



Risk assessment and method statement

Refurbishment RAMS

Refurbishment, extension or loft conversion of a home. Pre-filled with typical hazards, controls and sequence: edit it for this site.

PROJECT

SITE ADDRESS			
ACTIVITY		RAMS REFERENCE	
Refurbishment, extension or loft conversion of a home			
CONTRACTOR CARRYING OUT THE WORK		PRINCIPAL CONTRACTOR	
PREPARED BY	APPROVED BY	REVISION	DATE

Revision record

Reissue and rebrief when the sequence, the programme, the team or the conditions change. If you would have written it differently had you known, it needs a new revision.

REV	DATE	WHAT CHANGED	BY

THE WORK

The activity, the place and the people

Pre-filled for this kind of work. Make every line specific to this site: this sequence, this access, these people, this weather.

Scope of the activity

What is being done, and what is not included.

MHSWR REGULATION 3(1)

[Single storey rear extension / loft conversion with dormer / internal alterations] at [address], as shown on [drawing ref]. Includes opening up, temporary support, structural works to [engineer design ref], building and making weathertight, and first fix. The house stays occupied by [number] people. Not included: [list any exclusions].

Location and access

Where on site, how people and materials get there, and the restrictions.

Access via [front / side gate] and a protected route to the work area. Skip at [location], with highway authority permission if on the road. Rooms out of use: [rooms]. Escape route for the family: [route]. Working hours [08:00 to 17:00], agreed with the homeowner.

Programme and interfaces

When the work runs, and who else is working nearby.

CDM REGULATION 15(2)

START DATE

DURATION

WORKING HOURS

INTERFACES WITH OTHER TRADES

Homeowner and household: [names, children, pets, anyone vulnerable]. Neighbours at [addresses]. Electrician [name], gas engineer [name], scaffolder [name], asbestos contractor [name]. Building control inspections at [stages].

Documents this RAMS relies on

Asbestos survey [ref]. Structural engineer design and temporary support details [ref]. Building control approval [ref]. Party wall notices or awards [ref]. Construction phase plan. Scaffold handover certificate.

The team, and their competence

CDM REGULATION 8

ROLE	NAME	CARD, TICKET OR TRAINING NEEDED	CONTACT
Site lead		Experienced in domestic structural work, on site whenever structural work is under way.	
Structural engineer		Designs beams, openings and the temporary support for them.	
Electrician		A competent electrician for isolations, temporary supplies and new circuits.	
Gas engineer		Gas Safe registered for any work on gas pipes or appliances.	
Scaffolders		Competent, usually CISRS carded, with a competent person inspecting the scaffold.	
Asbestos		Awareness training for the team; a licensed contractor for licensable work.	

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METHOD STATEMENT

The sequence of work

The order the team will work in on the day, with the controls built into each stage. If the sequence changes on site, revise the RAMS and brief it again.

STAGE	WHAT IS DONE, AND HOW	CONTROLS AT THIS STAGE	BY
Before the day	Collect what the homeowner knows about the house, the asbestos survey, the structural design, building control approval and any party wall notices. Write the construction phase plan and this RAMS.	Engineer design and temporary support details on site; asbestos survey read; services located.	Site lead
Agree with the household	Walk the house with the homeowner. Agree the work area, the route in, working hours, welfare, the escape route, and how children and pets are kept away.	Agreement written into the construction phase plan; the family told which rooms are out of use.	Site lead
Arrival and briefing	Brief the team on this RAMS, the asbestos findings, the support design, the services and the house rules. Check tools, ladders and dust extraction.	Briefing signed against this revision; extraction and RPE checked before use.	Site lead
Protect the home	Put up dust screens, lay floor and stair protection, close off the work area, and set out the skip, deliveries and storage.	Sealed screens; escape route kept clear; skip permit and lighting in place.	Site lead
Access and scaffold	Scaffold erected and handed over for roof and upper floor work, with loading bays, ladder access and a chute where needed.	Handover certificate and inspection report before first use; ground ladders removed at night.	Scaffolder
Isolate services	Electricity, gas and water in the work area isolated, disconnected or diverted by competent people, with temporary supplies for the family kept separate.	Circuits proved dead; gas capped by a Gas Safe registered engineer; isolations labelled.	Electrician
Open up and support	Strip out finishes, then install temporary support to the design before any load-bearing wall, chimney breast or joist is cut.	Props on a sound bearing and checked before cutting; anything unexpected stops the work.	Site lead
Structural works	Install beams, lintels, padstones and new joists to the design, pack and grout, and leave props in until the engineer or design says they can come out.	Beams lifted with aids, not by hand alone; building control inspections at the stages it requires.	Site lead
Build and make weathertight	Build the extension or dormer, roof it and make it weathertight, then first fix services and board out.	Edge protection kept as roofs are covered; openings sheeted each night; dust controls continue.	Site lead
Clear and hand back	Remove props once allowed, clear waste, remove screens and protection, reinstate services and smoke alarms, and walk the house with the homeowner.	Services tested before handover; any information for the house recorded and handed over.	Site lead

CDM REGULATION 15(2): PLAN, MANAGE AND MONITOR THE WORK

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RISK ASSESSMENT

Hazards, controls and the risk that remains

Each significant hazard rated before and after its controls, as likelihood times severity. The ratings are typical: check them for this site.

	LIKELIHOOD		SEVERITY		
	1	2	3	4	5
5	5	10	15	20	25
4	4	8	12	16	20
3	3	6	9	12	15
2	2	4	6	8	10
1	1	2	3	4	5
	1	2	3	4	5

1 to 4 low
 5 to 12 medium
 15 to 25 high

HAZARD	WHO COULD BE HARMED, AND HOW	RISK BEFORE	CONTROLS	RISK AFTER	BY
Collapse when opening up walls and floors	The team, the family and neighbours, when a load-bearing wall, chimney breast or joist is cut or removed.	3 x 5 = 15 High	- Structure surveyed by a competent person before any potentially load-bearing part is altered, with a structural engineer for beams and openings. - Temporary support installed to the design before cutting, on a sound bearing, and left in until the new beam or lintel is in and packed. - Any surprise on opening up, such as a missing lintel or a wall carrying more than expected, stops the work until the engineer has seen it.	1 x 5 = 5 Med	Site lead
Overloading floors and loft joists	The team and the family below, when materials are stacked on ceiling joists or on a weakened floor.	3 x 4 = 12 Med	- Materials stored on the floor structure the engineer has confirmed can take them, never on ceiling joists alone. - Steels and timber brought into the loft only as needed, with loads spread on boards across several joists. - Rubble bagged and taken out daily rather than stockpiled upstairs.	1 x 4 = 4 Low	
Asbestos in an older home	The team, the family and neighbours, from fibres released by cutting, drilling or stripping out.	3 x 5 = 15 High	- Refurbishment and demolition survey of the areas being worked on before work starts, read and briefed; if in doubt, asbestos is presumed present. - Asbestos found is dealt with before other work in that area, by a licensed contractor where the work is licensable. - Suspect material found later stops the work in that area until it is sampled.	1 x 5 = 5 Med	Site lead
Live electricity in walls, floors and lofts	The team cutting, drilling or lifting boards, and the family if cables are left exposed.	3 x 5 = 15 High	- Circuits in the work area isolated and locked off by a competent electrician and proved dead before opening up. - Cable detector used before drilling or chasing, and cables assumed to run in walls until shown otherwise. - Temporary lighting and power for the family kept on circuits outside the work area, with no exposed live ends.	1 x 5 = 5 Med	
Gas and water services	The team and the family, from a gas escape, fire or flooding when pipes are cut or moved.	2 x 5 = 10 Med	- Gas pipes and appliances in the work area disconnected and capped by a Gas Safe registered engineer before work near them. - Water isolated and drained down where pipes are moved, with stop tap locations shown to the team. - Gas smell or a pipe strike means stop, ventilate, isolate at the meter and call the emergency number.	1 x 5 = 5 Med	
Falls from scaffolds and roof edges	The team working on dormers, roof openings and extension roofs.	4 x 5 = 20 High	- Scaffold with guard-rails and toe boards to every working edge, erected by trained scaffolders and inspected before first use and every 7 days. - Roof openings made from the scaffold side, with edge protection kept in place as roof covering is stripped. - Harness and lanyard only where collective protection cannot be provided, with a rescue plan.	1 x 5 = 5 Med	
Falls through ceilings, hatches and stair voids	The team in the loft between joists, and anyone near a new stair opening or a floor opening.	4 x 4 = 16 High	- Boards or staging laid across the joists before anyone works in the loft; nobody stands on the ceiling between joists. - Stair openings and floor voids guarded with rails or covered with fixed, marked covers as soon as they are formed. - Loft hatch guarded while open, with a secured ladder for access.	1 x 4 = 4 Low	
Ladders, stepladders and stairs	The team carrying materials up ladders and through the house, especially on narrow stairs.	3 x 4 = 12 Med	- Ladders and stepladders checked before use, footed or tied, and used only for short, light work. - Materials raised by hoist, scaffold or hand to hand, not carried up a ladder. - Stair route kept clear, lit and protected, with temporary handrails where the staircase is altered.	2 x 4 = 8 Med	

MHSWR REGULATION 3(6): WITH FIVE OR MORE EMPLOYEES, RECORD THE SIGNIFICANT FINDINGS

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RISK ASSESSMENT, CONTINUED

More hazards, and those specific to this site

HAZARD	WHO COULD BE HARMED, AND HOW	RISK BEFORE	CONTROLS	RISK AFTER	BY
Dust in an occupied home	The team, and the family and pets breathing dust from cutting masonry, timber and plaster.	4 x 3 = 12 Med	- Dust sheeted off from the rest of the house with sealed screens, and an agreed route from the door to the work area. - On-tool extraction with an M or H class unit, or water, for cutting and chasing; no dry sweeping, vacuum instead. - Face fit tested RPE for the team doing dusty work.	2 x 3 = 6 Med	
Children, family and visitors in the work area	Members of the household, especially children, older people and pets, who may wander into the work.	3 x 4 = 12 Med	- Work area agreed with the homeowner and closed off with locked doors, screens or barriers. - Tools, blades, chemicals and power leads never left out; tools unplugged and stored at breaks and at the end of each day. - The family briefed on which rooms are out of use, and on what to do if they see something unsafe.	1 x 4 = 4 Low	Site lead
Fire and blocked escape routes	The family asleep upstairs and the team, from hot works, dust and blocked stairs or doors.	2 x 5 = 10 Med	- A clear escape route kept for the family at all times, agreed with them before stairs or doors are altered. - Smoke alarms covered only while dusty work is under way and uncovered at the end of each day. - Hot works under a permit with a fire watch afterwards; waste and packaging cleared daily.	1 x 5 = 5 Med	
Neighbours, the public and the highway	Passers-by and neighbours near the scaffold, skip, deliveries and the front of the house.	3 x 4 = 12 Med	- Skip on the road only with the highway authority permission, lit at night; scaffold on the highway only under licence. - Deliveries timed outside school run hours where possible, with a banksman for reversing. - Debris chuted into a covered skip, never thrown.	1 x 4 = 4 Low	
Excavations for extension foundations	The team in or near trenches, and neighbours whose walls or drains are close by.	3 x 5 = 15 High	- Services and drains located before digging; trench sides supported or battered back to the design. - Trenches fenced off from the family and the public, and covered or backfilled at the end of each day where practicable. - Excavation inspected by a competent person at the start of each shift; neighbouring foundations checked before digging close to them.	1 x 5 = 5 Med	
Manual handling of steels and materials	The team carrying steel beams, plasterboard and blocks through the house and up stairs.	4 x 3 = 12 Med	- Steels sized and delivered in sections where the design allows, and lifted with props, a beam lifter or a gantry rather than by hand. - Routes through the house measured before delivery; enough people for every long or heavy carry.	2 x 3 = 6 Med	
Saws, cutters and power tools	The team using disc cutters, saws and breakers in tight rooms and lofts.	3 x 4 = 12 Med	- Guards fitted and blades suited to the material; tools checked before use. - Battery or 110V tools on site; any mains tool used through an RCD.	2 x 4 = 8 Med	
Lead paint and old finishes	The team stripping old paint from joinery, and the family, especially young children.	3 x 3 = 9 Med	- Old paint on doors, windows and skirtings treated as possibly containing lead until tested. - No dry sanding or burning off; wet methods or chemical strippers instead, with waste bagged.	1 x 3 = 3 Low	
Weather damage to an opened-up house	The family and the structure, when a roof or wall is open overnight or in bad weather.	3 x 3 = 9 Med	- Forecast checked daily; roof and wall openings sheeted or made weathertight at the end of each day. - Temporary roofs and sheeting fixed to resist wind, and checked after severe weather.	1 x 3 = 3 Low	

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EQUIPMENT

Plant, equipment and PPE

Plant and equipment

Each item, the checks and certificates it needs, and who may operate it.

PUWER 1998, LOLER 1998

ITEM	CHECKS AND CERTIFICATES	OPERATOR COMPETENCE
Adjustable props and needles	Sized to the design; on a sound bearing; checked daily while in use.	Site lead
Scaffold and loading bays	Inspected before first use, within every 7 days, and after alteration or high winds.	Competent person
Ladders and stepladders	Pre-use check; tagged out if damaged.	Each user
Dust extraction unit	M or H class; filter and bags checked before use.	Each user
Saws, cutters and breakers	Guards fitted; 110V or battery; checked before use.	Trained operative
Rubble chute and skip	Chute fixed to the scaffold; skip covered and lit on the road.	Site lead

Personal protective equipment

PPE is the last line of defence, after the controls above. Specify the type, not just the item.

PPE AT WORK REGULATIONS 1992

ITEM	NEEDED	TYPE AND SPECIFICATION
Safety helmet	☒	Working below others and on scaffold
Safety footwear	☒	Midsole protection against nails
High-visibility clothing	☐	
Gloves	☒	Cut-resistant for glass, metal, timber
Eye protection	☒	Cutting, drilling and breaking out
Hearing protection	☒	Breakers, cutters and saws
Respiratory protection Type, and face-fit tested	☒	FFP3, face fit tested, for dust
Harness or restraint Anchor points identified	☐	

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CONTROLS

Substances, permits, emergencies and the environment

Hazardous substances

Each substance and its COSHH assessment.

COSHH 2002, REGULATION 6

SUBSTANCE	COSHH ASSESSMENT REFERENCE	CONTROLS
Silica, wood and plaster dust	[ref]	Dust screens; M or H class extraction or water on cuts; FFP3 RPE, face fit tested.
Asbestos	[survey ref]	Survey before work; licensed contractor where licensable; suspect finds stop work.
Lead in old paint	[ref]	Treated as lead until tested; no dry sanding or burning off; waste bagged.
Cement, mortar and grout	[ref]	Waterproof gloves and long sleeves; skin contact washed off at once.

Permits and plans

PERMIT OR PLAN	NEEDED	REFERENCE
Hot work permit	☒	
Permit to work	☐	
Permit to dig or break ground	☐	
Confined space entry	☐	
Lift plan	☐	
Temporary works design	☒	

Emergency and rescue

First aid, fire, and how someone is rescued.
The rescue plan belongs in the RAMS, not after it.

If the structure cracks or moves, stop work, get everyone out of that part of the house and call the engineer. For a gas smell or pipe strike, stop, ventilate, isolate and call the emergency number. Fire: everyone out by the agreed escape route. First aid kit on site and the nearest accident and emergency department named on the briefing.

Environment and neighbours

Dust, noise, vibration, waste, spills and hours of work.

Dust kept inside the work area by screens and extraction. Noisy work kept to the agreed hours. Waste sorted, removed by a registered carrier with a waste transfer note. Drains and gullies protected from slurry. Front of the house kept clean.

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BEFORE OPENING UP

Pre-start check for an occupied home

Complete before any wall, floor or roof is opened up. Work does not start until every line is checked or marked not applicable.

CHECK	WHAT IS NEEDED	RESULT OR REFERENCE	CHECKED BY AND TIME
Asbestos survey	Refurbishment and demolition survey of the work areas, read and briefed		
Structural design	Engineer design for beams and openings, with temporary support details		
Building control	Approval or notice in place; inspection stages known		
Party walls	England and Wales: notices served by the homeowner, or not needed		
Construction phase plan	Written, suited to the job, and shared with the team		
Electricity	Work area circuits isolated and proved dead; family supplies kept separate		
Gas and water	Gas capped by a Gas Safe registered engineer; water isolated where needed		
Household	Work area, route in, children and pets, and hours agreed with the homeowner		
Escape route	Clear route out for the family; smoke alarms working at night		
Dust protection	Screens up, floors protected, extraction on site		
Welfare	Toilet, washing and somewhere to eat agreed or provided		
Skip and scaffold	Highway permission and licence in place; scaffold handed over		

CDM 2015 REGULATIONS 4, 7, 15 AND 19; CONTROL OF ASBESTOS REGULATIONS 2012 REGULATION 5; PARTY WALL ETC. ACT 1996; HIGHWAYS ACT 1980 SECTION 139.

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Briefed before the work starts

DATE AND TIME

A SIGNATURE AGAINST A REVISION, ON A DATE, BEFORE THE WORK STARTED, IS HOW A BRIEFING IS EVIDENCED

A pre-filled starting point, not legal advice. Edit it for the site and have it approved.