

SITE SURVEY REPORT

RAMS: Risk Assessment and Method Statement

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.

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.

Does the work include demolition or dismantling of a structure?

No

2. People and competence

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

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.

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

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 for this hazard	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

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 for this hazard	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

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 for this hazard	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
Residual risk score	4
Residual rating	Low

Hazards and controls 4: Hazardous substances and dust

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 for this hazard	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

Type of hazard	Manual handling
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 for this hazard	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
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Residual risk score	3
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Residual rating	Low
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Hazards and controls 6: Asbestos

Type of hazard	Asbestos
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Where is it?	Old felt layers and the soffit boards at the eaves
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What is the hazard, who might be harmed, and how?	Disturbing asbestos if the old covering or soffits contained it. The crew.
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Asbestos survey or register reference	ASB-2024-117: roof covering and soffits sampled, no asbestos found
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Controls for this hazard	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.
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Likelihood of harm with these controls	1. Very unlikely
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Severity of the harm	5. Death
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Risk score (likelihood x severity)	5
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Rating	Medium
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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.
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What kind of control is it?	Instruction, briefing or supervision
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Who will do it?	D. Hale
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Needed by	26 Oct 2026
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Likelihood once the action is done	1. Very unlikely
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Severity once the action is done	4. Major injury
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Residual risk score	4
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Residual rating	Low
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Hazards and controls 7: Lifting operations

Type of hazard	Lifting operations
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Where is it?	Scaffold hoist at the north end
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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 for this hazard	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

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 for this hazard	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
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

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 for this hazard 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
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Residual risk score	6
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Residual rating	Medium
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Hazards recorded	9
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Highest risk score	15
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Hazards rated high	2
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Still high after further action	0
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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

What is done at this step	Set up, scaffold handover and hoist check
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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.
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Hazards at this step	Work at height, Members of the public and building occupants, Lifting operations
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Working height at this step (m)	5.26
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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.
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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

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

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**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.
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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
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Signature

D. Hale

Crew briefed and signed 2: S. Prentice

Name

S. Prentice

Signature

S. Prentice

Crew briefed and signed 3: T. Varga

Name

T. Varga

Signature

T. Varga

Crew briefed and signed 4: J. Lewis

Name

J. Lewis

Signature

J. Lewis

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

R. Okafor

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

M. Reeve

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