



SAMPLE RISK ASSESSMENT AND METHOD STATEMENT

WORK AT HEIGHT AND ROOFING

A generic RAMS showing how ATKINSONS plans and controls this type of work. A site-specific version is prepared, briefed and signed by every operative before work starts.

REFERENCE	VERSION	ISSUED	NEXT REVIEW
ATK-RAMS-01	1.0	4 October 2026	4 October 2027

How this document is used. This is a sample. Before every job, the supervisor surveys the site and produces a site-specific RAMS based on it, adding the address, programme, named people, emergency arrangements and any extra hazards. Everyone on the job is briefed and signs the sheet at the back. If the work or conditions change, the RAMS is reviewed before work carries on.

1. JOB DETAILS

ACTIVITY	Work at Height and Roofing
SCOPE	Pitched and flat roof repairs and replacement, chimney work, gutters, fascias and soffits, rooflights and dormers, using scaffolding, mobile towers, MEWPs and ladders for short-duration access.
CONTRACTOR	ATKINSONS (NE) Limited, Portland House, Belmont Business Park, Durham DH1 1TW
SITE ADDRESS	Completed on the site-specific version
SUPERVISOR	Named on the site-specific version
PEOPLE AT RISK	ATKINSONS operatives, the customer and occupants, neighbours, members of the public passing below, delivery drivers.
PREPARED BY	ATKINSONS supervisor, reviewed by the Contracts Manager

2. HOW WE RATE RISK

LIKELIHOOD × SEVERITY	1 MINOR	2	3	4	5 FATAL
5 ALMOST CERTAIN	5	10	15	20	25
4	4	8	12	16	20
3	3	6	9	12	15
2	2	4	6	8	10
1 RARE	1	2	3	4	5

1 to 6 low: proceed with controls. 8 to 12 medium: extra controls and supervision. 15 to 25 high: work does not start until the risk is reduced.

3. RISK ASSESSMENT

HAZARD	WHO AND HARM	RISK	CONTROL MEASURES	RESIDUAL
Falls from height: roof edge, scaffold, ladder or tower	Operatives. Fatal or major injury	20	• Work at height avoided where it can be, for example ground-level assembly and long-reach tools • Edge protection by scaffold with double guard rails and toe boards, or full edge protection on flat roofs, before roof work starts • Scaffold erected by CISRS-carded scaffolders, handed over with a certificate, inspected before first use, every 7 days and after bad weather, with inspections recorded • Mobile towers erected by PASMA-trained operatives, outriggers fitted, wheels locked, never moved while occupied • Ladders only for short-duration, low-risk tasks (under 30 minutes), footed or tied, three points of contact, pre-use checked • MEWP operators hold IPAF for the machine category, harness clipped to the basket anchor • No work at height in high winds, ice or heavy rain. Supervisor decides on the day	5
Falls through fragile surfaces: rooflights, asbestos cement sheets, roof glazing	Operatives. Fatal injury	15	• Fragile surfaces identified at survey and marked on the RAMS • Covers or barriers fitted over rooflights and fragile areas, or staging and crawling boards used • Nobody walks on fragile roofs. Safety netting where the work cannot be done from staging	5
Falling materials and tools	Public, occupants and operatives below. Major injury	12	• Exclusion zone barriered and signed below the work area • Brick guards and debris netting on scaffold lifts • Waste lowered by chute into a covered skip or hoist, never thrown • Tools tethered when working over public areas. Materials not stacked near edges	4
Manual handling of tiles, slates, felt rolls and sheets	Operatives. Back and shoulder injury	9	• Materials loaded out by hoist or telehandler where possible • Loads split into manageable weights, two-person lifts for awkward items • Manual handling training given to all operatives	3

HAZARD	WHO AND HARM	RISK	CONTROL MEASURES	RESIDUAL
Hot works: torch-on felt and lead welding	Operatives and building. Burns and fire	15	- Cold-applied or self-adhesive systems used in preference to torch-on - Hot-works permit issued where torches are used, combustibles removed or protected - Fire extinguisher at the point of work, gas bottles secured upright with flashback arrestors - Fire watch for at least 60 minutes after torching stops	5
Asbestos in roofing materials, soffits, flues or felt	Operatives and occupants. Long-term lung disease	15	- Asbestos survey or refurbishment survey reviewed before work on buildings built or altered before 2000 - Suspect materials not disturbed until tested - Licensable work stops and an HSE-licensed contractor is appointed. Non-licensed work only by trained operatives under the Control of Asbestos Regulations 2012	5
Weather: wind, rain, ice, heat and UV	Operatives. Slips, falls, heat stress	9	- Forecast checked daily, work stopped in high winds or icy conditions - Sheets and materials secured against wind - Water, shade breaks and sun protection in hot weather	3

4. METHOD STATEMENT

- 1 Survey the roof and access, confirm fragile surfaces, services and asbestos information. Prepare site-specific RAMS.
- 2 Brief the team on the RAMS and record signatures. Confirm access, parking and the exclusion zone with the customer.
- 3 Erect scaffold or edge protection. Receive the handover certificate and check it before anyone goes up.
- 4 Set out barriers and signs below. Load out materials by hoist or plant.
- 5 Strip the existing covering in small sections, lowering waste by chute to a covered skip.
- 6 Install new battens, membrane and covering to manufacturer instructions. Any hot works under permit only.
- 7 Check the roof is watertight and secure at the end of each day. Nothing left loose.
- 8 Clear the roof and site. Strike scaffold. Hand over with photos and any guarantee documents.

5. PPE

Safety helmet with chin strap at height

Safety boots with ankle support

Hi-vis vest or jacket

Gloves suited to the task

Eye protection when cutting or grinding

Harness and lanyard in MEWPs

FFP3 mask for dust

6. EMERGENCY ARRANGEMENTS

ACCIDENT OR INJURY

- Make the area safe, call 999 if needed
- First aider and first aid kit identified at the briefing
- Nearest A&E recorded on the site-specific RAMS
- Report to the office the same day. RIDDOR reports made by the office

FIRE, GAS OR SERVICE STRIKE

- Stop work, raise the alarm and evacuate to the assembly point
- Gas escape: no switches or flames, open windows, call the National Gas Emergency line 0800 111 999
- Cable strike: stay clear, keep others away, call the network operator
- Do not return until it is declared safe

7. LEGISLATION AND GUIDANCE

- Work at Height Regulations 2005
- Construction (Design and Management) Regulations 2015
- Control of Asbestos Regulations 2012
- Manual Handling Operations Regulations 1992
- Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)
- HSE HSG33 Health and safety in roof work

8. BRIEFING AND SIGN-ON

I have been briefed on this RAMS, I understand the hazards and controls, and I will stop work and report if anything changes or looks unsafe.

NAME	TRADE / ROLE	SIGNATURE	DATE

BRIEFED BY	
SIGNATURE AND DATE	

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