

Loft conversion RAMS example

A completed risk assessment and method statement for a rear dormer loft conversion on a lived-in semi-detached house.

This is an example for a fictional job. The company, people, address and phone number are made up. Do not copy it for real work: write your own RAMS for the actual job, site and team, and have a competent person check it.

Company name	Example Building Co. Ltd (fictional)	Client	Mr and Mrs Example, homeowners (fictional)
Job and site address	Loft conversion, 27 Sample Avenue, Exometown ZZ1 1ZZ (fictional)	Start date and expected duration	On the agreed start date. About 8 weeks.
Prepared by	Site supervisor, Example Building Co.	Date	Before work starts
Principal contractor (if there is one)	Example Building Co. Ltd (us)	Date of next review	If the work, the team or the site conditions change

Description of the work

Convert the loft of a 1930s semi-detached house (fictional) into a bedroom with an en-suite. Build a rear dormer, fit steel beams and new floor joists to the structural engineer's design, add roof windows to the front slope and a new staircase from the first-floor landing. Our subcontract electrician and plumber do the first and second fix. The family live in the house during the work. Scaffold is erected by a scaffolding contractor on the rear and side of the house.

Part 1: Risk assessment

Hazard	Who might be harmed and how	Controls in place	Further action needed	Who	When	Done
Falls from the roof and scaffold while building the dormer	Workers could fall from the roof edge or scaffold and be seriously injured or killed.	Scaffold with guard rails, toe boards and brick guards on all working lifts, erected, altered and taken down only by the scaffolding contractor. The scaffold is inspected before first use, at least every 7 days and after anything that could affect it, such as high winds. Nobody uses it without checking the inspection tag. There is no scaffold on the front. No work on the outside of the front roof slope: the roof windows there are fitted from inside the loft.	Scaffolding contractor to hand over the scaffold and the inspection record.	Scaffolding contractor	Before first use	
Falls through the ceiling below the loft	Workers could step between the ceiling joists and fall through the ceiling.	Boards are laid and fixed across the joists to make a working platform before work starts in the loft. The edges of the new stair opening are protected with a guard rail until the staircase is in.	None.			

Hazard	Who might be harmed and how	Controls in place	Further action needed	Who	When	Done
Collapse while the roof is opened up and the steels go in	Workers and the household could be crushed if the roof or walls are not supported.	Temporary support is installed as shown on the structural engineer's design before any rafter, purlin or wall is cut. Supports are not removed until the engineer's design says the permanent structure can take the load. The supervisor checks the supports every morning.	Get the temporary works design from the structural engineer.	Site supervisor	Before the roof is opened	
Lifting the steel beams and joists into the loft	Workers could hurt their backs or be crushed by a dropped beam.	Steels are lifted through the opening in the roof with a hoist or other lifting equipment agreed with the steel supplier, used by a trained person, not by hand. Joists and boards are passed up in loads people can manage. Nobody stands under a load being lifted.	Agree the lifting method and equipment with the steel supplier.	Site supervisor	Before delivery	
Falling materials from the scaffold and roof	The household, neighbours and people passing could be hit by falling materials.	Brick guards and debris netting on the scaffold. Waste goes down a chute into a covered skip, never thrown. The garden under the work is fenced off and the homeowners agree not to use it.	None.			
Asbestos hidden in the loft (for example in old roof sheets, water tanks or insulation)	Workers and the household could breathe in fibres if material containing asbestos is disturbed.	The client's refurbishment asbestos survey of the loft and roof found no asbestos in the areas to be worked on (example). Everyone on the job has asbestos awareness training. If anyone finds or suspects asbestos, they stop work on it, keep people away and tell the site supervisor. Work does not restart until it has been assessed and controlled.	Check the survey covers every area to be opened up.	Site supervisor	Before work starts	
Dust from cutting timber, plasterboard and masonry	Workers and the household could breathe in wood dust and silica dust.	Saws and grinders are fitted with on-tool extraction to an M-class or H-class vacuum. Workers wear FFP3 masks that have been face-fit tested. The loft hatch is sealed with a dust screen until the new stairs go in. Clean up with the vacuum, never by dry sweeping.	None.			
Mineral wool insulation	Workers could get skin and eye irritation from the fibres.	Read the safety data sheet. Wear gloves, long sleeves, eye protection and an FFP3 mask when cutting.	None.			
Electric shock from power tools and leads	Workers could get an electric shock from damaged tools or leads.	Cordless tools, or tools run from a 110V centre-tapped to earth (CTE) transformer. Tools and leads are checked before use and taken out of use if damaged. Leads are run where they will not be damaged or trip anyone.	None.			

Hazard	Who might be harmed and how	Controls in place	Further action needed	Who	When	Done
Household and visitors near the work	The homeowners, children and visitors could be hurt by tools, materials, dust or falling objects.	The loft is reached only through the scaffold until the stairs are in. The landing below the loft hatch is kept clear and screened. Tools and materials are not left out where children can reach them. The work area is left safe and tidy at the end of each day.	Agree with the homeowners which rooms and routes they will use.	Site supervisor	Before work starts	

Part 2: Method statement

Sequence of work

Step	What will be done	Who	Plant, equipment and materials	Controls for this step
1	Set up: welfare, skip and chute. Brief the team on this RAMS.	Site supervisor	Skip, chute	Check the asbestos survey and the engineer's drawings are on site.
2	Erect the scaffold on the rear and side with a loading bay.	Scaffolding contractor	Scaffold	Handover and inspection tag before anyone uses it.
3	Board out the loft floor as a working platform.	Carpenter	Boards, cordless drill	Boards fixed before anyone works in the loft.
4	Install temporary supports. Open up the rear roof slope.	Carpenter, labourer	Props, hand tools	Supports exactly as the engineer's design. Waste down the chute.
5	Lift in and fix the steel beams. Fit the new floor joists.	Carpenter, labourer	Hoist or other lifting equipment, cordless tools	Nobody under the load. Supervisor checks supports.
6	Build the dormer walls and roof. Weatherproof it.	Carpenter, roofer	Cordless tools, saw with extraction	Work only from the scaffold and the boarded floor.
7	Remove temporary supports once the engineer's design allows it.	Carpenter	Hand tools	Supervisor confirms before any support comes out.
8	Fit roof windows to the front slope from inside the loft.	Carpenter	Hand tools	No work on the outside of the front slope.
9	First fix electrics and plumbing. Insulate.	Electrician, plumber, carpenter	Cordless tools	Gloves and mask for insulation. Electrician's own safe isolation procedure.
10	Form the stair opening and fit the staircase.	Carpenter	Saw with extraction	Guard rail round the opening until the stairs are fixed.
11	Plasterboard, plaster, second fix and decorate.	Plasterer, electrician, plumber	Hop-ups, cordless tools	FFP3 masks when sanding.
12	Strike the scaffold. Clean up and hand over.	Scaffolding contractor, site supervisor	Vacuum	Garden kept fenced off until the scaffold is down.

People and competence

Name	Role or trade	Relevant training, qualifications or cards
Site supervisor (example)	Supervisor and carpenter	CSCS card. Site supervisor training. Emergency first aid at work. Asbestos awareness.
Carpenter (example)	Carpenter	CSCS card. Asbestos awareness.
Labourer (example)	Labourer	CSCS card. Asbestos awareness.
Scaffolders (example subcontractor)	Scaffolders	CISRS cards.
Roofer (example)	Roofer	CSCS card. Asbestos awareness.
Plasterer (example)	Plasterer	CSCS card. Asbestos awareness.
Electrician and plumber (example subcontractors)	Electrician, plumber	Qualified in their trades. Asbestos awareness.

Personal protective equipment (PPE)

PPE	Needed for which steps
Safety boots and hard hat	All steps outside and when working under the scaffold
FFP3 mask (face-fit tested)	Steps 4, 6, 10 and 11 (dusty work)
Gloves	Steps 4, 5, 9 and 10
Eye protection	Steps 4, 6, 9 and 10

Emergencies

Record the arrangements for any foreseeable emergency, including how to evacuate the site.

First aider Site supervisor (example)

First aid kit location In the van on the drive

Nearest A&E (name and address) [Before work starts, find and write in the nearest A&E department and its address]

Assembly point Front garden, by the gate

How to raise the alarm Shout to everyone in the house and on the scaffold. Call 999.

Site contact and phone number Site supervisor: 01632 960123 (fictional number)

If there is serious and imminent danger, workers should stop work immediately, report it and go to a place of safety.

Who workers report danger to Site supervisor (example)

Briefing record

Brief everyone doing the work on this RAMS before the work begins. Each person signs to confirm.

Name	Company	Signature	Date
Site supervisor (example)	Example Building Co.		
Carpenter (example)	Example Building Co.		
Labourer (example)	Example Building Co.		
Roofer (example)	Example Building Co.		
Plasterer (example)	Example Building Co.		
Scaffolders (example)	Example Scaffolding (fictional)		
Electrician (example)	Example Electrical (fictional)		
Plumber (example)	Example Plumbing (fictional)		

Approval

	Name	Signature	Date
Prepared by	Site supervisor (example)		
Approved by	Director, Example Building Co. (example)		

Based on: HSE's five steps to managing risk; CDM 2015, regulations 15 and 30; the Work at Height Regulations 2005, regulation 6; HSE guidance on roof work, scaffolds, temporary works, asbestos, construction dust, electricity and manual handling.

- HSE, Managing risks and risk assessment at work: steps needed to manage risk: <https://www.hse.gov.uk/simple-health-safety/risk/steps-needed-to-manage-risk.htm>
- CDM 2015, regulation 15: <https://www.legislation.gov.uk/uksi/2015/51/regulation/15>
- CDM 2015, regulation 30: <https://www.legislation.gov.uk/uksi/2015/51/regulation/30>
- Work at Height Regulations 2005, regulation 6: <https://www.legislation.gov.uk/uksi/2005/735/regulation/6>
- HSE, Roof work: <https://www.hse.gov.uk/construction/safetytopics/roofwork.htm>
- HSE, Scaffolds: <https://www.hse.gov.uk/construction/safetytopics/scaffoldinginfo.htm>
- HSE, Temporary works: <https://www.hse.gov.uk/construction/safetytopics/temporary-works.htm>
- HSE, A worker's guide to asbestos safety: <https://www.hse.gov.uk/asbestos/workers.htm>
- HSE, Construction dust: <https://www.hse.gov.uk/construction/healthrisks/hazardous-substances/construction-dust.htm>
- HSE, Electricity: systems in buildings: <https://www.hse.gov.uk/construction/safetytopics/systems.htm>
- HSE, Manual handling at work: <https://www.hse.gov.uk/msd/manual-handling/index.htm>

Completed example from The Site Book, October 2026. This is an example for a fictional job. The company, people, address and phone number are made up. Do not copy it for real work: write your own RAMS for the actual job, site and team, and have a competent person check it.