Risk Assessment and Method Statement

RAMS: Single-Storey Rear Extension (4m x 5m) – Foundations, Blockwork, Flat Roof and Kitchen Opening-Up

Company	Bloggs Building Ltd
Prepared by	Joe Bloggs
Contact number	07700 900123
Site address	14 Example Road, Reading RG30 1AB
Trade	General building
Site type	Domestic property
Duration	More than 2 weeks
Number of operatives	3 to 5
Working alone	No
Building age	1950 to 1999
Principal contractor	No
Occupied during the work	Yes
Access to height	Scaffold, Tower or podium
Site conditions	Other trades on site, Restricted access or parking
Date	16/09/2026

1. Scope of works

Construction of a new 4m x 5m single-storey rear extension to an occupied domestic property built between 1950 and 1999. Works comprise: setting out and excavating strip/trench foundations, concrete pour, oversite preparation, blockwork to DPC and up to wall plate level, installation of lintels, formation of a flat roof (joists, deck, insulation and felt/GRP covering), and opening up the existing rear wall into the kitchen including installation of a structural beam. Work is carried out using independent scaffold/tower access. The property remains occupied throughout by the homeowner and possibly family members, so their safety, access and welfare are protected at all times. Other trades (e.g. groundworkers, roofers, electrician, plumber) are expected on site at various stages, and site access/parking is restricted, being a residential street. This RAMS assumes no asbestos survey has yet been provided; presence of asbestos-containing materials is presumed in the existing fabric affected by the opening-up works until proven otherwise. Exclusions: internal kitchen fit-out, external landscaping, and any structural design/calculations, which are assumed to be provided separately by a structural engineer. Duration is programmed at more than two weeks with 3–5 operatives on site.

2. Risk assessment

Risk = likelihood (L) × severity (S). Severity stays the same after controls; the controls reduce likelihood. No residual risk is left in the High band.

Severity / Likelihood	1 Very unlikely	2 Unlikely	3 Possible	4 Likely	5 Almost certain
5 Fatal or life-changing	5	10	15	20	25
4 Major (specified injury or long-term ill health)	4	8	12	16	20
3 Moderate (lost time or over-seven-day injury)	3	6	9	12	15
2 Minor (first aid)	2	4	6	8	10
1 Trivial	1	2	3	4	5

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Risk band	Action
Low 1–6	Monitor
Medium 8–12	Maintain controls and review
High 15–25	Do not proceed without additional controls and sign-off

The risk assessment table follows on the next pages.

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No.	Hazard	Who is at risk	L	S	Initial risk	Control measures	L	S	Residual risk
1	**Presence of asbestos in existing wall and roof materials** Opening up the existing rear wall and disturbing soffits, textured coatings or old roofing felt in a building of this age may release asbestos fibres.	Operatives, occupants, other trades	3	5	**15** High	• Check the asbestos register or survey before work starts; commission a refurbishment and demolition survey for the areas to be opened up if none exists • Stop work immediately and report to site management if any suspect material is found • Never drill, cut, sand or break suspect material • Brief all operatives on the location of known or presumed ACMs before work begins • Isolate and screen off the work area with signage until the area is confirmed clear	2	5	**10** Medium
2	**Collapse of excavation during foundation works** Trench or strip foundation excavations for the extension can collapse onto operatives working within them, especially in variable ground conditions.	Operatives	3	5	**15** High	• Batten or shore excavations over 1.2m deep as directed by the site supervisor • Keep spoil and plant at least 1m back from the excavation edge • Inspect excavations daily and after adverse weather before anyone enters, recorded by the supervisor • Provide safe means of access/egress such as a ladder secured at the top and bottom • Barrier off open excavations when unattended to protect occupants and other trades	2	5	**10** Medium
3	**Falls from scaffold, tower or podium during blockwork and roofing** Working at height on scaffold or tower to build blockwork walls and form the flat roof exposes operatives to a fall.	Operatives	4	5	**20** High	• Use only scaffold erected and inspected by a competent scaffolder, tagged and inspected weekly (Scaffold Tag system) • Fit guardrails, toe boards and brick guards to all working platforms before use • Use a mobile tower only when erected by a PASMA-trained operative with outriggers fitted and wheels locked • Never work from ladders for tasks requiring both hands • Carry out and record a pre-use visual check of the scaffold/tower each morning by the site supervisor • Keep the platform clear of loose materials and debris to prevent trips at height	2	5	**10** Medium
4	**Structural instability when forming the kitchen opening** Removing sections of the existing rear wall to install the structural beam risks partial or full collapse if not properly propped and supported.	Operatives, occupants	3	5	**15** High	• Install temporary propping and needling in line with the engineer's temporary works design before removing any wall section • Have a competent person (temporary works coordinator) check props and needles before work proceeds • Only remove sections of wall as instructed in the sequence, never take out more than the design allows • Keep occupants out of the kitchen and adjoining rooms while the opening is formed • Do not remove propping until the new beam is fully supported and cured/fixed	2	5	**10** Medium

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No.	Hazard	Who is at risk	L	S	Initial risk	Control measures	L	S	Residual risk
5	**Manual handling of blocks, lintels, bagged cement and roof beams** Moving heavy blocks, bagged materials, lintels and the structural beam manually across the site can cause musculoskeletal injury.	Operatives	4	3	**12** Medium	• Use lightweight aircrete blocks where the specification allows to reduce load per unit • Use a mechanical aid such as a genie lift, block cart or wheelbarrow for moving heavy items • Arrange a team lift with a second operative for the structural beam and lintels • Have materials delivered as close to the work area as restricted access allows to minimise carry distance • Brief operatives on correct lifting technique at the site induction	2	3	**6** Low
6	**Silica dust from cutting blocks, bricks and concrete** Cutting blockwork, brick and concrete with disc cutters or breakers for the foundations, openings and roof upstands generates respirable crystalline silica dust.	Operatives, occupants, other trades nearby	4	4	**16** High	• Use cutting equipment fitted with water suppression or on-tool extraction • Cut outdoors or with local extraction where practical, away from occupied rooms • Wear suitable RPE (FFP3 mask or equivalent) when cutting cannot be avoided • Limit the number of operatives in the cutting area to those necessary • Sheet or seal doorways to the kitchen to stop dust migrating into the occupied part of the house	2	4	**8** Medium
7	**Noise from disc cutters, breakers and other power tools** Cutting blockwork and breaking out existing floor slabs and walls produces noise likely to exceed the upper exposure action value.	Operatives, occupants, other trades	4	3	**12** Medium	• Use quieter, well-maintained equipment selected at the planning stage • Wear hearing protection when using the disc cutter or breaker • Limit continuous exposure time by rotating operatives on noisy tasks • Warn the occupants in advance of periods of high noise so they can vacate the area if needed • Restrict noisy work to reasonable daytime hours agreed with the occupants	2	3	**6** Low
8	**Hand-arm vibration from SDS drills, breakers and disc cutters** Prolonged use of breakers and drills when breaking out foundations and forming the kitchen opening exposes operatives to vibration.	Operatives	4	3	**12** Medium	• Select low-vibration tools and check trigger times against manufacturer's vibration data • Rotate operatives between vibrating and non-vibrating tasks to limit daily exposure • Record tool usage time to stay within the A(8) action value • Maintain tools regularly, replacing worn bits/blades that increase vibration • Report any tingling or numbness in hands to the supervisor immediately	2	3	**6** Low
9	**Interaction with other trades working in the same area** Groundworkers, roofers and other trades attending site at different stages create	Operatives, other trades	4	3	**12** Medium	• Hold a daily briefing between trades to sequence work and avoid overlap in the same area • Nominate a site supervisor to coordinate access and timing between trades • Keep work areas segregated with barriers where trades operate close together	2	3	**6** Low

No.	Hazard	Who is at risk	L	S	Initial risk	Control measures	L	S	Residual risk
	risk of collision, falling materials or conflicting work at height.					• Store materials and plant so they do not obstruct other trades' access • Ensure only one trade works at height in a given zone at any time			
10	**Restricted site access and parking for deliveries and plant** The residential street has limited space for deliveries, skips and plant, increasing risk of collisions with pedestrians, vehicles and the public highway.	Operatives, public, occupants	4	3	**12** Medium	• Plan delivery times in advance with the supplier to avoid queuing on the street • Use a banksman to guide vehicles reversing onto or off the property • Position skips and material storage to keep pedestrian footways clear • Agree a parking plan with the occupant and neighbours before work starts • Display suitable signage warning of site traffic and works in progress	2	3	**6** Low
11	**Disturbance of buried or hidden services during excavation and opening up** Digging foundations and breaking into the existing rear wall may strike gas, water or electrical services not shown on any drawing.	Operatives, occupants	3	4	**12** Medium	• Use a cable avoidance tool (CAT and Genny) to scan the area before excavating or cutting into walls • Obtain service drawings or ask the occupant about known service runs before work starts • Hand dig trial holes near suspected service positions • Isolate known services in the work area before opening up the wall • Have an emergency isolation procedure briefed to all operatives in case of a strike	2	4	**8** Medium
12	**Protection of occupants during occupied works** The homeowner and family remain living in the property while building work, dust and noise occur close to their living space.	Occupants	4	3	**12** Medium	• Erect temporary dust screens/sheeting between the works and occupied rooms • Agree access routes and quiet periods with the occupants each day • Keep the kitchen opening securely boarded and weathertight outside working hours • Store tools, materials and waste away from areas used by the occupants • Brief occupants at the start of works on hazards and any areas to avoid	2	3	**6** Low

3. Method statement

1. Arrive on site, sign in with the occupant, and hold a toolbox talk covering this RAMS, site rules, and any principal contractor requirements (to be confirmed before work starts if applicable).
2. Check the asbestos register or survey for the property; if none exists, arrange a refurbishment and demolition survey for the areas to be opened up before proceeding.
3. Set up welfare facilities, site compound, and agree a parking and delivery plan with the occupant given restricted street access.
4. Erect protective screens and boarding between the work area and occupied rooms; brief occupants on hazard areas and daily access arrangements.
5. Set out the extension footprint and excavate foundation trenches using a mini digger or hand tools, battening/shoring as required and scanning for buried services with a CAT and Genny beforehand.
6. Inspect excavations, pour concrete foundations, and allow to cure; barrier off the excavation when unattended.
7. Erect independent scaffold or tower by a competent scaffolder/PASMA-trained operative; inspect and tag before use.
8. Build blockwork walls from foundation to wall plate level, installing lintels and DPC as designed, coordinating with other trades on site through daily briefings.
9. Install temporary propping/needling to the existing rear wall per the temporary works design, then carefully break out the opening for the new structural beam using a disc cutter/breaker with dust and vibration controls in place.
10. Install and fix the structural beam, confirm it is fully supported, and only then remove temporary propping under supervision of the temporary works coordinator.
11. Form the flat roof: fix joists, decking, insulation and waterproof covering, working from the inspected scaffold/tower platform.
12. Complete first-fix opening-up works into the kitchen, tidy the opening, and make the structure weathertight.
13. Carry out daily and final inspection of scaffold, propping and works completed, recording checks in the site diary.
14. Clear all waste, debris and materials from site, remove screens/boarding, and return occupied areas to a safe, clean condition.
15. Dismantle scaffold/tower, carry out final walk-round with the occupant, and hand over the completed works.

4. Personal protective equipment

PPE	Standard	When
Safety helmet	EN 397	At all times on site
Safety footwear	EN ISO 20345	At all times on site
High-visibility clothing	EN ISO 20471	At all times on site
Work gloves	EN 388	At all times on site
RPE (FFP3 mask or equivalent)	EN 149	6. Silica dust from cutting blocks, bricks and concrete
Hearing protection	EN 352	7. Noise from disc cutters, breakers and other power tools

5. Plant and equipment

- Mini excavator/digger
- Independent scaffold
- Mobile tower (PASMA)
- Disc cutter
- SDS breaker/drill
- Cement mixer
- Genie lift/block cart
- Cable avoidance tool (CAT and Genny)
- Wheelbarrow
- Hand tools
- Dust extraction unit
- Temporary propping/needling equipment

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6. Substances hazardous to health (COSHH)

Substance	Where it comes from	Harm	Control
Cement/mortar	Mixing and laying blockwork	Causes skin burns and dermatitis on contact	Wear gloves (EN 388), avoid skin contact, wash off splashes immediately
Silica dust	Cutting blocks, brick and concrete	Respiratory harm including silicosis	Use water suppression/extraction and RPE
Concrete dust and debris	Breaking out and excavation	Eye and respiratory irritation	Use extraction, damping down and PPE
Solvents/adhesives (roofing felt/GRP)	Flat roof waterproofing	Fumes and skin irritation	Use in ventilated areas, wear gloves and follow manufacturer's data sheet

7. Permits required

- Permit to dig (service location and excavation)

8. Emergency arrangements

In an emergency, stop work and raise the alarm by shouting to alert all operatives, occupants and other trades on site. Call 999 for the emergency services and give the site address: 14 Example Road, Reading, RG30 1AB. Contact Joe Bloggs on 07700 900123 to report the incident. In the event of fire, stop work, evacuate the building and assemble at a point to be confirmed at the site briefing, then call 999. If a buried or hidden service is struck, isolate the supply if safe to do so, evacuate the immediate area and call the relevant utility emergency number and 999 if there is a gas leak, fire or injury. The nearest A&E is Royal Berkshire Hospital, Craven Road, Reading, Berkshire, RG1 5AN, approximately 1.4 miles from site.

9. First aid

A first aid kit is kept on site at the work area. A first-aider or appointed person will be confirmed at the site briefing and identified to all operatives before work starts. The nearest A&E is Royal Berkshire Hospital, Craven Road, Reading, Berkshire, RG1 5AN, approximately 1.4 miles from site.

10. Legislation and guidance

Reference	Why it applies
Health and Safety at Work etc. Act 1974	Places a general duty on the contractor to protect operatives, occupants and other trades affected by the extension works.
Management of Health and Safety at Work Regulations 1999	Requires this suitable and sufficient risk assessment to be completed and communicated to all operatives before work starts.
Personal Protective Equipment at Work Regulations 1992	Requires PPE such as RPE and hearing protection to be provided free of charge, suitable and properly used on this job.
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013	Requires reporting of any injury, disease or dangerous occurrence such as a collapse or service strike arising from this work.
Health and Safety (First-Aid) Regulations 1981	Requires adequate first-aid provision and a trained first-aider or appointed person for the duration of the extension works.
Construction (Design and Management) Regulations 2015	Requires the work to be planned and managed with welfare provided and temporary works, such as propping the opening, kept stable.
Work at Height Regulations 2005	Applies to scaffold, tower and podium access used for blockwork and flat roof construction on this job.
Provision and Use of Work Equipment Regulations 1998	Requires mixers, disc cutters, breakers and excavation plant used on this job to be suitable, maintained and used by trained operatives.
Manual Handling Operations Regulations 1992	Applies to the handling of blocks, bagged cement, lintels and the structural beam on this job.

Control of Substances Hazardous to Health Regulations 2002	Applies to the silica dust, cement and roofing chemicals generated and used during construction of the extension.
Control of Asbestos Regulations 2012	Requires checking for asbestos-containing materials before disturbing the existing wall and roof fabric in a building of this age.
Control of Noise at Work Regulations 2005	Applies to the noise generated by disc cutters and breakers used for cutting blockwork and breaking out.
Control of Vibration at Work Regulations 2005	Applies to hand-arm vibration exposure from SDS drills, breakers and disc cutters used throughout this job.

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11. Briefing record and sign-off

	Name	Signature	Date
Prepared by	Joe Bloggs		16/09/2026
Reviewed and approved by (competent person)			

Operatives: by signing below I confirm this RAMS has been explained to me, I understand it and I will follow it. I will stop work and report it if conditions change.

Name	Company	Signature	Date

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