SITE SURVEY REPORT

# RAMS: Risk Assessment and Method Statement

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|---|---|
| Prepared for | Ashcombe Academy Trust (sample organisation) |
| Date | 19 Oct 2026 |
| Site | Ashcombe Academy sports hall |
| Prepared by | R. Okafor |

FORM

# RAMS: Risk Assessment and Method Statement

## 1. The job

| | |
|---|---|
| **Project** | Ashcombe Academy sports hall: felt roof renewal (completed example) |
| **RAMS reference** | RAMS-AR-031 |
| **Revision** | A |
| **Date written** | 19 Oct 2026 |
| **Client** | Ashcombe Academy Trust (sample organisation) |
| **Site** | Ashcombe Academy, sports hall block |
| **Site address** | Ashcombe Academy, Mill Lane, Taunton TA1 4QX |
| **Where on site is the work?** | Flat roof over the sports hall. Access from the north yard by the scaffold stair. |
| **Work position on site (GPS)** | Sports hall roof, north side · 51.019640, -3.108750 (ST 22280 25260, ±8 m) |
| **What type of work is this RAMS for?** | Roofing, scaffolding and work at height |
| **Task** | Strip and renew the built-up felt roof covering |
| **Scope of the work** | Strip the existing three-layer felt to the deck, replace wet insulation, lay a new vapour control layer, insulation and two-layer torch-on felt, and renew the outlets and edge trims. The six rooflights are not replaced: they are covered and protected during the work. Gutters and downpipes are outside this RAMS. |
| **Start date** | 26 Oct 2026 |
| **Expected finish date** | 30 Oct 2026 |
| **Calendar days, including the start and finish** | 5 |
| **Working hours** | 07:30 to 16:30, Monday to Friday |
| **Will the building, venue or area be in use while the work is done?** | Yes |
| **How are occupants and the public kept away from the work?** | The school is closed for half term. The caretaker is on site from 07:00. The north yard is fenced with Heras panels and signed, the sports hall is locked, and the caretaker has agreed that nobody uses the yard while the hoist is working. |

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| **Is this construction work under CDM 2015?** | Yes |
| **Your role on this project** | The only contractor on the project |
| **Construction phase plan reference** | CPP-AR-031 |

> CDM 2015, regulation 12. A construction phase plan must be drawn up before the construction site is set up. It sets out the health and safety arrangements and site rules. This RAMS should follow it.

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| **Does the work include demolition or dismantling of a structure?** | No |

## 2. People and competence

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| **Written by** | R. Okafor |
| **Role** | Contracts manager, Westmoor Roofing |
| **Supervisor on site** | D. Hale |
| **Supervisor phone number** | 07700 900214 |

### Crew 1: D. Hale

| | |
|---|---|
| **Name** | D. Hale |
| **Company** | Westmoor Roofing |
| **Cards and training held** | CSCS, PASMA, IPAF, SMSTS or SSSTS, First aid at work, Harness and lanyard training, Asbestos awareness |
| **Earliest expiry date of the cards needed for this job** | 31 Aug 2027 |
| **Has this person the skills, knowledge, training and experience for the tasks given to them?** | Yes |

### Crew 2: S. Prentice

| | |
|---|---|
| **Name** | S. Prentice |
| **Company** | Westmoor Roofing |
| **Cards and training held** | CSCS, Abrasive wheels, Asbestos awareness, Manufacturer training for the equipment |
| **Earliest expiry date of the cards needed for this job** | 31 Mar 2027 |
| **Has this person the skills, knowledge, training and experience for the tasks given to them?** | Yes |

## Crew 3: T. Varga

| | |
|---|---|
| **Name** | T. Varga |
| **Company** | Westmoor Roofing |
| **Cards and training held** | CSCS, PASMA, Asbestos awareness |
| **Earliest expiry date of the cards needed for this job** | 15 Jan 2027 |
| **Has this person the skills, knowledge, training and experience for the tasks given to them?** | Yes |

## Crew 4: J. Lewis

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|---|---|
| **Name** | J. Lewis |
| **Company** | Westmoor Roofing |
| **Cards and training held** | CSCS, Asbestos awareness |
| **Earliest expiry date of the cards needed for this job** | 30 Jun 2028 |
| **Has this person the skills, knowledge, training and experience for the tasks given to them?** | No |

> Employers must take account of people's capabilities when giving them tasks (regulation 13 of the Management of Health and Safety at Work Regulations 1999). On construction work, a contractor must not employ or appoint anyone who does not have, or is not in the process of obtaining, the skills, knowledge, training and experience needed (CDM 2015, regulation 15). Record the training or supervision below.

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| **Training or supervision to be provided** | Second week on roofing work. Works alongside D. Hale at all times, no torch work, no work within 2 m of an edge until the perimeter guardrails are signed off, and no operation of the hoist. |
| **People on the crew** | 4 |
| **Are any subcontractors doing part of this work?** | No |
| **Who could be affected by this work?** | The crew, Client staff or building occupants |
| **Is anyone especially at risk?** | Yes |
| **Who?** | New starter or trainee |
| **What is being done differently for them?** | J. Lewis is briefed separately on the edge and hot works rules and is paired with D. Hale for every step. His tasks are listed in the sequence of work. |

## 3. Risk assessment

### Hazards and controls 1: Work at height

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|---|---|
| **Type of hazard** | Work at height |
| **Where is it?** | Whole roof: 5.3 m to the fascia, 44 m by 18 m |
| **What is the hazard, who might be harmed, and how?** | Falls from the roof edge while stripping and laying, and falls through the deck where insulation is removed. The crew and anyone below in the yard. |

**Photos of the hazard**



| | |
|---|---|
| **Can the work be done safely without working at height?** | No |
| **Access equipment** | Fixed scaffold |
| **Could a person fall 2 metres or more?** | Yes |
| **Date the tower or scaffold was last inspected on this site** | 26 Oct 2026 |
| **Controls in place or planned for this hazard** | Tower, MEWP or scaffold with guardrails and toeboards rather than ladders, Access equipment checked before use and inspected within the last 7 days, Rescue plan agreed and the equipment for it on site, Work at height stopped in high wind, ice or poor light |
| **How these controls apply on this job** | Full perimeter scaffold with double guardrails, toeboards and a stair tower, handed over with a tag before anyone goes up. Materials up by the scaffold hoist, nothing stored within 1 m of the edge. Deck openings covered and fixed down as soon as insulation is lifted. Weather checked each morning and work stopped in high wind. Rescue plan on page 6. |
| **Likelihood of harm with these controls** | 3. Possible |
| **Severity of the harm** | 5. Death |

| | |
|---|---|
| **Risk score (likelihood x severity)** | 15 |
| **Rating** | High |

> High, 15 to 25. Do not start this work until further controls are in place and the risk has been rated again.

| | |
|---|---|
| **Further action needed** | Scaffold handover certificate and tag checked by D. Hale before the first shift, and the 7-day inspection recorded on the scaffold register. Rooflight covers fitted before stripping starts (see the next hazard). |
| **What kind of control is it?** | Practical safeguard, such as a barrier or guardrail |
| **Who will do it?** | D. Hale |
| **Needed by** | 26 Oct 2026 |
| **Likelihood once the action is done** | 1. Very unlikely |
| **Severity once the action is done** | 5. Death |
| **Residual risk score** | 5 |
| **Residual rating** | Medium |

## Hazards and controls 2: Fragile roofs and skylights

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|---|---|
| **Type of hazard** | Fragile roofs and skylights |
| **Where is it?** | Six polycarbonate rooflights along the centre line |
| **What is the hazard, who might be harmed, and how?** | Falling through a rooflight while walking the roof or moving materials. The crew. |

**Photos of the hazard**



| | |
|---|---|
| **Controls in place or planned for this hazard** | Fragile surfaces and rooflights identified, signed and pointed out at the briefing, Rooflights covered or fenced before work starts nearby, Crawling boards or staging with guardrails across fragile areas |
| **How these controls apply on this job** | Each rooflight covered with a fixed, signed timber cover before any other work starts, covers checked at the start of each shift and after every move of materials. Routes across the roof marked with cones away from the rooflights. |
| **Likelihood of harm with these controls** | 3. Possible |
| **Severity of the harm** | 5. Death |
| **Risk score (likelihood x severity)** | 15 |
| **Rating** | High |

> High, 15 to 25. Do not start this work until further controls are in place and the risk has been rated again.

| | |
|---|---|
| **Further action needed** | Covers fitted and checked by D. Hale as a hold point before stripping starts. |
| **What kind of control is it?** | Practical safeguard, such as a barrier or guardrail |
| **Who will do it?** | D. Hale |
| **Needed by** | 26 Oct 2026 |
| **Likelihood once the action is done** | 1. Very unlikely |
| **Severity once the action is done** | 5. Death |
| **Residual risk score** | 5 |
| **Residual rating** | Medium |

## Hazards and controls 3: Hot works

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|---|---|
| **Type of hazard** | Hot works |
| **Where is it?** | Torch-on felt across the roof; gas bottles at the north end |
| **What is the hazard, who might be harmed, and how?** | Fire from the torch catching felt, timber trims or debris, and burns to the operator. The crew and the building. |

**Photos of the hazard**



| | |
|---|---|
| **Controls in place or planned for this hazard** | Hot works permit issued for each day and closed at the end, Combustibles moved or covered within the permit distance, Extinguishers and a fire blanket at the work before the torch is lit, Fire watch during the work and for the time the permit says afterwards, Gas cylinders upright, secured, leak checked and shut off at the end of the shift, Flame resistant clothing and gloves for the person on the torch |
| **How these controls apply on this job** | Hot works permit issued each day. Torch work by S. Prentice and D. Hale only. Two 9 litre water extinguishers and a fire blanket within 5 m of the torch, debris cleared ahead of the torch, no torch work within 1 m of the timber fascia (cold applied there). Fire watch for 60 minutes after the last torch work, recorded on the permit. Propane cylinders upright, secured and shut off at the end of each shift. |
| **Likelihood of harm with these controls** | 2. Unlikely |
| **Severity of the harm** | 4. Major injury |
| **Risk score (likelihood x severity)** | 8 |
| **Rating** | Medium |

> Medium, 5 to 12. Record what further action would lower the risk, who will do it and by when.

| | |
|---|---|
| **Further action needed** | Permit HW-AR-031-01 issued and the fire watch log kept in the permit folder in the welfare cabin. |
| **What kind of control is it?** | Instruction, briefing or supervision |
| **Who will do it?** | D. Hale |
| **Needed by** | 28 Oct 2026 |
| **Likelihood once the action is done** | 1. Very unlikely |
| **Severity once the action is done** | 4. Major injury |

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|---|---|
| **Residual risk score** | 4 |
| **Residual rating** | Low |

## Hazards and controls 4: Hazardous substances and dust

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|---|---|
| **Type of hazard** | Hazardous substances and dust |
| **Where is it?** | Primer and propane at the work; dust when cutting insulation |
| **What is the hazard, who might be harmed, and how?** | Solvent vapour from the bitumen primer, gas leaks from the cylinders, and dust when cutting insulation boards. The crew. |
| **Controls in place or planned for this hazard** | COSHH assessment for every product on this job, kept with the RAMS, Dust suppressed at source with water or on-tool extraction, Work in the open air or with ventilation, and skin contact avoided, Respiratory protection face-fit tested and gloves suited to the product |
| **How these controls apply on this job** | COSHH assessments for the primer and the propane kept in the folder. Primer applied with a roller in the open air, gloves and eye protection worn. Insulation cut with a hand saw, not a disc cutter, and off-cuts bagged. Cylinders checked for leaks with leak detection spray at the start of each day. |
| **Likelihood of harm with these controls** | 2. Unlikely |
| **Severity of the harm** | 3. Injury needing time off work |
| **Risk score (likelihood x severity)** | 6 |
| **Rating** | Medium |

> Medium, 5 to 12. Record what further action would lower the risk, who will do it and by when.

| | |
|---|---|
| **Further action needed** | COSHH references recorded on page 5. |
| **What kind of control is it?** | Changes the job, equipment or materials to reduce exposure |
| **Who will do it?** | D. Hale |
| **Needed by** | 26 Oct 2026 |
| **Likelihood once the action is done** | 1. Very unlikely |
| **Severity once the action is done** | 3. Injury needing time off work |
| **Residual risk score** | 3 |
| **Residual rating** | Low |

## Hazards and controls 5: Manual handling

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|---|---|
| **Type of hazard** | Manual handling |

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|---|---|
| **Where is it?** | Felt rolls (about 35 kg) and insulation boards from the yard to the roof |
| **What is the hazard, who might be harmed, and how?** | Back and shoulder strains lifting rolls and carrying boards across the roof. The crew. |
| **Controls in place or planned for this hazard** | Materials delivered to the point of use or moved by hoist, trolley or telehandler, Two-person lifts for heavy or awkward items, Routes cleared and kept clear before carrying starts |
| **How these controls apply on this job** | All materials go up by the scaffold hoist and are landed next to where they are used. Rolls moved on the roof by two people. Boards carried one at a time in low wind. |
| **Likelihood of harm with these controls** | 2. Unlikely |
| **Severity of the harm** | 3. Injury needing time off work |
| **Risk score (likelihood x severity)** | 6 |
| **Rating** | Medium |

> Medium, 5 to 12. Record what further action would lower the risk, who will do it and by when.

| | |
|---|---|
| **Further action needed** | Hoist booked with the scaffold and its thorough examination certificate checked at handover. |
| **What kind of control is it?** | Changes the job, equipment or materials to reduce exposure |
| **Who will do it?** | D. Hale |
| **Needed by** | 26 Oct 2026 |
| **Likelihood once the action is done** | 1. Very unlikely |
| **Severity once the action is done** | 3. Injury needing time off work |
| **Residual risk score** | 3 |
| **Residual rating** | Low |

## Hazards and controls 6: Asbestos

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|---|---|
| **Type of hazard** | Asbestos |
| **Where is it?** | Old felt layers and the soffit boards at the eaves |
| **What is the hazard, who might be harmed, and how?** | Disturbing asbestos if the old covering or soffits contained it. The crew. |
| **Asbestos survey or register reference** | ASB-2024-117: roof covering and soffits sampled, no asbestos found |

| | |
|---|---|
| **Controls in place or planned for this hazard** | Asbestos survey or register for the area checked before work starts, Work planned to avoid disturbing the materials the survey names, Stop and report if any unexpected board, lagging or cement sheet is found, Asbestos awareness training current for everyone on the job |
| **How these controls apply on this job** | Refurbishment survey ASB-2024-117 covers the roof and soffits and found no asbestos. Stop and report any board or cement sheet not described in the survey. |
| **Likelihood of harm with these controls** | 1. Very unlikely |
| **Severity of the harm** | 5. Death |
| **Risk score (likelihood x severity)** | 5 |
| **Rating** | Medium |

> Medium, 5 to 12. Record what further action would lower the risk, who will do it and by when.

| | |
|---|---|
| **Further action needed** | None beyond the survey check. The stop and report rule is in the briefing. |
| **What kind of control is it?** | Instruction, briefing or supervision |
| **Who will do it?** | D. Hale |
| **Needed by** | 26 Oct 2026 |
| **Likelihood once the action is done** | 1. Very unlikely |
| **Severity once the action is done** | 5. Death |
| **Residual risk score** | 5 |
| **Residual rating** | Medium |

> The further action does not lower the score. Look again at whether the hazard can be removed or guarded.

## Hazards and controls 7: Lifting operations

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|---|---|
| **Type of hazard** | Lifting operations |
| **Where is it?** | Scaffold hoist at the north end |
| **What is the hazard, who might be harmed, and how?** | Loads falling from the hoist or the landing, and people struck in the yard below. The crew and the caretaker. |
| **Controls in place or planned for this hazard** | Lifting equipment and accessories with a current thorough examination, Loads slung and signalled only by trained people, Exclusion zone under and around the load, with no lifting over people |

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|---|---|
| **How these controls apply on this job** | Hoist supplied and erected with the scaffold, thorough examination certificate checked at handover and kept in the folder. Operated by D. Hale or S. Prentice only, loads within the rated capacity, the yard below fenced and nobody under the hoist while it runs. Landing gate closed when the platform is away. |
| **Likelihood of harm with these controls** | 2. Unlikely |
| **Severity of the harm** | 4. Major injury |
| **Risk score (likelihood x severity)** | 8 |
| **Rating** | Medium |

> Medium, 5 to 12. Record what further action would lower the risk, who will do it and by when.

| | |
|---|---|
| **Further action needed** | Hoist certificate and gate interlock checked at the step 1 hold point. |
| **What kind of control is it?** | Practical safeguard, such as a barrier or guardrail |
| **Who will do it?** | D. Hale |
| **Needed by** | 26 Oct 2026 |
| **Likelihood once the action is done** | 1. Very unlikely |
| **Severity once the action is done** | 4. Major injury |
| **Residual risk score** | 4 |
| **Residual rating** | Low |

## Hazards and controls 8: Members of the public and building occupants

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|---|---|
| **Type of hazard** | Members of the public and building occupants |
| **Where is it?** | North yard and the footpath along Mill Lane |
| **What is the hazard, who might be harmed, and how?** | The caretaker, staff collecting post, and passers-by struck by dropped material or entering the yard under the work. |
| **Controls in place or planned for this hazard** | Work area fenced or barriered and signed, Occupants and neighbours told what is happening and when, Routes past the work kept open, lit and free of materials, No tools, materials or plant left unattended where people can reach them |
| **How these controls apply on this job** | Heras fencing with signs around the yard, debris netting on the scaffold lifts above the footpath, materials bagged and sent down by hoist, the caretaker told each morning what is happening and when the hoist runs. |
| **Likelihood of harm with these controls** | 2. Unlikely |
| **Severity of the harm** | 4. Major injury |

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|---|---|
| **Risk score (likelihood x severity)** | 8 |
| **Rating** | Medium |

Medium, 5 to 12. Record what further action would lower the risk, who will do it and by when.

| | |
|---|---|
| **Further action needed** | Netting checked and the fence line walked at the start of each day. |
| **What kind of control is it?** | Practical safeguard, such as a barrier or guardrail |
| **Who will do it?** | T. Varga |
| **Needed by** | 26 Oct 2026 |
| **Likelihood once the action is done** | 1. Very unlikely |
| **Severity once the action is done** | 4. Major injury |
| **Residual risk score** | 4 |
| **Residual rating** | Low |

## Hazards and controls 9: Weather, heat and cold

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|---|---|
| **Type of hazard** | Weather, heat and cold |
| **Where is it?** | Whole roof |
| **What is the hazard, who might be harmed, and how?** | Wind lifting sheets and boards, rain making the deck slippery and getting into opened insulation. The crew. |
| **Controls in place or planned for this hazard** | Forecast checked each morning and work replanned around it, Work at height and lifting stopped above the wind limit for the job, Loose materials weighted or taken down at the end of each shift, Lightning procedure agreed: stop and come down from height |
| **How these controls apply on this job** | Forecast checked by D. Hale at 07:00 each day. Work at height stopped and the deck sheeted down when the wind reaches the company limit (20 mph gusts for board handling). Only the area that can be re-covered the same day is opened. Loose boards and rolls weighted or taken down at the end of each shift. |
| **Likelihood of harm with these controls** | 3. Possible |
| **Severity of the harm** | 3. Injury needing time off work |
| **Risk score (likelihood x severity)** | 9 |
| **Rating** | Medium |

Medium, 5 to 12. Record what further action would lower the risk, who will do it and by when.

| | |
|---|---|
| **Further action needed** | Wind limit written on the welfare cabin board and in the briefing. |

| | |
|---|---|
| **What kind of control is it?** | Instruction, briefing or supervision |
| **Who will do it?** | D. Hale |
| **Needed by** | 26 Oct 2026 |
| **Likelihood once the action is done** | 2. Unlikely |
| **Severity once the action is done** | 3. Injury needing time off work |
| **Residual risk score** | 6 |
| **Residual rating** | Medium |
| **Hazards recorded** | 9 |
| **Highest risk score** | 15 |
| **Hazards rated high** | 2 |
| **Still high after further action** | 0 |

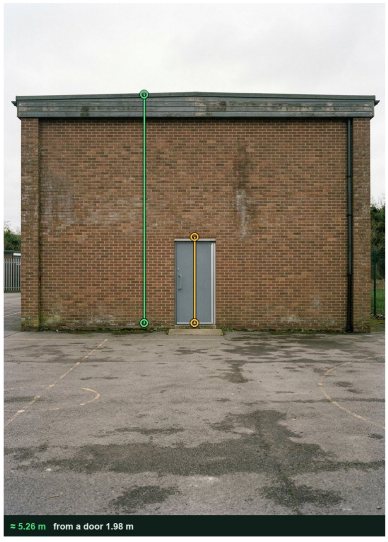
> Every hazard rated high has a further action that brings it below 15. Those actions must be done, and checked, before the step that needs them.

## 4. Sequence of work

### Sequence of work 1: Set up, scaffold handover and hoist check

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|---|---|
| **What is done at this step** | Set up, scaffold handover and hoist check |
| **How it is done** | Fence the north yard, put up signs and agree the day with the caretaker. Walk the scaffold with the scaffolder, check the handover certificate and tag, and check the hoist and its thorough examination certificate. Set up the welfare cabin, first aid kit and fire point. |
| **Hazards at this step** | Work at height, Members of the public and building occupants, Lifting operations |
| **Working height at this step (m)** | 5.26 |

**Working height at this step (m): measuring photo**




> Work at Height Regulations 2005, regulation 4. Work at height must be properly planned, appropriately supervised and carried out as safely as is reasonably practicable. Say here how the work is reached and how falls are prevented.

| | |
|---|---|
| **Controls at this step** | Nobody above the first lift until the scaffold is tagged. Hoist operated by D. Hale or S. Prentice only. |
| **Is there a hold point before the next step?** | Yes |
| **What is checked, and by whom?** | Scaffold tag, handover certificate and hoist certificate checked and photographed by D. Hale before step 2. |

## Sequence of work 2: Cover the rooflights and check the edge protection

| | |
|---|---|
| **What is done at this step** | Cover the rooflights and check the edge protection |
| **How it is done** | Carry the six timber covers up by hoist, fix each one over its rooflight with screws into the kerb, and sign it. Walk the full perimeter checking double guardrails and toeboards, and cone the routes across the roof. |
| **Hazards at this step** | Work at height, Fragile roofs and skylights, Manual handling |
| **Working height at this step (m)** | 5.3 |

> Work at Height Regulations 2005, regulation 4. Work at height must be properly planned, appropriately supervised and carried out as safely as is reasonably practicable. Say here how the work is reached and how falls are prevented.

| | |
|---|---|
| **Controls at this step** | Covers fitted from the scaffold side first, working inwards along the coned route. Two people per cover. |

**Photos or drawings for this step**



| | |
|---|---|
| **Is there a hold point before the next step?** | Yes |
| **What is checked, and by whom?** | All six covers and the full perimeter checked by D. Hale; Walk Cam clip recorded before stripping starts. |

## Sequence of work 3: Strip the existing felt and remove wet insulation

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|---|---|
| **What is done at this step** | Strip the existing felt and remove wet insulation |
| **How it is done** | Strip the three felt layers in strips with spades and a cutter, working from the far end back towards the hoist. Lift wet insulation boards and cover any deck opening at once. Bag debris and send it down by hoist to the skip. |
| **Hazards at this step** | Work at height, Manual handling, Hazardous substances and dust, Weather, heat and cold |
| **Working height at this step (m)** | 5.3 |

> Work at Height Regulations 2005, regulation 4. Work at height must be properly planned, appropriately supervised and carried out as safely as is reasonably practicable. Say here how the work is reached and how falls are prevented.

| | |
|---|---|
| **Controls at this step** | Only the area that can be re-covered the same day is stripped. Openings covered and fixed as they appear. Debris bagged, not thrown. Work stopped if the wind exceeds the limit in the company rule and the deck is sheeted down. |

**Photos or drawings for this step**



| | |
|---|---|
| **Is there a hold point before the next step?** | No |

## Sequence of work 4: Lay the vapour control layer and new insulation

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|---|---|
| **What is done at this step** | Lay the vapour control layer and new insulation |
| **How it is done** | Prime the deck, lay the vapour control layer, then the insulation boards, staggered and mechanically fixed to the deck per the manufacturer's instructions. Cut boards with a hand saw at the cutting station by the hoist. |
| **Hazards at this step** | Work at height, Hazardous substances and dust, Manual handling |
| **Working height at this step (m)** | 5.3 |

> Work at Height Regulations 2005, regulation 4. Work at height must be properly planned, appropriately supervised and carried out as safely as is reasonably practicable. Say here how the work is reached and how falls are prevented.

| | |
|---|---|
| **Controls at this step** | Primer applied with a roller, gloves and eye protection. Boards carried one at a time. Fixings checked by D. Hale before the felt goes on. |
| **Is there a hold point before the next step?** | No |

## Sequence of work 5: Torch-on underlay and cap sheet

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|---|---|
| **What is done at this step** | Torch-on underlay and cap sheet |
| **How it is done** | Torch the underlay and then the cap sheet, working from the outlets towards the high points, with laps as the manufacturer's instructions. Cold applied adhesive for the final 1 m at the timber fascia. Fire watch after the last torch work of the day. |
| **Hazards at this step** | Hot works, Work at height, Hazardous substances and dust |
| **Working height at this step (m)** | 5.3 |

> Work at Height Regulations 2005, regulation 4. Work at height must be properly planned, appropriately supervised and carried out as safely as is reasonably practicable. Say here how the work is reached and how falls are prevented.

> Hot works are listed at this step. Record the permit on page 6.

| | |
|---|---|
| **Controls at this step** | Hot works permit issued each morning. Extinguishers and fire blanket moved with the torch. Torch work by S. Prentice and D. Hale only; J. Lewis feeds rolls and clears debris ahead. 60 minute fire watch logged on the permit. |

**Photos or drawings for this step**



| | |
|---|---|
| **Is there a hold point before the next step?** | Yes |
| **What is checked, and by whom?** | Permit signed and fire point checked by D. Hale before the torch is lit each day. |

## Sequence of work 6: Outlets, edge trims and clear up

| | |
|---|---|
| **What is done at this step** | Outlets, edge trims and clear up |
| **How it is done** | Fit the new outlets and leaf guards, fix the aluminium edge trims, remove the rooflight covers and clean the rooflights, clear the roof and the yard, and hand the keys back to the caretaker. |
| **Hazards at this step** | Work at height, Fragile roofs and skylights, Members of the public and building occupants |
| **Working height at this step (m)** | 5.3 |

> Work at Height Regulations 2005, regulation 4. Work at height must be properly planned, appropriately supervised and carried out as safely as is reasonably practicable. Say here how the work is reached and how falls are prevented.

| | |
|---|---|
| **Controls at this step** | Covers removed last, one at a time, with the coned routes kept until the roof is clear. Skip collected before the yard fence comes down. |

| | |
|---|---|
| **Is there a hold point before the next step?** | No |
| **Steps recorded** | 6 |
| **Steps with a hold point** | 3 |
| **Steps with work at height** | 6 |
| **Highest working height (m)** | 5.3 |

## 5. Plant, materials and PPE

| | |
|---|---|
| **Plant and power tools** | Hand tools only, Cordless power tools, Cutting or grinding equipment, Generator, Lifting gear or hoist |
| **Access equipment** | Fixed scaffold, Roof edge protection |

> Work at height is planned. The Work at Height Regulations 2005, regulation 4, require it to be properly planned and appropriately supervised, and done only when the weather does not put people at risk. Planning includes emergencies and rescue: see page 6.

| | |
|---|---|
| **Will equipment be checked before each use, and faults reported?** | Yes |
| **Materials delivered and used** | Vapour control layer, 120 mm PIR insulation boards, torch-on underlay and mineral cap sheet, bitumen primer, cold applied adhesive, aluminium edge trims, six roof outlets with leaf guards, timber rooflight covers. |
| **Will any hazardous substances be used or produced?** | Yes |

### Hazardous substances 1: Propane (torch cylinders)

| | |
|---|---|
| **Product or substance** | Propane (torch cylinders) |
| **Has a COSHH assessment been made for this work?** | Yes |
| **COSHH assessment reference** | COSHH-AR-004 |

### Hazardous substances 2: Bitumen primer

| | |
|---|---|
| **Product or substance** | Bitumen primer |
| **Has a COSHH assessment been made for this work?** | Yes |
| **COSHH assessment reference** | COSHH-AR-009 |

### Hazardous substances 3: Cold applied adhesive

| | |
|---|---|
| **Product or substance** | Cold applied adhesive |

| | |
|---|---|
| **Has a COSHH assessment been made for this work?** | Yes |
| **COSHH assessment reference** | COSHH-AR-011 |
| **Could the work disturb materials that may contain asbestos?** | Yes |
| **Asbestos survey or register reference** | ASB-2024-117 refurbishment survey: roof covering and soffits sampled, no asbestos found |
| **PPE to be worn** | Safety helmet, Safety boots, High visibility clothing, Gloves, Eye protection, Flame resistant clothing, Fall arrest harness |

## 6. Permits, emergency and environment

| | |
|---|---|
| **Permits needed** | Hot works permit, Roof access permit |
| **Hot works permit reference** | HW-AR-031-01 (issued daily, numbered -01 to -05) |
| **First aider on site** | D. Hale |
| **Where is the first aid kit?** | Welfare cabin, north yard, and a travel kit on the roof by the hoist landing |
| **Nearest hospital with an emergency department** | Musgrove Park Hospital, Taunton (emergency department) |
| **Fire assembly point** | North yard gate, by the school sign |
| **Assembly point (GPS)** | North yard gate · 51.019420, -3.109010 (ST 22262 25236, ±6 m) |
| **What happens in an emergency** | Stop work and make the torch safe. Call 999 and give the address and the north gate. D. Hale gives first aid. S. Prentice meets the ambulance at the gate. The caretaker is told so the school can be opened if needed. All incidents and near misses reported to R. Okafor the same day. |
| **Rescue plan for work at height** | The scaffold has a stair tower, so a casualty on the roof or the scaffold is brought down the stair by two trained crew on a spinal board kept in the welfare cabin, or left in place and made safe for the ambulance crew if they cannot be moved. Nobody works in a harness alone, so no suspension rescue is expected; if someone is suspended, the MEWP hired for the outlets (if on site) or the fire service is used, and D. Hale keeps the person talking and moving their legs. |
| **Waste produced** | General waste, Inert waste such as rubble, Packaging, Hazardous waste |
| **Will waste be taken off site?** | Yes |
| **Waste carrier and licence number** | Somerset Skip Co, CBDU123456. Empty propane cylinders returned to the supplier. |
| **Noise, dust, spills and neighbours** | Torch work and the generator stopped by 16:30. Skip covered at night. Bags of old felt go down by hoist, nothing dropped. Neighbours on Mill Lane told the dates by letter from the school. |

## 7. Briefing

| | |
|---|---|
| **Has everyone on the crew had the site or venue induction?** | Yes |
| **Has the crew been briefed on this RAMS?** | Yes |
| **Briefed by** | D. Hale |
| **Date** | 26 Oct 2026 |
| **Does anyone need the briefing in another language or format?** | No |
| **Has the crew been told to stop and report if the work or conditions change from this RAMS?** | Yes |
| **Questions or points raised by the crew** | Asked where the fire watch log goes: in the hot works permit folder in the welfare cabin. Asked whether the covers can come off early to clean the rooflights: no, they come off one at a time in step 6. |

### Crew briefed and signed 1: D. Hale

| | |
|---|---|
| **Name** | D. Hale |
| **Signature** |  |

### Crew briefed and signed 2: S. Prentice

| | |
|---|---|
| **Name** | S. Prentice |
| **Signature** |  |

### Crew briefed and signed 3: T. Varga

| | |
|---|---|
| **Name** | T. Varga |

**Signature**



**Crew briefed and signed 4: J. Lewis**

| | |
|---|---|
| **Name** | J. Lewis |
| **Signature** |  |
| **People signed** | 4 |

## 8. Approval and review

| | |
|---|---|
| **Points to resolve before work starts** | 0 |

Nothing counted above. The RAMS is ready for the work to start, once the site conditions match it.

| | |
|---|---|
| **Written by** | R. Okafor |
| **Author signature** |  |
| **Has someone other than the author checked and approved this RAMS?** | Yes |
| **Approved by** | M. Reeve, health and safety manager |
| **Date approved** | 22 Oct 2026 |
| **Approver signature** |  |
| **Review date** | 28 Oct 2026 |
| **Days from writing to review** | 10 |

| | |
|---|---|
| **What would prompt a review on this job?** | Access equipment moved or altered, New people joining the crew, Change to the method or sequence, Incident or near miss, Bad weather |