

## 1.0 Method statement

Document updated: 14 May 20  
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# Generic RAMS

### Location of works:

Edinburgh

### Site address:

Main Road,  
Edinburgh,

Client: A Client

Principal contractor: A PC

Start date and end date: 30/06/2020 to TBC

## 1.1 Description of activity

The work will be supervised and monitored at all times by a competent task specific supervisor. All works to be carried out in accordance to the risk assessments, site specific construction phase plan and other H&S management documents relevant to task that are in place. Site compound and welfare facilities to be set up in the areas already agreed with the client with additional facilities provided due to COVID-19. Identification of any conflicts of other working groups or work activities operating within the same area and specify communication and liaison arrangements to control additional risks of different contractors coming into contact with one another. Work area to be securely cordoned off to prevent unauthorized access. The welfare facilities and any other touch points are to be cleaned and sanitised after each and every use. Only authorized personnel will be allowed access to the work area. All personnel, including visitors to the site will be given appropriate PPE and COVID-19 specific inductions to the site. Appropriate signage will be suitably displayed around the work area with COVID-19 specific signage installed.

## 1.2 Sequence of operations

### 1.2.1 Roof works

#### Sign-in and induction

- All operatives must arrive onsite and sign in at the welfare facilities done by one member of staff / supervisor.
- All operatives must undertake a site induction which will specifically cover COVID-19 measures.

#### Working on site during COVID-19

- Follow the risk assessment to eliminate any inherent risks when accessing the roof is required
- Follow all safety precautions and social distancing in the COVID specific risk assessments

## 1.3 Risk assessment register

- 2.1 Coronavirus (COVID-19) - page 9
- 2.2 Working on Roofs during COVID-19 - page 13

## 1.4 Training

All operatives are adequately trained to carry out required tasks.

Site Foreman is SSSTS approved.

Site Managers are SMSTS approved.

All site operatives hold current certification and have the following training:

- CSCS certification
- Stepladder training
- Working at heights training
- Asbestos awareness training
- Abrasive wheels training
- Installing edge protection
- Mobile Elevating Work Platforms (MEWPs): IPAF
- Installing and wearing harness systems (including rescue procedures)

## 1.5 Legislation

- Health and Safety Work Act 1974
- The Coronavirus Scotland Act 2020
- The Management of Health and Safety at Work Regulations 1999, amendment 2006
- Workplace (Health, Safety and Welfare) Regulations 1992
- The Control of Asbestos Regulations 2012
- Provision and Use of Work Equipment Regulations (PUWER) 1998
- The Reportable Injuries Diseases & Dangerous Occurrence Regulations 2013 (RIDDOR)
- Control of Substances Hazardous to Health Regulations 2002
- The Work at Height Regulations 2005
- The Personal Protective Equipment at Work Regulations 1992, amendment 2002
- The Manual Handling Operations Regulations 1992
- The Construction (Design and Management) Regulations 2015
- The Hazardous Waste Regulations 2005

## 1.6 Other

All individuals to be re-inducted to site once all social distancing and site rules are in place.

## 1.7 Method of access

- All operatives will be inducted by onsite supervisor and given the new site logistics plan which covers the movement of people.
- Access and egress routes are already detailed on site fire and emergency plans.
- Any unauthorised access will be identified and communicated.
- All operatives will maintain access and egress routes, and ensure that materials required for the task do not obstruct access to work areas and any debris caused by their operation will be removed.
- Waste will be kept to a minimum and removed from site each as agreed with client.
- Any problems with access & egress routes will be reported to the Site Supervisor.
- All touch points at access and egress routes to be sanitised regularly.

## 1.8 Tools and equipment

- All hand tools and equipment should not be shared between multiple members of staff, where possible.
- All equipment or tools brought on to premises will be of sound construction and will meet the statutory requirements applicable to these tools or equipment.
- Tools and equipment used on site will be inspected by competent staff on a regular basis to ensure they are fit for purpose.
- Electrical tools will be regularly PAT tested.
- Only competent operatives will use equipment that requires adequate training.
- Any unused tools will be kept locked in toolboxes.

Refer to risk assessment specific control measures for any tools & equipment.

- Hand tools
- sawing tools
- cutting tools
- planing tools
- shaping tools
- drilling or boring tools
- holding and clamping tools
- Step ladders/access towers
- Power tools (battery or 110v)

## 1.9 General waste handling

- A suitable route to transport waste must be considered prior to the work.
- Internal routes should be protected to prevent damage to the fabric and decoration of the building. Particular attention should be made to door frames and sharp changes of route direction.
- If external routes cross pedestrian footpaths an alternative route should be provided for the public. The waste route should be segregated using barrier fencing with suitable signage to direct the public to the alternative pathway and prevent unauthorised persons accessing the waste route.
- Ensure the correct PPE is worn when handling waste.
- Always use a mechanical means of moving waste whenever possible (e.g. wheel barrow). Use good manual handling techniques when mechanical assistance is not practical or safe.
- Always dispose of waste in accordance with principal contractor's environmental policy and waste management plan.
- Report any environmental waste accidents or spillages immediately to the principal contractor who will put into action the emergency waste containment plan and inform the relevant authorities. A spill kit will be carried on site all times.

## 1.10 Use of skips

- Waste is to be deposited into a skip.
- Barrier fencing should be positioned around the skip with 'keep out' signage attached.
- Skips will be covered and secured to reduce the risk of arson and theft.
- Skips should be positioned a minimum of 6m away from buildings or other objects to reduce the spread of fire and to satisfy the requirements of insurance.
- Skips should be positioned to allow easy access for the skip vehicles to drop off new skips and collect full skips.
- Always use a banksman when skip vehicles are reversing.
- Skips are to be emptied regularly to reduce the risk of arson and theft.
- No hazardous material is to be deposited into skips.
- Temporary ramps used to gain access to skips should be sufficiently wide to prevent falls. On large or high skips, ramps should include side fall protection.
- Never climb into a skip.

## 1.11 Hazardous waste

- Hazardous waste such as asbestos must be collected by an approved licensed contractor.
- Hazardous waste should not be put with non-hazardous waste or sent for landfill.
- Sharps waste should be placed in a yellow sharps container and the lid firmly closed during transit. Sharps should never be carried in the front of vehicles.
- Hazardous waste like COSHH items should be disposed in COSHH bins if available on site.
- Hazardous items disposal procedures will be followed as identified in COSHH assessments.
- Flammable liquids will be kept to a minimum a vented store separate from the COSHH store will be provided.
- Gas store will be in secure store fully vented and situated in a well-ventilated area preferably outside.
- All efforts will be made to substitute COSHH materials for less noxious water-based materials.
- Hazardous waste (such as radiated waste and asbestos) is to be segregated from all other waste, bagged and stored within an exclusion zone. Only trained operatives issued with a permit to work are to enter areas containing hazardous waste.
- Consignment notices to be received upon removal, retained and copies provided to the principle contractor.

## 1.12 Emergency procedures

- Should someone fall ill on site, the primary responsibility is to preserve life and first aid should be administered if required and until the emergency services attend.
- 1. When planning, the provision of adequate first aid resources must be agreed between client and RGG on site/pre-start.
- 2. Emergency plans including contact details should be kept up to date
- 3. Client to detail their emergency procedures and RGG will review & amend this Risk Assessment to be specific. Consideration for emergency services that are under great pressure and may not be able to respond as quickly as usual. This should be taken into consideration in the planning of work activities, first aid, fire and emergency responses.

The 2m social distancing rule should be adhered to as far as reasonably practicable. In the case of a serious injury on site, emergency services will continue to respond and will be contacted.

- For minor injuries, first aid should be self-administered by the IP if possible (under instruction from a site provided first aider), in order to maintain 2m social distancing.
- 4. Consideration must also be given to potential delays in emergency services response, due to the current pressure on resources
- 5. Consider preventing or rescheduling high-risk work or providing additional competent first aid or trauma resources.
- 6. Avoid contact with someone who is displaying symptoms of Coronavirus (COVID-19), wait for site first aider.
- 7. Principal Contractor to assess/provide suitable and sufficient first aid provisions including RPE is available to administer first aid or recover the injured person to a safe place without any risk of contracting or spreading COVID-19
- Copy of emergency procedures will be kept on Safety Notice Board.
- Any changes in emergency procedures will be communicated to site operatives.
- Refer to the names of Fire Marshals on site Safety Notice Board.

The client or principal contractor will ensure that the existing site emergency procedures are followed and that relevant information is given to operatives at time of induction or when changes are made to procedures.

The principal contractor is responsible for ensuring that all operatives under their control adhere to the site emergency procedures at all times.

RIDDOR requires deaths and injuries to be reported to HSE, the following injuries are reportable when they result from a work-related accident:

- The death of any person (Regulation 6)
- Specified Injuries to workers (Regulation 4)
- Injuries to workers which result in their incapacitation for more than 7 days (Regulation 4)
- Injuries to non-workers which result in them being taken directly to hospital for treatment, or specified injuries to non-workers which occur on hospital premises. (Regulation 5)

A report must be received within 10 days of the incident, and can be submitted from HSE's website

## 1.13 First aid facilities

RGG operatives are first aid trained and will be given updated TBT regarding COVID.

Refer to the onsite safety notice board for all first aid information.

A first aid box with enough equipment to cope with the number of workers on site should be provided for by the client or principal contractor.

The client or principal contractor should nominate an appointed person to take care of first-aid arrangements.

- The details of the appointed first aider and location of first aid provisions will be briefed during the site induction.
- Before where it states “a first aid box with enough equipment to cope with the number of workers.....” add, “a first aid assessment to be completed to ensure suitable first aid provisions are available for the number or people and works taking place.”
- Refer to the nearest hospital on site Safety Notice Board.

The number of appointed first aiders shall be dependent on the number of employees:

- < 5: At least one appointed person.
- 5–50: At least one first-aider trained in EFAW or FAW, depending on the type of injuries that may occur.
- More than 50: At least one first-aider trained in FAW for every 50 people employed.

## 1.14 Welfare requirements

Welfare arrangements have been reviewed in line with Construction Leadership Council SOPs Ver 3 and extra welfare facilities and toilets shall be provided on site alongside staggered start, break and finish times.

These should be in line with Schedule 2 of the Construction Design & Management Regulations 2015 (CDM). All sites are to have a minimum amount of welfare facilities available for workers, which include the following:

- Toilets with hand washing and drying provisions
- Washing facilities suitable for the work taking place
- Drinking water, hot and cold or warm water
- Changing rooms and lockers
- All welfare areas will have adequate shelter, heating, lighting, ventilation and be suitable cleaned
- Rest areas with tables and chairs
- Provisions for heating food and water

## 1.15 Hazardous Substances



Health Hazard



Explosive



Highly Flammable



Gas Under Pressure

## 1.16 Specific PPE requirements

- Due to COVID-19, extra masks, gloves, and safety glasses to be provided to all operatives and visitors to the site.
- PPE requirements to be followed as per site rules.
- Any specific PPE requirements to be followed as instructed in Method Statements and Risk Assessments.

## 1.17 PPE Requirements



Safety Hats



Bump caps



Safety Boots



Hi Vis Vest



Safety Gloves



Dust Mask



Safety Glasses



Safety Goggles



Protective Clothing



Fall Restraint

All work will be undertaken by qualified competent persons with experience of the type of work described above, and in all cases in full accordance with safety procedures specified in the company's health and safety Policy.

The work activities described within this method statement and all associated safety measures are not to be deviated from in any way. If, for any reason, the method statement cannot be implemented in full or should the described process be found inadequate for the purpose of providing a safe working environment, the affected activities must cease until such time as the method statement has been amended and re-approved as appropriate with any changes communicated by a toolbox talk to all employees involved before work recommences.

## 2.0 Risk assessment

# Generic RAMS

Location of works:

123 Main Road

Site address:

Client: A Client

Principal contractor: A PC

Start date and end date: 21/05/2020 to

## Example risk matrix

$$\begin{array}{r}
 \text{Likelihood } \textcircled{4} \\
 \times \\
 \text{Severity } \textcircled{5} \\
 = \\
 \text{Risk/residual risk } \textcircled{20}
 \end{array}$$

		Likelihood					
		Very Unlikely	Unlikely	Possible	Likely	Very likely	
		1	2	3	4	5	
Severity	Negligible	1	1	2	3	4	5
	Minor	2	2	4	6	8	10
	Moderate	3	3	6	9	12	15
	Major	4	4	8	12	16	20
	Extreme	5	5	10	15	20	25



## 2.1 Coronavirus (COVID-19)

### 2.1.1 Task: General – Coronavirus (COVID-19)

Hazard	Risk	Control measures	RR
<p>Exposure from others due to:</p> <p>1) Living with someone with a confirmed case of COVID-19.</p> <p>2) Have come into close contact (within 2 metres for 15 minutes or more) with a confirmed case of COVID-19.</p> <p>3) Being advised by a public health agency that contact with a diagnosed case has occurred.</p>	<p>3 x 4 = 12</p>	<p>To follow government action of self isolation and only to leave house on the following circumstances: for medical reason; to shop for necessary food supplies; for exercise once per day; and for essential works including those deemed 'key workers'</p> <p>Any existing individual risk assessments (disability, young persons or new / expectant mothers) to be reviewed</p> <p>Maintain contact with line management and Human Resources (HR) and to follow company policy / guidance.</p> <p>Travel is only required for essential travel; reduce the amount of time using public transport and to implement social distancing where possible (2m clearance from persons and not to travel in groups of more than 2 unless it is immediate family)</p> <p>To continue following ongoing government guidance</p> <p>Stay at home and only attend hospital in an emergency. Do not attend GP surgery and phone NHS line (111) if further advice is required</p> <p>Company to ensure extremely vulnerable persons (Solid organ transplant recipients; people with specific cancers: people with cancer who are undergoing active chemotherapy or radical radiotherapy for lung cancer; people with cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment; people having immunotherapy or other continuing antibody treatments for cancer; people having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors; people who have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppressive drugs; People with severe respiratory conditions including all cystic fibrosis, severe asthma and severe COPD; People with rare diseases and inborn errors of metabolism that significantly increase the risk of infections (such as SCID, homozygous sickle cell); People on immunosuppression therapies sufficient to significantly increase risk of infection; Women who are pregnant with significant heart disease, congenital or acquired.) are shielding themselves and following their specific medical advice issued to them no later than 29/3/2020</p> <p>Follow good NHS hygiene measures at all times</p> <p>Avoid all visitors to your home unless they are providing a medical requirement</p> <p>Do not approach delivery staff, allow packages to be left on the doorstep</p> <p>Do not take any antibiotics as they do not work against viruses.</p>	<p>1 x 4 = 4</p>

**Persons at risk:** All site operatives

Inclement weather – cold temperature allows disease to survive

2	All persons to dress appropriately for the weather	1
x	Welfare facilities provided to shelter from the elements	x
2	Maintain good hygiene measures at all times	2
=	Appropriate respiratory protective equipment (RPE) masks to be considered as last resort however face fit test (FFT) must be completed to ensure mask effectiveness. It is advised to speak to your H&S competent person on these matters and supplies should be reserved for medical staff as it has been documented that supplies have been difficult to procure	=
4		2

Persons at risk: All site operatives

Poor hygiene

4	Wash your hands thoroughly and regularly. Use soap and water for at least 20 seconds. Use alcohol-based hand sanitiser if soap and water is not available and hand washing technique to be adopted as directed by NHS	1
x		x
4	Avoid touching your face/eyes/nose/mouth with unwashed hands and cover your cough or sneeze with a tissue then throw it in the bin.	4
=	Provide additional hand washing facilities to the usual welfare facilities if a large spread out site or significant numbers of personnel on site	=
16	Regularly clean the hand washing facilities and check soap and sanitiser levels	4
	Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.	
	Sites will need extra supplies of soap, hand sanitiser and paper towels and these should be securely stored.	
	Restrict the number of people using toilet facilities at any one time e.g. use a welfare attendant Wash hands before and after using the facilities Enhance the cleaning regimes for toilet facilities particularly door handles, locks and the toilet flush Portable toilets should be avoided wherever possible, but where in use these should be cleaned and emptied more frequently	

Persons at risk: All site operatives

Suspected case whilst working on site

4	If a worker develops a high temperature or a persistent cough while at work, they should:	1
x		x
4	- Return home immediately	4
=	- Avoid touching anything	=
16	- Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow.	4
	- They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed.	

Persons at risk: All site operatives

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Access / egress to site

<p>4 x</p>	<p>Where possible, please consider and implement the following practices:</p> <ul style="list-style-type: none"><li>- Stop all non-essential visitors</li></ul>	<p>1 x</p>
<p>4 =</p>	<ul style="list-style-type: none"><li>- Introduce staggered start and finish times to reduce congestion and contact at all times</li></ul>	<p>4 =</p>
<p>16</p>	<ul style="list-style-type: none"><li>- Monitor site access points to enable social distancing – you may need to change the number of access points, either increase to reduce congestion or decrease to enable monitoring</li><li>- Remove or disable entry systems that require skin contact e.g. fingerprint scanners</li><li>- Require all workers to wash or clean their hands before entering or leaving the site</li><li>- Allow plenty of space (two metres) between people waiting to enter site</li><li>- Regularly clean common contact surfaces in reception, office, access control and delivery areas e.g. scanners, turnstiles, screens, telephone handsets, desks, particularly during peak flow times</li><li>- Reduce the number of people in attendance at site inductions and consider holding them outdoors wherever possible</li><li>- Drivers should remain in their vehicles if the load will allow it and must wash or clean their hands before unloading goods and materials</li></ul>	<p>4</p>

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Persons at risk: All site operatives

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Break times - exposure from large numbers of persons

<p>4 x</p>	<p>The workforce should also be required to stay on site once they have entered it and not use local shops.</p>	<p>1 x</p>
<p>4 =</p>	<p>Dedicated eating areas should be identified on site to reduce food waste and contamination</p>	<p>4 =</p>
<p>16</p>	<p>Break times should be staggered to reduce congestion and contact at all times</p> <p>Hand cleaning facilities or hand sanitiser should be available at the entrance of any room where people eat and should be used by workers when entering and leaving the area</p> <p>The workforce should be asked to bring pre-prepared meals and refillable drinking bottles from home</p> <p>Workers should sit 2 metres apart from each other whilst eating and avoid all contact</p> <p>Where catering is provided on site, it should provide pre-prepared and wrapped food only - Payments should be taken by contactless card wherever possible and Crockery, eating utensils, cups etc. should not be used</p> <p>Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced</p> <p>Tables should be cleaned between each use</p> <p>All rubbish should be put straight in the bin and not left for someone</p>	<p>4</p>

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else to clear up

All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines and payment devices

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**Persons at risk:** All site operatives & public

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Use of welfare facilities

4

Introduce staggered start and finish times to reduce congestion and contact at all times

1

x

x

4

Introduce enhanced cleaning of all facilities throughout the day and at the end of each day

4

=

=

16

Consider increasing the number or size of facilities available on site if possible

4

Based on the size of each facility, determine how many people can use it at any one time to maintain a distance of two metres

Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal.

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**Persons at risk:** All site operatives

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## 2.2 Working on Roofs during COVID-19

### 2.2.1 Task: Roof works during COVID-19

Hazard	Risk	Control measures	RR
Carrying out roofing tasks, office tasks and interacting with other parties	5	Roofing teams should be as small as practical, preferably max of 3 and kept in their teams/squads to reduce exposure to/from others.	4
	x		x
	4	For larger works multiple small teams can be split up into separated areas where possible.	2
	=		=
	20	<p>Good communication and team organisation are essential during works and will be detailed pre-start.</p> <ul style="list-style-type: none"> <li>• Toolbox talks/RAMS reviews are to be undertaken with small teams and out in the open</li> </ul> <p>Director/Supervisor will brief all operatives on the RAMS for works and the risk assessment and site social distancing measures the Client has developed for the control of COVID-19. These will be adhered to at all times.</p> <ul style="list-style-type: none"> <li>• TBT &amp; RAMS are to be completed on staff members phones or tablets to avoid cross contamination.</li> <li>• Long materials over 2.1m (7ft) can be passed vertically or horizontally hand to hand.</li> <li>• Shorter materials less than 2.1m are to be placed by one operative who then retreats to maintain 2m social distancing before the second operative picks up the material.</li> <li>• Shorter materials less than 2.1m are to be transferred vertically using a handline line.</li> <li>• An exclusion zone will be established pre-start of the works and will ensure scaffold teams/others are not at risk of encroaching within the 2m social distancing within area and traveling materials route.</li> <li>• Supervision will monitor the working conditions to ensure that personnel are maintaining social distancing.</li> </ul> <p>If you are not able to work whilst maintaining a two- metre distance, consideration whether the activity should continue and, if so, risk assess it using the hierarchy of controls below and as per current Site Operating Procedures Version 3 from the CLC.</p> <ol style="list-style-type: none"> <li>1. Eliminate</li> <li>2. Reduce</li> <li>3. Isolate</li> <li>4. Control</li> <li>5. PPE/RPE</li> </ol> <p>If possible, avoid lifts/hoists. If this is not possible do not use unless social distancing can be achieved. Only use stairwells if social distancing can be achieved and the traffic is one way to prevent people</p>	8

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crossing on stairwells.

Cancel any non-essential meetings, where needed please use technology such as video conferencing to conduct meetings.

Follow good hygiene during roofing operations, don't pick or rub nose on gloves, try not to touch your face and not share any PPE or RPE (if required).

Ensure hands are washed/sanitised immediately after finishing a shift or removing gloves.

If you are using plant on site if possible dedicate one operative per piece of plant to undertake the daily/weekly checks and to operate the machine ensuring that they clean all touch points at the start of each day, at the end of an operation and at the end of the day.

Hand tools should not be shared between operatives, if possible.

Stay on site for your breaks. Do not use local shops. Bring your own meals and refillable drinking bottles. Do not share items (for example, cups).

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**Persons at risk:** All site operatives

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# Supervision and personnel

Name

Role

Phone

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