Risk Assessment and Method Statement (RAMS): Gutter Cleaning, Repairs and Replacement

Nov 1, 2026 · @Daniel

This RAMS covers London Gutter Clean Ltd's gutter cleaning, repairs, and gutter, fascia and soffit replacement on domestic and commercial buildings. It is a template: complete the site details for each job and have a competent person review it before it is issued.

Document and site details

Complete the site details for every job before the RAMS is issued.

Item	Details
Company	London Gutter Clean Ltd
Address	21 Mead Road, Richmond, TW10 7LG
Telephone	020 8945 5711
Email	info@londongutterclean.co.uk
Director	Lee Wiltshire
Insurance	£5M public and employers liability
Version	1 (draft)

Item	Details
Review	At least once a year, and after any incident or change in method
Client	
Site address	
Site contact and phone	
Date of work	
Building height (storeys)	
Access method chosen	
Team on site	
Asbestos register or survey seen	Yes / No / Not applicable

Scope and team

The work covered is gutter and downpipe cleaning, flushing and leak testing, minor repairs such as sealing joints and securing brackets, and replacement of gutters, fascias and soffits. It also covers box gutter relining on commercial buildings.

The work does not include removing asbestos, or drilling, cutting, scraping or pressure washing any suspect asbestos material.

Team and competence

- Operatives are trained in working at height, and certificates are on our Why Choose Us page.
- Three members of the team hold asbestos awareness training, with certificates on the same page.
- All staff are DBS checked, wear uniform and carry photo ID.
- Public and employers liability insurance is £5M, with the certificate available as a PDF.

Access equipment

The access method is chosen for each job from the building height, roof type, ground conditions and what the survey shows. Ground-based methods are preferred wherever they are practical, because they keep operatives off the roof edge.

Method	Typical use	Key controls
High-reach vacuum system	Cleaning gutters up to 4 storeys from the ground	Operator stays on the ground; exclusion zone below the pole; check for overhead cables before raising
Ladder	Repairs, sealing, bracket fixes and short cleans up to 4 storeys	Ladder inspected before use; correct angle (1 in 4); footed or tied at the top; three points of contact; short-duration tasks only
Roof ladder	Reaching gutters where the roof pitch allows safe access above 4 storeys	Only where the roof is sound and the surface suitable; secured over the ridge; no access to fragile roofs
Cherry picker (MEWP)	Higher or more complex buildings, commercial premises	Operator trained and competent; harness attached where required; ground checked for loading and slope; exclusion zone
Spider lift	Restricted access, rear elevations, soft or uneven ground	As for MEWP; outriggers on spreader mats; rescue plan agreed before use
Scaffolding	Full replacements of gutters, fascias and soffits; long-duration or complex work	Erected and inspected by a competent scaffolder; handover certificate seen before use

Rules that apply to all methods

- No work in high winds, ice, lightning or heavy rain. The person in charge makes the call and records it.
- Equipment is checked before every use and defective items are taken out of service.
- A second person is on site for any work at height.
- Tools and materials are secured or lifted by rope, never thrown or dropped.

Risk assessment

Risk is scored as likelihood (1 to 5) multiplied by severity (1 to 5), before and after controls. Scores of 1 to 6 are low, 7 to 12 medium and 15 or more high. Work does not start while any residual risk is high.

Hazard	Who is at risk	Controls	Residual risk
Fall from height (ladder, roof edge, MEWP)	Operatives	Ground-based vacuum where possible; inspected equipment; ladders footed or tied; trained operatives; MEWP harness where required; no work in poor weather; second person on site	Low
Falling tools, debris or equipment	Public, occupants, operatives	Exclusion zone below the work with cones or tape; tools secured; debris lowered or bagged; client told to keep people clear	Low
Fragile roof or roof lights	Operatives	Roof surface checked at survey; no access onto fragile materials; roof ladders or MEWP used instead; roof lights marked as no-go	Low
Asbestos-containing materials (cement gutters, fascias, soffits, roofing)	Operatives, occupants	Ask for the asbestos register or management survey before work; awareness-trained staff; do not drill, cut, scrape, break or pressure-wash suspect materials; stop work and report (see the asbestos section)	Low
Overhead cables and live services	Operatives	Survey for cables before raising poles, ladders or MEWPs; keep clear of lines; no work if clearance is not safe	Low

Hazard	Who is at risk	Controls	Residual risk
Electrical hazards near wet work	Operatives, occupants	Keep equipment away from outside sockets and fittings; portable equipment inspected; RCD protection used	Low
Manual handling (ladders, gutter lengths, waste)	Operatives	Team lifts for long lengths; mechanical aids where possible; bag debris in small loads	Low
Slips and trips (wet surfaces, debris, uneven ground)	Operatives, public	Suitable footwear; debris cleared as work progresses; spreader mats on soft ground; cables and hoses routed clear	Low
Contaminated debris (bird droppings, rotting matter, sharps)	Operatives	Gloves and eye protection; wash hands before eating; cover cuts; dispose of sharps safely; ask the client about known pests or nesting birds	Low
Nesting birds and wasps	Operatives, wildlife	Check for active nests; do not disturb protected nesting birds; arrange specialist removal for wasps	Low
Sharp edges and dust from cutting	Operatives	Cut-resistant gloves; eye protection; dust mask when cutting; cut away from others	Low
Hot or flammable materials (sealants, fibreglass coating)	Operatives	Follow product data sheets; ventilation; no ignition sources; stored securely	Low
Vehicles and deliveries	Public, operatives	Park considerately; hi-vis in traffic areas; banksman for reversing where needed	Low

Hazard	Who is at risk	Controls	Residual risk
Lone or unfamiliar site working	Operatives	Two operatives minimum; photo ID worn; site contact and emergency details recorded before work	Low

The scores for each job are recorded on the signed copy. Add any site-specific hazards found at survey in the rows below.

Site-specific hazard	Controls	Residual risk

Method statement

Before work

1. Confirm the job details, access method and site contact with the client. Ask for the asbestos register or management survey for the building.
2. Survey the property from the ground: roof type, gutter and fascia materials, condition, overhead cables, nesting birds, fragile areas and ground conditions.
3. Complete the site details and risk assessment sections for the job. Choose the access method and agree where vehicles, pedestrians and occupants will be kept clear.
4. Hold a briefing for the team on the plan, hazards, exclusion zone and emergency arrangements.
5. Set up cones or tape and signs beneath the work area.

Gutter cleaning

1. Take before photos of the gutters and any defects.
2. Raise the access equipment and clear the gutters and outlets by high-reach vacuum or by hand.
3. Bag debris and keep it off the roof, ground and neighbouring property.
4. Flush the gutters and downpipes and test the flow at outlets and joints.
5. Record any leaks, loose brackets, cracks or damaged sections.
6. Carry out basic repairs included with the clean, such as sealing a drip or refixing a bracket.
7. Take after photos, clear the area and take away all debris.

Repairs

1. Isolate the area and confirm the material is safe to work on, with no suspected asbestos.
2. Seal minor leaks and joints with suitable sealant, refix or replace brackets, and apply fibreglass coating to metal gutters where appropriate.
3. Allow products to cure as stated on the data sheet and test with water.
4. Photograph the finished repair and report any further work needed.

Gutter, fascia and soffit replacement

1. Agree the scope and price with the client before starting, and erect scaffolding where needed, with the handover certificate seen.
2. Remove old gutters and boards in controlled sections, keeping debris contained and bagged.
3. Fix new fascias, soffits and brackets, then fit new guttering and downpipes at the correct fall.
4. Flush and test the new system for leaks.
5. Photograph the stages of the work, clear the site and dismantle scaffolding.

Completion

1. Walk the site with the client or send photos showing the finished work.
2. Confirm waste has been removed and the area left clean and safe.
3. Record the guarantee that applies to the work and any follow-up recommended.

Asbestos and unexpected materials

Buildings built before 2000 may contain asbestos in gutters, downpipes, fascias, soffits, roof sheets and sealants. Three members of the team hold asbestos awareness training. This work is not licensed asbestos work and the team does not remove asbestos.

Before work

- Ask the client for the asbestos register or management survey and note the result on the site details.
- If the building is non-domestic or pre-2000 and no register exists, treat cement-type materials as suspect until confirmed otherwise.

If suspect material is found or suspected

1. Stop work at once. Do not drill, cut, scrape, break, sand or pressure wash the material.
2. Keep people clear of the area and do not move or disturb debris.
3. Tell the site manager or client and record the location with photos taken from a safe distance.

4. Do not restart that part of the work until the material has been tested or cleared by a competent person. Where removal is needed, the client arranges a licensed contractor.
5. Operatives who may have been exposed wash hands and face, and tell the person in charge.

COSHH and waste

Substance	Hazard	Controls
Gutter debris (silt, leaves, droppings)	Bacteria, mould spores, irritant dust	Gloves, eye protection, wash hands before eating, avoid dry sweeping
Sealants and adhesives	Skin and eye irritant, fumes	Follow product data sheet, gloves and eye protection, ventilate
Fibreglass coating (resin and hardener)	Irritant, flammable, fumes	Follow data sheet, gloves and eye protection, no ignition sources, mix in small amounts
Cleaning products	Skin and eye irritant	Use as directed, store in labelled containers, keep away from drains and watercourses
Cutting dust	Respiratory irritant	Dust mask, cut in the open air, keep dust away from others

Product data sheets are available on site for every substance used.

Waste

- All debris is bagged and taken away at the end of the job, not left on site unless the client has agreed.
- Old guttering, fascias and soffits are taken away by our team and disposed of at an authorised facility.
- Waste carrier registration number: _____ (add once confirmed).
- Nothing is allowed to enter drains or watercourses.

Emergency procedures

- **Emergency services:** call 999 for any serious injury, fall, fire or exposure to a dangerous substance. Give the site address and what has happened.

- **Casualty from height:** do not move the casualty unless there is immediate danger. Call 999, give first aid within training and stay with them until help arrives.
- **First aid:** a first aid kit is carried in every vehicle. Minor injuries are treated and recorded.
- **Fire:** raise the alarm, leave the area, call 999 and do not fight a fire unless it is small and safe to do so.
- **Rescue from a MEWP or spider lift:** follow the rescue plan agreed before use. Ground controls are operated by a trained person only.
- **Suspect asbestos or gas smell:** stop work, keep people clear and follow the asbestos section or contact the gas emergency service on 0800 111 999.
- **Reporting:** all incidents and near misses are reported to Lee Wiltshire on 020 8945 5711 and recorded. Serious incidents are reported under RIDDOR where required.

Nearest A&E and site emergency contact: _____ (complete for each job).

Sign-off

Everyone working on the job has read and understood this RAMS and the briefing given.

Name	Role	Signature	Date
Lee Wiltshire	Director, document owner		
	Person in charge on site		
	Operative		
	Operative		
	Client or site representative		

This document is reviewed at least once a year, and after any incident, change in method or change in equipment.