

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

Installation of interior fit-out joinery — wall linings, slatwall, feature panelling, fitting rooms, cash desks and back-of-house joinery — inside the hoarded unit, including adhesives and site finishing.

This document does not cover: suspended ceilings and drylining partitions (KD-RAMS-DL series), and spray finishing (KD-RAMS-PD 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. Noise from cutting, fixing and plant

At risk: Operatives, others in the area

Controls: Select quieter methods and tools where practicable; hearing protection in designated zones and for noisy operations; agree noisy-works windows with the occupier in occupied buildings.

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

### 4. 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 |
|-----------------|------------------|-------------------------------------------|--------------|---------|
|                 |                  |                                           |              |         |

### 5. Wood dust from cutting and finishing in an enclosed unit

At risk: Operatives, other trades in the unit

Controls: Cutting station established with on-tool extraction at the back of the unit, not spread through it; FFP3 for sanding and machine work; vacuum housekeeping; the mall-side hoarding kept sealed so dust stays inside.

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

### 6. Solvent adhesives and finishes in an enclosed retail shell

At risk: Operatives, night crews who follow

Controls: Water-based adhesives preferred; solvent products per their COSHH assessment with the unit ventilated and ignition controlled; contact adhesive areas signed and other hot or spark-producing tasks held off; product cured and the unit aired before the next shift.

| 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

- Setting out to the retail design; substrates checked and grounds fixed with the services scan done first.
- Cutting station with extraction established; materials brought in through the service route in handleable sizes.
- Linings and slatwall fixed to the manufacturer's system; adhesive work per the product COSHH assessment with ventilation.
- Feature joinery assembled and scribed; fitting rooms built square, fixed and their fittings mounted.
- Site finishing — filling, sanding with extraction, sealing — then protection until handover.

SITE-SPECIFIC AMENDMENTS TO THE SEQUENCE

#### 5 PLANT, EQUIPMENT AND MATERIALS

- 110V mitre and plunge saws with M-class extraction
- Podium steps

- Laser level and layout tools

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

- FFP3 for cutting and sanding

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 |
|------|---------|-----------|------|
|      |         |           |      |
|      |         |           |      |
|      |         |           |      |
|      |         |           |      |
|      |         |           |      |

| 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.