it back straight away. [Control (procedures)] 1.10 Inspect covers and barriers daily and after other trades have	**Medium (5) Very unlikely / Fatal**	Site supervisor

#	Activity / step	Hazards	Who might be harmed and how	Risk before	Controls	Risk after	Responsible
					been through. [Control (procedures)] 1.11 Work from underneath or from a MEWP so nobody stands on the fragile roof. [Eliminate] 1.12 Cover or guard every skylight and fragile sheet with a fixed, marked cover or mesh before work starts. [Isolate] 1.13 Use safety nets or a boarded platform under the work, and staging or crawl boards to spread the load on fragile surfaces. [Control (engineering)] 1.14 Use fall arrest on rated anchors when working near fragile areas. [Control (engineering)] 1.15 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	Lift materials up with a hoist, keeping the area below closed off	Falling tools and materials Lifting and carrying heavy loads Public entering the work area Rules: Work at Height Regulations 2005, regulation 10 (falling objects); Manual Handling Operations Regulations 1992; CDM Regulations 2015	Workers, Public, People below, Children. How: Tools, materials or debris fall from above and hit someone working or walking below. Lifting, carrying, pushing or twisting with heavy or awkward loads strains the back, shoulders or knees.	**High (12) Possible / Major injury**	2.1 Barricade and sign the drop zone under overhead work so nobody walks beneath. [Isolate] 2.2 Fit toe boards, kick plates and mesh screens on scaffolds and edges. [Control (engineering)] 2.3 Use catch fans, debris netting or covered walkways where people pass below. [Control (engineering)] 2.4 Tether hand tools when working at height. [Control (engineering)] 2.5 Keep platforms tidy. Do not stack materials near edges or above toe board height. [Control (procedures)] 2.6 Plan to avoid carrying: have materials delivered, and old items picked up, as close as possible to where they are used. [Eliminate] 2.7 Use lighter or smaller loads: order smaller bags and shorter lengths, and drain or break down old items before moving them. [Reduce / substitute] 2.8 Use trolleys, pallet jacks, hoists, vacuum lifters or plant instead of carrying by hand. [Control (engineering)] 2.9 Use a two-person lift for anything heavy, long or awkward. Plan the route first and clear it. [Control (procedures)] 2.10 Keep the load close, back straight and no twisting. Turn with your feet. [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	Strip the old covering and check the deck for	Lifting and carrying heavy loads	Workers, Occupants. How: Lifting, carrying,	**High (12) Likely / Lost**	3.1 Rotate tasks and take breaks on long lifting jobs. [Control (procedures)]	**Medium (6) Unlikely /**	Site supervisor

#	Activity / step	Hazards	Who might be harmed and how	Risk before	Controls	Risk after	Responsible
	rot	Cuts from sharp edges General dust Rules: Manual Handling Operations Regulations 1992	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.	**time injury**	3.2 Wear gloves for grip and safety boots to protect your feet. [PPE] 3.3 Lifting and carrying heavy loads: see step 2 for the full controls [Control (procedures)] 3.4 Deburr or cover sharp edges, and fit edge protectors on exposed sheet metal. [Control (engineering)] 3.5 Use knives with retractable or self-retracting blades. [Control (engineering)] 3.6 Cut away from your body and keep your other hand clear. [Control (procedures)] 3.7 Put used blades in a blade bin or sharps container. [Control (procedures)] 3.8 Use two people to handle large sheets of metal or glass. [Control (procedures)] 3.9 Use low-dust products, such as dust-reduced or pre-mixed compounds. [Reduce / substitute] 3.10 Seal off the work area with plastic sheeting in occupied buildings. [Isolate] 3.11 Use tools with dust extraction and a vacuum for clean up. [Control (engineering)] 3.12 Lightly mist the area with water to keep dust down, away from anything electrical. [Control (engineering)] 3.13 Never dry sweep or blow dust off with compressed air. [Control (procedures)]	**Lost time injury**	
4	Apply primers and adhesives with good airflow and away from flames	Hazardous chemicals Flammable liquids and gases Rules: COSHH Regulations 2002; Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR)	Workers, Occupants, Public. How: Glues, sealants, solvents, acids, cleaners and cement burn skin and eyes or cause breathing problems and poisoning. Petrol, solvents, thinners and LPG catch fire or explode when vapour reaches a spark, flame or hot surface.	**High (10) Unlikely / Fatal**	4.1 Choose the least harmful product that does the job, for example water-based instead of solvent-based. [Reduce / substitute] 4.2 Use chemicals in well-ventilated areas, or use fans and extraction in closed rooms. [Control (engineering)] 4.3 Do a COSHH assessment and read the Safety Data Sheet (SDS) before use. [Control (procedures)] 4.4 Keep chemicals in labelled containers. Never decant into drink bottles. [Control (procedures)] 4.5 Store chemicals away from heat, food and drink, and keep products that react with each other apart. [Control (procedures)] 4.6 Have eye wash and a spill kit nearby, and wash hands before eating. [Control (procedures)] 4.7 Wear chemical-resistant gloves and safety glasses or goggles as listed on the SDS. [PPE] 4.8 Use a respirator with the right cartridge if the SDS calls for one. [PPE] 4.9 Use non-flammable or water-based products where you can. [Reduce / substitute] 4.10 Keep ignition sources away: no smoking, no hot work and no running engines near flammables. [Isolate] 4.11 Store fuels and solvents in approved, closed containers in a ventilated area away from the work. [Control (engineering)] 4.12 Refuel equipment outdoors with the engine off and cool.	**Medium (6) Unlikely / Lost time injury**	Site supervisor

#	Activity / step	Hazards	Who might be harmed and how	Risk before	Controls	Risk after	Responsible
					[Control (procedures)] 4.13 Keep only what you need for the day on site. [Control (procedures)] 4.14 Store gas cylinders upright, secured and outdoors. [Control (procedures)] 4.15 Keep a suitable fire extinguisher where flammables are used or stored. [Control (procedures)] 4.16 Wear chemical gloves and safety glasses when pouring or mixing. [PPE]		
5	Torch on membrane under a hot work permit, with an extinguisher and a fire watch after	Fire from hot works Burns from hot surfaces Fire and emergencies 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, Visitors. 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 Isolate heating systems and let parts cool before you touch them. [Eliminate] 5.7 Fit guards or insulation on hot pipes and equipment. [Control (engineering)] 5.8 Mark hot items with chalk or a "HOT" sign so others know. [Control (procedures)] 5.9 Keep a first aid kit and cool running water nearby for burns. [Control (procedures)] 5.10 Wear heat-resistant gloves and long sleeves. [PPE] 5.11 Provide fire extinguishers suited to the site, checked and easy to reach. [Control (engineering)] 5.12 Keep exits and escape routes clear and signed. [Control (engineering)] 5.13 Have a site emergency plan: alarm, exits, assembly point and emergency contacts. [Control (procedures)] 5.14 Keep a stocked first aid kit and at least one trained first aider on site. [Control (procedures)] 5.15 Know the site address and how emergency services get in. Call 999. [Control (procedures)]	**Medium (5) Very unlikely / Fatal**	Site supervisor
6	Seal outlets and edges, clear the roof and remove access	Poor housekeeping and waste Heat stress Sun exposure (UV)	Workers, Visitors. How: Rubbish, offcuts and materials left lying around cause trips, cuts and fires, and block exits. Hard work in hot weather or hot roof spaces causes heat	**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. [Control (procedures)] 6.4 Keep exits, stairs and walkways clear at all times. [Control (procedures)]	**Medium (8) Unlikely / Major injury**	Site supervisor

#	Activity / step	Hazards	Who might be harmed and how	Risk before	Controls	Risk after	Responsible
			exhaustion or heat stroke, which can kill.		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 Schedule heavy work for the cooler part of the day. [Eliminate] 6.8 Provide shade over work and rest areas, and fans or cooling in roof spaces. [Control (engineering)] 6.9 Supply cool drinking water close by and drink a cup every 15 to 20 minutes. [Control (procedures)] 6.10 Take regular rest breaks in the shade, more often as it gets hotter. [Control (procedures)] 6.11 Let new and returning workers build up to full work in the heat over about a week. [Control (procedures)] 6.12 Plan outdoor work for early morning or late afternoon when UV is lower. [Eliminate] 6.13 Put shade covers over fixed work areas. [Control (engineering)] 6.14 Check the UV index each day. Use sun protection when it is 3 or higher. [Control (procedures)] 6.15 Check your skin regularly and see a doctor about any new or changing spots. [Control (procedures)] 6.16 Wear a broad-brim hat or hard hat brim, long sleeves, sunglasses and SPF 30 or higher sunscreen, reapplied every 2 hours. [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	Set up edge protection around the flat roof and guard any roof openings or 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	Lift materials up with a hoist, keeping the area below closed off	Barricade and sign the drop zone under overhead work so nobody walks beneath. Fit toe boards, kick plates and mesh screens on scaffolds and edges. Use catch fans, debris netting or covered walkways where people pass below.
3	Strip the old covering and check the deck for rot	Rotate tasks and take breaks on long lifting jobs. Wear gloves for grip and safety boots to protect your feet. Lifting and carrying heavy loads: see step 2 for the full controls
4	Apply primers and adhesives with good airflow and away from flames	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.

Step	What we will do	How it is done safely
5	Torch on membrane under a hot work permit, with an extinguisher and a fire watch after	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 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	Seal outlets and edges, clear the roof 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 Full body harness and lanyard Rigger gloves Safety glasses Half-mask respirator (P3 filters) Sun protection (sunscreen and neck cover) Safety helmet Hi-vis vest Cut-resistant gloves FFP3 dust mask Chemical-resistant gloves Safety goggles Coveralls 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
Propane gas torch					
Hand tools					
Extension ladder		Pre-use check every day it is used, plus regular detailed visual inspections recorded (HSE INDG455)			
Goods hoist		LOLER thorough examination after installation at each site before first use, then at least every 12 months for a goods-only hoist (6 months if it carries people), plus pre-use checks			

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