

ACCESS AND RAISED FLOOR INSTALLATION

ACTIVITY RAMS — ADAPT TO SITE BEFORE USE

Pedestals and panels · the open void · the working edge

KD-RAMS-AF-001 Rev A0

Statutory basis: HSWA 1974 s.2(2)(a) and MHSWR 1999 regs 3 and 5; Work at Height Regulations 2005 — an open floor void is a fall risk to everyone who walks onto the floor, not only to the fitters; COSHH 2002 with EH40/2005 (4th edition, 2020) for cement, resins and construction dust; PUWER 1998 for pumps, mixers and cutting equipment; Manual Handling Operations Regulations 1992; CDM 2015 regs 13 and 15. A floor that looks finished is not necessarily loadable: the working area stays barriered until the specified cure or set has been reached.

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

Installation of access and raised floor systems: setting out, pedestals and stringers, panel laying, cutting to perimeters and services, and forming service openings.

This document does not cover: the floor design and loading classification, services within the void, and floor finishes laid on top.

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. Falling into the open void of a partly laid raised floor

At risk: Anyone who walks onto the floor

Controls: The working edge is barriered at all times and the barrier moves with the work — it is not put up at the end of the day. At every break and at the end of every shift the floor is left either fully panelled or physically barriered and signed, with no open grid left accessible to anyone. Removed panels are stacked flat well away from the open edge, never leaned. Where a panel is lifted for access later, the opening is covered and secured before the person who lifted it leaves.

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

2. Services already installed in the floor void

At risk: Operatives, the building

Controls: The void is surveyed and the services in it identified before pedestals are set out — data, power, pipework and detection all live in this void. Pedestal positions are adjusted around services rather than services being moved; nothing is drilled or fixed into the structural slab until it has been scanned. Cables are not trapped, kinked or used to support anything.

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

3. 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 workface; 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

4. Respirable silica and general dust from cutting and drilling

At risk: Operatives, others in the area

Controls: On-tool extraction (M-class) or wet suppression; RPE to the COSHH assessment (FFP3, face-fit tested) where extraction cannot adequately control exposure; sheet and segregate the work area in occupied buildings.

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

5. Skin contact with cements, plasters, adhesives and sealants

At risk: Operatives

Controls: COSHH assessments for every substance; gloves matched to the substance; barrier and after-work creams available; washing facilities close to the work; report skin problems early — dermatitis is a reportable trend, not a private nuisance.

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

6. Interface with occupants, other trades and the public

At risk: Occupants, other trades, the public

Controls: Segregate the work area — barriers, signage, sheeting; agree access routes and working hours with the occupier; never obstruct escape routes; deliveries and waste runs outside peak movement times where agreed.

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

7. Slips, trips and housekeeping*At risk: Everyone in the work area*

Controls: Keep the workface clear, remove waste and offcuts as they are created, route leads at high level or under mats, and maintain task lighting.

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 H/...	RESIDUAL...	ACTION OWNER	BY WHEN

4 METHOD — SEQUENCE OF WORK

- 01 Survey the void and the slab: levels, services already installed, and the datum for setting out.
- 02 Scan the slab before any drilled fixing; agree pedestal positions around existing services.
- 03 Set out and fix pedestals and stringers to the design, working from the datum.
- 04 Lay panels progressively, keeping the open edge barriered and the barrier moving with the work.
- 05 Cut perimeter and service panels with on-tool extraction; never dry cut in an occupied area.
- 06 At every break and shift end, leave the floor fully panelled or barriered and signed — no open grid left accessible.
- 07 Hand over with the loading classification and any lifted-panel record.

SITE-SPECIFIC AMENDMENTS TO THE SEQUENCE

5 PLANT, EQUIPMENT AND MATERIALS

- Panel lifters and suction cups
- Floor scanner
- Cut-off saws with on-tool extraction
- Barriers and signage that move with the working edge

INSPECTION / THOROUGH EXAMINATION REFS

COSHH ASSESSMENT REFS

6 PPE — THE LAST LINE OF CONTROL, NOT THE FIRST

- Head protection
- Gloves — task-rated
- Knee protection
- Safety footwear
- Eye protection
- FFP3 where panels are cut
- 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-PE-009 — Permit to Enter

For occupied and operating buildings.

PERMIT NUMBER

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	2026-08-11	first-issue	First issue.	— not yet approved —
A0	2026-08-27	review	Approved for issue by the author. Content unchanged from D0; 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.