Risk Assessment

Worked example: Replacing gutters and fascias on a two-storey house

1. Assessment details

What the assessment covers, who made it and when it will be looked at again.

Activity or job	Replacing fascias, soffits, gutters and downpipes, 14 Larchmere Avenue
Location	14 Larchmere Avenue, Chesterfield. 1970s two-storey semi-detached house. Work along the front and the gable end, above the drive and beside the public footpath.
Company	Brookfold Roofline Ltd, Chesterfield
Client	Mr Dev Parmar, homeowner. He is at home most days and is the contact for access, parking and the skip.
Assessed by	Sam Kettle, director and site lead, after a site visit on 04/11/2026 and a talk through the job with the two fitters.
Date and review date	10/11/2026, once the asbestos result was back. Reviewed on site on 16/11/2026 before work starts, and again if the weather, the scaffold or the job changes.

2. The work

A plain description of the work, so anyone reading the assessment knows what it covers and what it does not.

Description of the work	Take down the old timber fascias and soffits and the plastic gutters and downpipes along the front and the gable end, and fit new uPVC fascias, vented soffits, gutters and downpipes, connected to the existing drains. All work at the eaves is done from a scaffold put up by a scaffolding contractor. Waste goes down an enclosed chute into a skip on the drive.
Dates and hours	16/11/2026 to 18/11/2026, 08:00 to 16:30. Work on the scaffold stops in high winds, heavy rain or ice (risk 6). The scaffold goes up on 13/11/2026 and comes down on 20/11/2026.
Equipment and substances	Independent tied scaffold with double guardrails, toe boards and brick guards, erected, inspected and handed over by the scaffolding contractor. Enclosed rubbish chute and skip. Cordless circular saw, drills and impact drivers, checked each morning. Hand tools. uPVC solvent cement and low-modulus sealant, used as their safety data sheets direct, with their own COSHH assessments.
Related documents	Scaffold handover certificate and the scaffolding contractor's inspection record. Asbestos sample result dated 09/11/2026. COSHH assessments for the solvent cement and the sealant. Method statement for the job.

3. People

Who does the work, and everyone else who could be harmed by it.

People doing the work	Sam Kettle, site lead, and two fitters, Ellie Ward and Kofi Mensah. All three hold CSCS cards, in-date asbestos awareness training and a toolbox talk on working from scaffolds. Sam holds an emergency first aid at work certificate. Only the scaffolding contractor alters the scaffold.
Others who could be affected	Mr Parmar and his family, visitors and delivery drivers at the front door, the neighbours at number 12, and people on the public footpath beside the drive.
People at particular risk	Mr Parmar's mother, who is in her eighties, lives with the family and walks with a frame. Children walk past to the primary school at the end of the road at about 08:30 and 15:15.

4. Emergency arrangements

What happens if someone is hurt or something goes wrong. Everyone doing the work should know this before they start.

First aid	Sam Kettle holds an emergency first aid at work certificate. First aid kit in the van on the road outside. Nearest public defibrillator located before work starts and noted on the job sheet.
Nearest A&E	Chesterfield Royal Hospital emergency department, Calow, Chesterfield. About 10 minutes by car.
Emergency procedures	Call 999 for any serious injury. If someone is hurt or taken ill on the scaffold, do not move them unless they are in further danger; the emergency services carry out any rescue, with the team keeping the way clear and telling them what happened. If any part of the scaffold is damaged or moved, everyone comes down and Sam calls the scaffolding contractor.
Reporting accidents	Every accident and near miss is recorded in the job book. Sam reports to HSE under RIDDOR when the law requires it, for example a fall that causes a fracture or keeps someone off work for more than seven days.

5. Hazards and controls

List each significant hazard, and who could be harmed and how. Score it before controls: likelihood (1 rare, 2 unlikely, 3 possible, 4 likely, 5 almost certain) times severity (1 negligible, 2 minor, 3 moderate, 4 major, 5 catastrophic, meaning death or permanent disability). Write the controls you will actually use, then score it again. 1 to 4 is low, 5 to 9 medium, 10 to 16 high, 17 to 25 critical. If a risk is still high or critical after controls, change how the work is done or add controls before it starts.

#	Hazard	Who might be harmed	Initial risk (L x S = score)	Control measures	Residual risk
1	Falls from the scaffold while working at the eaves, including leaning out past the guardrail or standing on it to reach	Sam, Ellie and Kofi	15 3 x 5, High	• Independent tied scaffold with double guardrails and toe boards on every working lift, erected by the scaffolding contractor and handed over with a certificate before anyone uses it. • Scaffold inspected by the scaffolding contractor before first use, at least every seven days and after high winds, and each inspection recorded, as the Work at Height Regulations 2005 require. • Nobody removes or alters any part of the scaffold. If a guardrail or tie is in the way, stop and call the scaffolding contractor. • Work from the boards only: no leaning out past the guardrail, and no standing on guardrails, buckets or stepladders on the scaffold. • Up and down by the scaffold's internal ladder only, with three points of contact and nothing carried in the hands.	5 1 x 5, Medium
2	Asbestos fibres released by cutting or breaking the old soffit boards, or any other suspect material found at the eaves	The team, the family and the neighbours	10 2 x 5, High	• Soffit boards sampled by a competent asbestos surveyor on 05/11/2026. The accredited laboratory found no asbestos (result dated 09/11/2026, kept with this assessment). • If any other suspect material is found, such as a board behind the fascia or an old cement gutter or downpipe: stop, keep everyone away, do not disturb it, and have it sampled before carrying on, in line with the Control of Asbestos Regulations 2012. • Old boards taken down whole where possible, not broken up on the scaffold. • Everyone on the job holds in-date asbestos awareness training.	5 1 x 5, Medium

#	Hazard	Who might be harmed	Initial risk (L x S = score)	Control measures	Residual risk
3	Tools, offcuts or old gutter falling from the scaffold onto people below	The family, visitors, people on the footpath, and the team on the ground	**12** 3 x 4, High	• Toe boards and brick guards along every working lift, fitted by the scaffolding contractor. • Waste goes down the enclosed chute into the skip, never thrown or dropped. • Tools kept in a bucket or tethered on the boards, and nothing left near the edge. • Barriers and signs round the base of the scaffold and the skip, keeping everyone but the team out of the area below the work. • Agreed with Mr Parmar that the family uses the side door while the team works above the front door.	**4** 1 x 4, Low
4	Members of the public, children walking to school or the family coming into the work area, climbing the scaffold or walking into the skip	People on the footpath, school children, Mr Parmar's family and his mother	**12** 3 x 4, High	• Scaffold and skip kept within the property boundary, so the footpath stays open. • Barriers and signs round the scaffold base and the skip at all times. • Ladder access to the scaffold blocked with a locked ladder guard at the end of each day and whenever the team is away. • No loading or lifting at the front during the school run, about 08:15 to 08:45 and 15:00 to 15:30. • Side path kept clear and level for Mr Parmar's mother, and the plan for the week agreed with the family on the first morning.	**4** 1 x 4, Low
5	Manual handling of long lengths of fascia board, soffit and gutter, and passing materials up onto the scaffold	Sam, Ellie and Kofi	**9** 3 x 3, Medium	• Long lengths carried and passed up by two people, one at each end, never up the ladder. • Materials passed up through the scaffold's loading bay in small loads. • Old boards cut into shorter lengths on the scaffold before they go down the chute. • Materials delivered to the drive beside the scaffold, so they are not carried far.	**4** 2 x 2, Low
6	Bad weather: high winds catching long lengths like a sail, or rain and ice making the boards slippery	The team, and people below if a length is blown off	**12** 3 x 4, High	• Sam checks the forecast each evening and morning, and work on the scaffold stops in high winds, heavy rain or ice. • Long lengths are not handled on the scaffold when it is gusty. • Boards checked each morning and kept clear of debris, and nobody goes up on frosted or icy boards. • After high winds the scaffold is inspected by the scaffolding contractor before anyone uses it.	**4** 1 x 4, Low

#	Hazard	Who might be harmed	Initial risk (L x S = score)	Control measures	Residual risk
7	Cuts and injuries from the circular saw and hand tools, and from nails in the old timber	Sam, Ellie and Kofi	9 3 x 3, Medium	• Cordless tools only, so there are no leads on the scaffold, with guards checked each morning. • Cutting done on trestles on the drive, inside the barriers, not on the scaffold boards. • Cut-resistant gloves for handling old timber and gutters, and safety glasses when cutting. • Nails pulled or bent over as the old timber comes off.	3 1 x 3, Low

6. Sign-off

	Name	Signature	Date
Prepared by			
Approved by			

Briefing register

Signing below confirms you have been briefed on this risk assessment and understand the controls.

Name	Company	Signature	Date

Risk scoring key

Find the cell where Likelihood meets Severity to get the risk score and level.

		SEVERITY				
	LIKELIHOOD	**1** Negligible	**2** Minor	**3** Moderate	**4** Major	**5** Catastrophic
5	Almost Certain	5	10	15	20	25
4	Likely	4	8	12	16	20
3	Possible	3	6	9	12	15
2	Unlikely	2	4	6	8	10
1	Rare	1	2	3	4	5

Low (1 to 4)

Medium (5 to 9)

High (10 to 16)

Critical (17 to 25)

Risk Score = Likelihood (1 to 5) x Severity (1 to 5)