

Statutory basis: Electricity at Work Regulations 1989 regs 4(3), 12, 13, 14 and 16, with HSE guidance HSG85 (3rd edition, 2013) and HSR25 (3rd edition, 2015). Test instruments and leads to GS38 (4th edition, 2015). Site distribution assemblies to BS EN 61439-4:2013. Installations designed, installed and verified to BS 7671:2018+A4:2026 — Amendment 4 was published on 15 April 2026 and the previous amendment is withdrawn on or about 15 October 2026, so confirm which amendment the design was issued against. COSHH 2002 applies to the dusts, resins and fumes generated by the containment and fixing work. This document is the recorded safe system of work required by HSWA 1974 s.2(2)(a) and MHSWR 1999 regs 3 and 5.

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 and termination of distribution boards, panel boards and switchgear, and alterations to existing boards, carried out dead: isolated, locked off, proved dead and — where the site operates one — under an electrical permit to work.

This document does not cover: live working of any kind, HV systems, and switching operations on previously commissioned networks without the dutyholder's authority.

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. Contact with live conductors or inadvertent energisation

At risk: Electricians, others nearby

Controls: Work dead wherever reasonably practicable (EAWR reg 14). Isolate, lock off with a personal lock, retain the key, and prove dead at the point of work with a GS38-compliant voltage indicator proved live—dead—live. Treat every conductor as live until proved dead. Where the site operates an electrical permit system, no work starts before the permit is issued.

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

2. Stored and standby energy — capacitors, UPS, generators, PV

At risk: Electricians

Controls: Identify every source of supply and stored energy before isolating; allow capacitor discharge time; prove dead at the point of work; treat UPS-fed and PV circuits as live until every source is secured and locked off.

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

3. Arc flash during switching, proving or testing

At risk: Electricians

Controls: Dead working first. Where live proving or testing is justified (record the EAWR reg 14 justification), use GS38 test leads and instruments, arc-rated PPE as assessed, insulated mats and screening, and a second person where the assessment requires one.

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

4. Manual handling of containment, cable drums, boards and fittings

At risk: Operatives

Controls: Mechanical aids first — trolleys, drum jacks, hoists. Two-person lifts for tray runs, boards and drums; order materials in manageable lengths; 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

5. Disturbing asbestos-containing materials in existing buildings

At risk: Operatives, building occupants

Controls: Check the asbestos register before any intrusive work (CAR 2012). No register, or unclear entries, means stop and refer. If suspect material is found: STOP, withdraw, secure the area and report it — the discovery procedure applies before any further work.

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

6. Fire compartment breaches from unstopped penetrations

At risk: Building occupants

Controls: Fire-stop penetrations as the work proceeds in line with the fire-stopping plan; never leave a compartment breach open overnight in an occupied building; record what was stopped, where and with what.

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 Agree the isolation with the person in control of the installation; identify every source of supply including standby, UPS and PV.
- 02 Where the site operates an electrical permit system: obtain KD-PTW-EL-010 and the isolation certificate KD-PTW-EI-011 before any work.
- 03 Isolate, lock off each point with a personal lock, retain keys, and post caution notices at every point of isolation.
- 04 Prove the voltage indicator on a known source, prove every conductor dead at the point of work, prove the indicator again (live–dead–live).
- 05 Fix and level boards; gland, terminate and torque sub-mains and final circuits to the manufacturer's data; maintain phase identification.
- 06 Complete circuit charts and labelling before the board is offered for testing; fit all covers and blanks.
- 07 Fire-stop penetrations around board locations and risers as work completes.
- 08 Hand back formally: isolations removed only by the person who applied them, in agreement with the person in control, and recorded on the certificate or permit.

SITE-SPECIFIC AMENDMENTS TO THE SEQUENCE

5 PLANT, EQUIPMENT AND MATERIALS

GS38 voltage indicator and proving unit
Lock-off kit — personal locks, hasps, caution notices

Torque screwdrivers and wrenches
Board lifting aids

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

Arc-rated PPE where assessed

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-EL-010 — Electrical Permit to Work

Where the site operates a permit system — always for work on existing installations.

PERMIT NUMBER

KD-PTW-EI-011 — Electrical Isolation Certificate

The record of the isolation behind the permit — points, locks, proving.

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	2026-08-09	first-issue	First issue.	— not yet approved —
D1	2026-08-10	material	BS 7671 dated to BS 7671:2018+A4:2026 (Amendment 4 published 15 April 2026), with a note to confirm which amendment the design was issued against; BS 5839-1 dated to the 2025 edition; BS EN 61439-4 dated to 2013; HSG85, GS38 and HSG141 cited with their editions; COSHH 2002 added to the legal basis. Legislation position reviewed against Product Legislation Register KD-REG-01 Rev R01.3 and the August 2026 horizon scan; cutoff moved to 10 August 2026.	— not yet approved —
D2	2026-08-11	material	Statutory basis extended to name HSE HSG33 (5th edition, 2020) for roof-mounted PV work, following the addition of the solar PV document. It now appears on the printed legal note.	— not yet approved —
D3	2026-08-11	editorial	Printed legal note corrected. Two sentences that applied to only one document in the electrical set were being printed on all of them: fire detection and alarm cabling to BS 5839-1:2025, which is KD-RAMS-EL-007 alone, and roof-mounted PV under HSG33, which is KD-RAMS-EL-010 alone. Both now print only on the document they govern. No control, field, scope or applicable instrument changed on this document.	— not yet approved —
A0	2026-08-27	review	Approved for issue by the author. Content unchanged from D3; 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.