

Statutory basis: HSWA 1974 s.2(2)(a) and MHSWR 1999 regs 3 and 5 — this document is the recorded safe system of work. CDM 2015 applies in full to fit-out: shopfitting projects routinely have more than one contractor, and the mall or landlord interface does not displace the duty-holders. HSG151 (2nd edition, 2009) governs the boundary with the public — a trading mall is a public place held back from the work by hoarding, not by goodwill. The Work at Height Regulations 2005, COSHH 2002 and the Manual Handling Operations Regulations 1992 apply as the activities require. Landlord and centre-management rules (permits to work, night-works windows, fire watch conditions) are conditions of access and are treated as site rules. 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

Assembly and installation of retail counters, gondola runs, wall bays, shelving, racking and display fixtures, including fixing to floors and walls and the stability checks before the unit is handed to merchandisers.

This document does not cover: high-bay warehouse racking subject to SEMA design and inspection regimes, and electrical connections to powered fixtures (KD-RAMS-EL series).

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. 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 workforce; 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

2. Services of the unit and its neighbours hidden in walls, floors and ceilings

At risk: Operatives, neighbouring traders

Controls: The unit's isolation confirmed and locked off before strip-out; scan and trace before cutting or fixing into any surface; the landlord's record drawings requested and their limits respected — a mall wall carries the neighbour's services too; anything found live and unexpected stops the task until identified.

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

3. Slips, trips and housekeeping

At risk: Everyone in the work area

Controls: Keep the workforce 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

4. Unstable fixtures before fixing — gondolas and bays that stand loose

At risk: Operatives, merchandisers who follow

Controls: Fixtures assembled per the manufacturer's sequence and fixed to floor or wall before loading or leaving; freestanding runs braced as the system requires; nothing tall left loose at a break; the stability fixings checked off per run before handover.

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

5. Powered fixture interfaces — fixing into floors and walls that carry the new services

At risk: Operatives

Controls: The fit-out's own new services are in the fabric now: the services drawings for the fit-out consulted before every floor and wall fixing, exactly as for the base build's.

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 Setting out from the retail drawings; floor fixings positions scanned before drilling.
- 02 Fixtures assembled in position per the manufacturer's instructions — two-person assembly for tall bays.
- 03 Fixed to structure at the points and frequency the system states; loose-standing elements braced.
- 04 Counters set, levelled and joined; cut-outs for tills and services made with extraction.
- 05 Each run checked for stability and finish, then protected for the merchandising handover.

SITE-SPECIFIC AMENDMENTS TO THE SEQUENCE

5 PLANT, EQUIPMENT AND MATERIALS

- Podium steps
- 110V drills, drivers and jigsaws with extraction
- Fixture trolleys and skates for counters

INSPECTION / THOROUGH EXAMINATION REFS

COSHH ASSESSMENT REFS

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

- Head protection
- Safety footwear
- High visibility
- Gloves — task-rated
- Eye protection
- Hearing protection

RPE TYPE, FACE-FIT STATUS, AND ANY OTHER PPE REQUIRED

7 PERMITS REQUIRED BEFORE THIS WORK STARTS

No permit is normally required for this activity. The site's own rules may still require one — check before starting, and record any permit issued below.

PERMITS ISSUED FOR THIS WORK (OR NONE)

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.