

Fake & Co 

RAMS (Risk Assessment & Method Statement) Lon Coch Primary School roof leak

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SAMPLE

Construction RAMS - Fix Leak in School Roof

1. Scope of Works

This Risk Assessment and Method Statement (RAMS) outlines the safe working procedures for Fake & Co to repair slipped tiles on the south-facing side of the main hall roof at Lon Coch Primary School. The work involves accessing the roof via scaffolding, removing damaged tiles, and replacing them with new ones. This should be more specific, including quantities of tiles to be replaced, expected duration of work etc.

2. Project Details & Emergency Arrangements

Part A: Project Data

Site Address	Lon Coch Primary School, Lon Choch, Ty-Coch, Swansea SA2 1AR
Start Date	12/12/2025
Site Supervisor	James Smith
First Aider	James Smith
Nearest Hospital	Morrleston A & E

Part B: Emergency Procedures

In the event of an emergency, the following procedures must be followed:

- **Fire Assembly Point:** The school yard in the area signed as "Fire Evacuation Point".
- **Emergency Contact Numbers:** 00000 000000 and, 00000 000000 (landline). Site Supervisor's mobile number: 00000 000000

Specific Procedures:

- **Fire:** Exit the school roof in a safe and orderly fashion. Ensure there is no one in the school building. Call the fire brigade (999).
- **Accident / Medical Emergency:**
 - Administer emergency first aid on site.
 - For minor injuries, transport the injured person to Morrleston A & E.
 - For major injuries, call 999 for emergency assistance.
 - The company AED is available in the van. The first aider is trained to use the AED.
- **Environmental Spill:** Not applicable; no chemicals are being used on this job. If there is a fuel-spill from a vehicle then a fuel-spill mop-up kit will be used from the van.

3. Risk Assessment

Hazard	Risk	Control Measures	Residual Risk (L/M/H)
Scaffolding and associated ladders	People climbing the scaffolding may fall and sustain injuries.	Safe ladders provided to climb each stage to reach the working platform. Bolted and padlocked gate to prevent unauthorised access to the ladders during non-work hours. Ensure scaffolding is erected and inspected by a competent person, with a valid inspection tag displayed. Add details about ladder safety, e.g. 3 points of contact.	Medium
Work at Height (general)	Falls from height resulting in serious injury or death.	Scaffolding will be erected to the height of the school roof, with a fully panelled guard rail running along the edge of the scaffolding. All ladders to/from scaffolding levels will be enclosed, with the bottom ladder gated and padlocked when not in use. Ensure all personnel working at height are competent and trained. A full risk assessment for working at height should be available from the scaffolding sub-contractor.	Medium
Roof Access (Slip/Fall)	Slipping or falling from the roof, resulting in injury.	Access the damaged area of the roof using a roof ladder. A slip or fall would result in a roll down the roof onto the top layer of scaffolding. There is shuttered rail on the scaffolding, so no further fall would be possible. Ensure roof ladder is secured and stable. Wear appropriate footwear with good grip. Avoid working in wet or icy conditions.	Medium
Handling sharp/broken tiles	Cuts and abrasions from handling sharp or broken tiles.	Appropriate cut-proof gloves to be worn when handling tiles.	Low
Falling Tiles	Tiles falling and striking personnel or members of the public.	Shute for safe disposal of tiles, descending directly into a skip. Ensure exclusion zone is in place below the work area to prevent access by unauthorised personnel.	Medium
Manual Handling	Back injuries and strains from lifting and carrying tiles.	Assess the weight of the tiles before lifting. Use correct lifting techniques (bend knees, keep back straight). Avoid twisting while lifting. If necessary, break down loads into smaller, more manageable sizes. Where possible, use mechanical aids to reduce manual handling.	Low
Weather Conditions	Adverse weather conditions (e.g., high winds, rain, ice)	Monitor weather forecasts and postpone work if conditions are unsuitable. Ensure scaffolding is suitable for the expected wind loading. Provide shelter or breaks	Medium

	making work unsafe.	as needed. State the maximum wind speed allowed for working at height.	
Slips, trips and falls (general site)	Slips, trips and falls on uneven surfaces or due to obstructions.	Maintain a tidy work area, free from obstructions. Provide adequate lighting. Wear appropriate footwear.	Low
Asbestos Exposure (Potential)	Exposure to asbestos fibres if asbestos-containing materials (ACMs) are disturbed.	Prior to commencing work, consult the site asbestos register. If asbestos is suspected, stop work immediately and arrange for testing by a competent person. If asbestos is confirmed, follow appropriate asbestos removal procedures in accordance with UK legislation.	High (if asbestos is present and disturbed)

4. Method Statement

- Consult Asbestos Register:** As there is a potential risk of disturbing asbestos-containing materials (ACMs), the site asbestos register MUST be consulted before any work commences. If asbestos is suspected, work must stop immediately, and testing must be arranged.
- Scaffolding Erection:** A sub-contractor will erect the scaffolding. Ensure the scaffolding is erected and inspected by a competent person and that a valid inspection tag is displayed. Work will be carried out as per the scaffolder's own RAMS. You must obtain a copy of the scaffolder's RAMS and ensure it is suitable and sufficient.
- Roof Access and Assessment:** Access the damaged area of the roof using a roof ladder. Assess the damage and determine the necessary repairs. Ensure the roof ladder is secured and stable. Detail how the roof ladder will be secured.
- Tile Replacement:** Replace the broken tiles and remove the damaged ones using cut-resistant gloves.
- Waste Disposal:** Use a chute for the safe disposal of tiles directly into a skip, ensuring an exclusion zone is in place below.
- Final Inspection:** Inspect the repaired area to ensure all tiles are securely in place and the roof is watertight.
- Scaffolding Dismantling:** A sub-contractor will dismantle the scaffolding, following their own RAMS.
- Site Clean-up:** Remove all debris and materials from the site, leaving it clean and tidy. The school cleaners will clean the welfare facilities after completion. RBJ Roofing are responsible for cleaning up after their work. The school cleaners cleaning the welfare facilities is acceptable.

5. Site Personnel & Welfare

Site Supervisor	James Smith
First Aider(s) on Site	James Smith

Location of First Aid Kit	At the bottom of the scaffolding, near the ladder
Welfare Facilities Provided	Toilets, Washing Facilities, Drinking Water, Changing Rooms, Rest Area
Details of Welfare Facilities	The school is providing access to their facilities as it is the weekend. We have a key and the alarm code. The cleaners will come in after we have finished. You need to specify who is responsible for checking the welfare facilities are adequately stocked (soap, paper towels, etc.) and clean before use.

6. Plant, Equipment & Materials

Note – the Ai has highlighted two issues here that need to be addressed

No plant/equipment will be used. This seems unlikely, as you will need tools to remove and replace tiles. List all tools and equipment to be used. Confirm all equipment has had PAT testing (if applicable).

No substances hazardous to health (COSHH) are being used. What about sealant or other adhesives? List all materials and include Safety Data Sheets (SDS) for any substances hazardous to health.

7. Personal Protective Equipment (PPE)

Standard Site PPE (Mandatory): Hard Hat, Safety Boots, High-Visibility Clothing, Gloves

Task-Specific PPE:

Task	Required PPE
Handling sharp / broken tiles	Cut-resistant gloves

8. Specific High-Risk Activities

Work at Height

We will be working on the roof of the school, replacing broken/slipped tiles.

Method of Access / Working Platform: Ladders / Stepladders, Scaffolding

Fall Prevention / Protection Measures: Scaffolding will be erected to the height of the school roof, with a fully panelled guard rail running along the edge of the scaffolding. All ladders to/from scaffolding levels will be enclosed, with the bottom ladder gated and padlocked when not in use.

9. Emergency Procedures

- Emergency Contact Numbers:** Joe Jones: 00000 000000, Site Office: 00000 000000 Site Supervisor: 000000 000000.

- **Fire Assembly Point Location:** The school yard in the area signed as "Fire Evacuation Point"
- **Procedure in the event of a Fire:** To exit the school roof in a safe and orderly fashion, to ensure there is no one in the school building, and to call out the fire brigade.
- **Procedure in the event of an Accident / Medical Emergency:** Emergency First Aid will be administered on site. Minor injuries will be transported to the Morriston A & E. Major injuries - 999 will be called for emergency assistance. Company AED will be available in the van.
- **Procedure in the event of an Environmental Spill:** We are not using any chemicals on the job.

10. Briefing & Sign-off

I confirm that I will brief all operatives on the contents of this RAMS before they start work and will obtain their signatures as proof of understanding.

Assessor Sign-off: Signed by James Smith on 08/12/2025

This RAMS needs to be reviewed regularly (e.g. weekly) and after any significant changes. A system for documenting these reviews should be implemented.

Signatures

Assessor Sign-off

Signed By James Smith
Date: **08/12/2025**
From: **800.19.165.151**



This document was drafted using AiDrafter - <https://tradesmantoolbox.aidrafter.co.uk>

SAMPLE