

LOFT AND ROOF VOID INSULATION

ACTIVITY RAMS — ADAPT TO SITE BEFORE USE

Roll, batt and blown insulation at ceiling level · crawl boards, not ceilings

KD-RAMS-IN-003 Rev A0

Statutory basis: HSWA 1974 s.2(2)(a) and MHSWR 1999 regs 3 and 5; Work at Height Regulations 2005; Manual Handling Operations Regulations 1992; COSHH 2002 with the workplace exposure limits in EH40/2005 (4th edition, 2020) for mineral fibre and construction dust; CDM 2015 regs 13 and 15. Where insulation forms part of the external wall of a relevant building, the restriction on combustible materials is Building Regulations 2010 reg 7(2) and the specification is not a matter for site. Existing thermal lagging, boards and sprayed coatings in buildings of any age before 2000 are treated as asbestos-containing until the register or a survey says otherwise (CAR 2012).

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 insulation at ceiling level in lofts and roof voids: roll and batt between and over joists, blown insulation where specified, loft hatch insulation and draught sealing.

This document does not cover: asbestos-containing insulation of any kind, removal of existing insulation contaminated by vermin or water without a separate assessment, and structural work to the roof.

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. Working in roof voids, crawl spaces and ceiling voids

At risk: Installers

Controls: Void access assessed before entry — headroom, ceiling strength, lighting and a second person aware. Crawl boards over joists at all times: no standing on plasterboard ceilings. Task lighting brought in; existing wiring and downlighters treated as live and not covered. Where the void meets the confined space definition, the work stops and the confined space permit applies.

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

2. Covering heat-producing fittings, flues and cabling with insulation

At risk: Building occupants

Controls: Downlighters, transformers, flues and extract ducts are kept clear to the manufacturer's stated separation, using proprietary covers where the design specifies them. Cables are laid over insulation, not buried in it, or the electrical designer confirms the de-rated capacity. Nothing is covered that is not on the drawing as suitable to be covered.

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

3. Disturbing asbestos thermal lagging, sprayed coating or insulating board

At risk: Installers, building occupants

Controls: No insulation is stripped, cut into or worked adjacent to until the asbestos register has been checked and the entry is clear and specific to that pipe run or void. Pre-2000 lagging with no register entry is presumed to contain asbestos: STOP, withdraw, seal the area and report. Licensed removal is never our work and is never attempted.

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

4. Mineral and glass fibre irritating skin, eyes and airways

At risk: Installers, others in the area

Controls: Cut with a sharp blade or fine-tooth saw rather than tearing; on-tool extraction or wet cutting where boards are power-cut; disposable coveralls with cuffs taped, gloves, goggles and FFP3 where cutting is sustained or overhead; wash before breaks; contaminated coveralls bagged, not shaken out.

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

5. 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

6. Work at height from steps, podiums, towers or MEWPs

At risk: Operatives, and anyone below

Controls: Select access by the Work at Height hierarchy — podium or tower before steps; MEWPs by trained (IPAF) operators only. Inspect access equipment before use, establish an exclusion below overhead work, and secure tools and materials against dropping.

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

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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 Inspect the void before entry: ceiling type and condition, headroom, lighting, wiring and any existing insulation.
- 02 Check the asbestos register; pre-2000 loose fill or board is presumed asbestos until proved otherwise.
- 03 Set up safe access to the hatch and lay crawl boards across joists before any load goes into the void.
- 04 Install insulation to the specified depth, keeping eaves ventilation paths clear and not blocking cross-flow.
- 05 Keep the stated separation from downlighters, flues and transformers; lay cables above insulation.
- 06 Insulate and draught-seal the hatch; leave crawl boards or a walkway where the design calls for one.

SITE-SPECIFIC AMENDMENTS TO THE SEQUENCE

5 PLANT, EQUIPMENT AND MATERIALS

Loft ladder or tower to the hatch
Crawl boards

Task lighting on RCD
Blowing machine where specified

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

Disposable coveralls
FFP3 in the void
Knee 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 property.

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.

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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.