

GUTTER CLEARING AND ROOFLINE MAINTENANCE

ACTIVITY RAMS — ADAPT TO SITE BEFORE USE

Gutters, downpipes, fascias — the little roof jobs that produce the big falls

KD-RAMS-PM-003 Rev A0

Statutory basis: HSWA 1974 s.2(2)(a) and MHSWR 1999 regs 3 and 5 — this document is the recorded safe system of work, and for a trade whose jobs are small, fast and in strange buildings, the dynamic half of the assessment matters as much as the written half: every task starts with the point-of-work check these documents prompt. The Control of Asbestos Regulations 2012 shape maintenance more than any other trade — the stock is mostly pre-2000 and the duty-holder's asbestos register is consulted before any surface is broken. The Work at Height Regulations 2005, COSHH 2002, the Electricity at Work Regulations 1989 and the Manual Handling Operations Regulations 1992 apply as the tasks require. Gas work is Gas Safe engineers only; notifiable electrical work is certificated electricians only — maintenance operatives work to those boundaries, never across them. Prepared against legislation current at 10/08/2026.

1 DOCUMENT AND PROJECT IDENTIFICATION

RAMS REFERENCE	PROJECT / SITE REF	SITE NAME AND ADDRESS	DATE PREPARED	NEXT REVIEW DATE
CLIENT / PRINCIPAL CONTRACTOR	PLANNED START	DURATION	OPERATIVES	SUPERVISING THE WORK

2 SCOPE OF WORKS

Gutter clearing, downpipe repairs and roofline maintenance — fascias, soffits and rainwater goods — from ladders, towers, MEWPs and vacuum systems, on domestic and commercial stock.

This document does not cover: work ON the roof surface (KD-RAMS-RO series and the roof work permit), fragile-roof adjacent work without the fragile-surface controls, and ladder work beyond the short-duration, three-points-of-contact envelope.

SITE-SPECIFIC SCOPE, LOCATIONS AND LIMITATIONS

3 RISK ASSESSMENT — SCORE EACH RISK FOR THIS SITE, THEN ADD WHAT IS MISSING

The hazards and controls below are the starting point for this activity, written by a working main contractor. They are not complete for your site until a competent person has scored each risk, added the site-specific hazards, and struck out anything that does not apply. Rate risks High / Medium / Low before and after controls.

1. Every job a different building — unknown services, fabric and history

At risk: Operatives

Controls: Point-of-work assessment before every task — the two-minute look that stands in for the site knowledge a stranger does not have; the building's asbestos register and known-hazards information requested from the duty holder before fabric is disturbed; services traced from the meter or board, not assumed from the fitting; anything that does not match expectations stops the task until it is understood.

INITIAL (H/M/L)	RESIDUAL (H/M/L)	SITE-SPECIFIC ADDITIONAL CONTROLS, OR N/A	ACTION OWNER	BY WHEN

2. Lone working as the trade's default condition

At risk: Operatives

Controls: Lone working arrangements per the employer's system — whereabouts known, check-in times set, escalation if a check is missed; tasks the RAMS reserves for two persons (ladder work beyond the stated limits, live-adjacent electrical, confined or roof spaces) are NOT done alone; a charged phone and the emergency information for the property carried.

INITIAL (H/M/L)	RESIDUAL (H/M/L)	SITE-SPECIFIC ADDITIONAL CONTROLS, OR N/A	ACTION OWNER	BY WHEN

3. Occupants, tenants and the public around the work

At risk: Occupants, public, operatives

Controls: Arrival announced and identity shown; the work area separated with the occupant's routes kept clear; tools and materials never left unattended in occupied areas; safeguarding rules where the premises require them (schools, care settings) followed as site rules; the area left safe at every break — a maintenance job abandoned mid-task is a hazard with no one watching it.

INITIAL (H/M/L)	RESIDUAL (H/M/L)	SITE-SPECIFIC ADDITIONAL CONTROLS, OR N/A	ACTION OWNER	BY WHEN

4. Work at height from steps, podiums, towers or MEWPs

At risk: Operatives, and anyone below

Controls: Select access by the Work at Height hierarchy — podium or tower before steps; MEWPs by trained (IPAF) operators only. Inspect access equipment before use, establish an exclusion below overhead work, and secure tools and materials against dropping.

INITIAL (H/M/L)	RESIDUAL (H/M/L)	SITE-SPECIFIC ADDITIONAL CONTROLS, OR N/A	ACTION OWNER	BY WHEN

5. Wind, ice and rain on exposed external work

At risk: Operatives

Controls: Forecasts checked before external work; wind limits per the access method and task; wet and iced surfaces change the footing and access assessment; exposed work paused when conditions leave the limits the RAMS sets.

INITIAL (H/M/L)	RESIDUAL (H/M/L)	SITE-SPECIFIC ADDITIONAL CONTROLS, OR N/A	ACTION OWNER	BY WHEN

6. Manual handling of boards, materials and components

At risk: Operatives

Controls: Mechanical aids first — trolleys, board lifters, hoists. Two-person lifts for boards and long components; order materials in manageable sizes; plan storage close to the workplace; keep carrying routes clear and lit.

INITIAL (H/M/L)	RESIDUAL (H/M/L)	SITE-SPECIFIC ADDITIONAL CONTROLS, OR N/A	ACTION OWNER	BY WHEN

7. The ladder default — long duration talked into a short-duration tool

At risk: Operatives

Controls: Ground-based vacuum clearing first where the building suits it — the avoid option is real in this task; ladders only for short-duration light work, footed or tied, one-out-four-up, on checked ground; a run of gutters is tower or MEWP work, not a ladder marathon; two persons for ladder work beyond the employer's stated limits — never assumed alone.

INITIAL (H/M/L)	RESIDUAL (H/M/L)	SITE-SPECIFIC ADDITIONAL CONTROLS, OR N/A	ACTION OWNER	BY WHEN

8. What the gutter holds — decades of debris, growth and the occasional needle

At risk: Operatives

Controls: Debris scooped with tools and gauntlets, never bare-handed blind; sharps assumed in urban stock; debris bagged at height in small loads or dropped only into a controlled zone; eyes protected against the flick of a rod or jet.

INITIAL (H/M/L)	RESIDUAL (H/M/L)	SITE-SPECIFIC ADDITIONAL CONTROLS, OR N/A	ACTION OWNER	BY WHEN

Site-specific hazards not listed above — every site has at least one:

HAZARD	WHO IS AT RISK	CONTROLS	INITIAL HI...	RESIDUAL...	ACTION OWNER	BY WHEN

4 METHOD — SEQUENCE OF WORK

- 01 The roofline surveyed from the ground — heights, fragile adjacencies, ground conditions, overhead services.
- 02 Access selected by the hierarchy — vacuum from the ground, then tower or MEWP, ladder only for the short and light.
- 03 Exclusion below the work; gutters cleared in runs with debris bagged or dropped controlled.
- 04 Repairs to brackets, joints and downpipes made within reach of the platform — never stretched to from a ladder.
- 05 Downpipes proved by water test; debris and kit cleared; the record notes what the roofline needs next.

SITE-SPECIFIC AMENDMENTS TO THE SEQUENCE**5 PLANT, EQUIPMENT AND MATERIALS**

- Gutter vacuum system with camera
- Gauntlets and rods; barriers below
- Ladders (checked and tagged), tower or MEWP per the survey

INSPECTION / THOROUGH EXAMINATION REFS**COSHH ASSESSMENT REFS****6 PPE — THE LAST LINE OF CONTROL, NOT THE FIRST**

- Head protection
- Gloves — task-rated
- Gauntlets for debris handling
- Safety footwear
- Eye protection
- High visibility
- Hearing protection

RPE TYPE, FACE-FIT STATUS, AND ANY OTHER PPE REQUIRED**7 PERMITS REQUIRED BEFORE THIS WORK STARTS**

A permit authorises this work in that place, on that day. It extends the safe system of work in this document — it does not replace it (HSE HSG250). The site issues the permit; record its number before work starts.

KD-PTW-WH-006 — Work at Height Permit**PERMIT NUMBER**

Where the client site operates one

8 EMERGENCY ARRANGEMENTS — COMPLETE FOR THIS SITE

FIRST AIDER AND LOCATION	NEAREST A&E	ASSEMBLY POINT
HOW THE ALARM IS RAISED	EMERGENCY ACCESS FOR THIS WORK AREA	SPILL / ENVIRONMENTAL RESPONSE

9 BRIEFING RECORD — EVERYONE WORKING UNDER THIS RAMS SIGNS BEFORE STARTING

By signing you confirm the contents of this RAMS have been explained to you, you understand the hazards and controls, and you will work to the sequence stated. Tell the supervisor if the work or the site does not match this document — work stops until it does.

NAME	COMPANY	SIGNATURE	DATE

10 PREPARED AND ACCEPTED

Prepared / adapted for this site by — I confirm I have adapted this document to the site, scored the risks, and that it describes how the work will actually be done.

PRINTED NAME	ROLE / COMPETENCE	COMPANY	SIGNATURE	DATE	TIME

Accepted for the site by — principal contractor or site manager review.

PRINTED NAME	ROLE	COMPANY	SIGNATURE	DATE	TIME

Review this RAMS if the work, the site or the law changes, and at least before each new phase of the works. Flatten the completed PDF before filing so the record cannot be silently edited.

R REVISION HISTORY

Every revision of this document, and every review that found nothing to change. The revision on the front of this sheet is the one you are holding — check kubitdocs.com for the current one before use.

Rev	Date	Class	What changed	Authorised by
D0	2026-08-31	first-issue	First issue.	— not yet approved —
D1	2026-08-31	review	Reviewed against the internal H&S director's batch findings; no change to this document.	— not yet approved —
A0	2026-08-31	review	Approved for issue by the author. Content unchanged from the reviewed draft; the draft status strip is removed. No independent third-party review has been carried out.	Author — director, UK principal contractor, SMSTS. Not an independent review.

Class: first-issue · material (the law, a control, a field or the scope changed — past buyers are notified) · editorial (wording or layout only) · review (checked, nothing changed) · withdrawal. Revision prefix D = draft, not approved and not for sale; A = approved for issue by the person named, on the date shown.