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	Install a skylight	**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 roof access and edge protection, and protect the room below from falling debris	Falling from a roof edge Falling from a ladder Falling tools and materials Rules: Work at Height Regulations 2005; Work at Height Regulations 2005, regulation 10 (falling objects)	Workers, People below, Public. How: A worker slips or walks off the edge of a roof or gutter line and falls to the ground. The ladder slips or tips, or the worker overreaches, and they fall onto a hard surface.	**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 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	**Medium (8) Unlikely / Major injury**	Site supervisor

#	Activity / step	Hazards	Who might be harmed and how	Risk before	Controls	Risk after	Responsible
					(procedures)] 1.10 Keep three points of contact and your belt buckle between the stiles. Do not overreach. [Control (procedures)] 1.11 Barricade and sign the drop zone under overhead work so nobody walks beneath. [Isolate] 1.12 Fit toe boards, kick plates and mesh screens on scaffolds and edges. [Control (engineering)] 1.13 Use catch fans, debris netting or covered walkways where people pass below. [Control (engineering)] 1.14 Tether hand tools when working at height. [Control (engineering)] 1.15 Keep platforms tidy. Do not stack materials near edges or above toe board height. [Control (procedures)]		
2	Mark out the opening, checking for cables, pipes and roof framing in the ceiling space	Electric shock from live wiring Heat stress Rules: Electricity at Work Regulations 1989	Workers, Occupants. How: Contact with live wires, distribution boards or equipment gives an electric shock or arc flash burn that can kill. Hard work in hot weather or hot roof spaces causes heat exhaustion or heat stroke, which can kill.	**Very high (15) Possible / Fatal**	2.1 Isolate the power before any work. Do not work live. [Eliminate] 2.2 Lock out and tag the isolation point with your own personal lock and danger tag. [Isolate] 2.3 Prove dead at the point of work with an approved voltage indicator (GS38), and prove the tester before and after. [Control (engineering)] 2.4 Only competent, qualified electricians do electrical work, following a safe isolation procedure. [Control (procedures)] 2.5 Check for back feeds from solar, batteries and generators that can keep a circuit live after the main switch is off. [Control (procedures)] 2.6 If live work cannot be avoided, use a permit, a safety observer and insulated tools. [Control (procedures)] 2.7 Wear insulated gloves, arc-rated clothing and a face shield when testing or working near live parts. [PPE] 2.8 Schedule heavy work for the cooler part of the day. [Eliminate] 2.9 Provide shade over work and rest areas, and fans or cooling in roof spaces. [Control (engineering)] 2.10 Supply cool drinking water close by and drink a cup every 15 to 20 minutes. [Control (procedures)] 2.11 Take regular rest breaks in the shade, more often as it gets hotter. [Control (procedures)] 2.12 Let new and returning workers build up to full work in the heat over about a week. [Control (procedures)] 2.13 Watch each other for dizziness, headache, confusion or stopping sweating. Stop work, cool down and get help. [Control (procedures)] 2.14 Have a hot weather plan, including when work stops. [Control (procedures)] 2.15 Wear light, loose, long-sleeved clothing, a hat or brim, and sunscreen. [PPE]	**Medium (8) Unlikely / Major injury**	Site supervisor
3	Cut the roof and	Falling through a floor	Workers, Visitors,	**Very high (15)**	3.1 Cover every hole and penetration with a fixed, secured cover	**Medium (8)**	Site

#	Activity / step	Hazards	Who might be harmed and how	Risk before	Controls	Risk after	Responsible
	ceiling opening, then cover or guard the hole straight away	opening or void Saw cuts and kickback General dust Rules: Work at Height Regulations 2005; Provision and Use of Work Equipment Regulations 1998 (PUWER)	Occupants. How: A worker steps into an open hole, stairwell, lift shaft or penetration and falls to the level below. Circular saws, drop saws and table saws cut fingers and hands or throw material back at the user.	**Possible / Fatal**	marked "HOLE" or "DANGER". [Isolate] 3.2 Put guardrails with toe boards around stairwells, lift shafts, voids and open edges. [Isolate] 3.3 Install stairs early and fit temporary handrails as soon as they go in. [Control (engineering)] 3.4 Never remove a cover or guardrail without approval. Put it back straight away. [Control (procedures)] 3.5 Inspect covers and barriers daily and after other trades have been through. [Control (procedures)] 3.6 Keep blade guards fitted and working, and use the riving knife on table saws. [Control (engineering)] 3.7 Use push sticks and clamps, and support long pieces so they do not pinch the blade. [Control (engineering)] 3.8 Use a sharp, undamaged blade made for the material. [Control (procedures)] 3.9 Stand to one side of the blade line, out of the kickback path. [Control (procedures)] 3.10 Let the blade stop fully before reaching in or putting the saw down. [Control (procedures)] 3.11 Use low-dust products, such as dust-reduced or pre-mixed compounds. [Reduce / substitute] 3.12 Seal off the work area with plastic sheeting in occupied buildings. [Isolate] 3.13 Use tools with dust extraction and a vacuum for clean up. [Control (engineering)] 3.14 Lightly mist the area with water to keep dust down, away from anything electrical. [Control (engineering)] 3.15 Never dry sweep or blow dust off with compressed air. [Control (procedures)]	**Unlikely / Major injury**	supervisor
4	Fit the skylight frame and flashing, carrying the glass unit with two people	Lifting and carrying heavy loads Glass handling and breakage Cuts from sharp edges Rules: Manual Handling Operations Regulations 1992	Workers, Occupants. How: Lifting, carrying, pushing or twisting with heavy or awkward loads strains the back, shoulders or knees. Glass panes break while being moved or fitted, causing deep cuts, or heavy panels fall and crush.	**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 Use suction lifters, glass trolleys or a glazing robot for large panes. [Control (engineering)] 4.7 Store glass upright on racks and secure it. Never lay it flat or lean it loosely. [Control (engineering)] 4.8 Use two or more people for large panes, and clear the carry route first. [Control (procedures)]	**Medium (8) Unlikely / Major injury**	Site supervisor

#	Activity / step	Hazards	Who might be harmed and how	Risk before	Controls	Risk after	Responsible
					4.9 Mark new glass with tape or stickers so nobody walks into it. [Control (procedures)] 4.10 Clean up broken glass straight away into a marked container. [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)]		
5	Install the light shaft and patch the ceiling	Falling from a ladder General dust Injury from power tools Rules: Work at Height Regulations 2005; Provision and Use of Work Equipment Regulations 1998 (PUWER)	Workers, Occupants, People nearby. How: The ladder slips or tips, or the worker overreaches, and they fall onto a hard surface. Dust from plasterboard, filler, cement and clean up irritates eyes and lungs and makes it hard to see.	**High (12) Possible / Major injury**	5.1 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)] 5.2 Check the ladder before each use: feet, rungs, stiles and locks. [Control (procedures)] 5.3 Wear non-slip safety boots with clean soles. [PPE] 5.4 Falling from a ladder: see step 1 for the full controls [Control (procedures)] 5.5 Wear a dust mask and safety glasses. [PPE] 5.6 General dust: see step 3 for the full controls [Control (procedures)] 5.7 Keep all guards fitted and working. Never tie back or remove a guard. [Control (engineering)] 5.8 Clamp or secure the work piece. Do not hold it by hand. [Control (engineering)] 5.9 Only trained, competent people use power tools, following the maker's instructions. [Control (procedures)] 5.10 Check tools before use. Unplug or remove the battery before changing blades or bits. [Control (procedures)] 5.11 No loose clothing, jewellery or long hair near spinning parts. [Control (procedures)]	**Medium (8) Unlikely / Major injury**	Site supervisor
6	Seal and water test, then clean up and remove access	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	**Medium (8) Likely / Minor 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)] 6.5 Stack materials neatly on level ground, away from edges.	**Low (4) Unlikely / Minor injury**	Site supervisor

#	Activity / step	Hazards	Who might be harmed and how	Risk before	Controls	Risk after	Responsible
			and uneven ground, causing sprains, broken bones or head injuries.		[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 Plan walkways and keep them clear of materials, hoses and leads. [Eliminate] 6.9 Run leads and hoses overhead on hooks or stands, or along walls, not across walkways. [Control (engineering)] 6.10 Fill or cover holes, and lay boards or mats on muddy access paths. [Control (engineering)] 6.11 Clean up offcuts, packaging and spills as you go, not at the end of the day. [Control (procedures)] 6.12 Keep work areas, stairs and access paths well lit. [Control (procedures)] 6.13 Wear safety boots with good grip, laced up. [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 roof access and edge protection, and protect the room below from falling debris	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	Mark out the opening, checking for cables, pipes and roof framing in the ceiling space	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.
3	Cut the roof and ceiling opening, then cover or guard the hole straight away	Cover every hole and penetration with a fixed, secured cover marked "HOLE" or "DANGER". Put guardrails with toe boards around stairwells, lift shafts, voids and open edges. Install stairs early and fit temporary handrails as soon as they go in.
4	Fit the skylight frame and flashing, carrying the glass unit with two people	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	Install the light shaft and patch the ceiling	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. Check the ladder before each use: feet, rungs, stiles and locks. Wear non-slip safety boots with clean soles.
6	Seal and water test, then 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 Full body harness and lanyard Cut-resistant gloves Safety glasses FFP3 dust mask Sun protection (sunscreen and neck cover) Safety helmet Ear defenders Rigger gloves	Roof access permit Work at height permit

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			
Power drill		User check before each use; formal visual inspection and PAT testing at intervals set by risk (110V on site)			
Circular saw		User check before each use; formal visual inspection and PAT testing at intervals set by risk (110V on site)			
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