

NEW BUILD WINDOW AND EXTERNAL DOOR INSTALLATION ACTIVITY RAMS — ADAPT TO SITE BEFORE USE

Installation into a formed opening · from scaffold · no occupants, heavier units

KD-RAMS-GL-006 Rev A0

Statutory basis: HSWA 1974 s.2(2)(a) and MHSWR 1999 regs 3 and 5; Manual Handling Operations Regulations 1992 — the law sets no weight limit, so unit weights are established before lifting and assessed under reg 4, not discovered on site; Work at Height Regulations 2005; PUWER 1998; COSHH 2002 for sealants, solvents and cutting dusts; CDM 2015 regs 13 and 15.

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 windows and external doors into formed openings in new build: offload and distribution, lifting to the opening, fixing, sealing and weathering, from scaffold or internally.

This document does not cover: replacement in occupied buildings (KD-RAMS-GL-001), curtain walling, and the opening construction itself.

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. An unguarded opening once the frame protection comes off

At risk: Everyone on the floor

Controls: A formed opening is an unprotected edge. Whoever removes the temporary guard owns it: it is replaced before that person leaves the opening, and where a unit is set but not yet fully fixed the opening is barriered rather than left to the frame. Openings are never left unguarded at a break or a shift end, and the person guarding the opening is named on the permit.

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

2. Window and door units far heavier than they look

At risk: Installers

Controls: The unit weight is taken from the schedule and the lift is planned to it, not judged by size — a double-glazed unit or a composite door set is dense. Units are moved on edge in a rack or frame, with the route walked and cleared. Nobody takes the weight of a unit from below while standing on a scaffold lift, and nobody leans a unit against the structure "for a minute".

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

3. 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

4. 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

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. 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 HI...	RESIDUAL...	ACTION OWNER	BY WHEN

4 METHOD — SEQUENCE OF WORK

- 01 Confirm the opening sizes and the unit schedule; check units on delivery for transit damage.
- 02 Check the scaffold: current inspection tag, loading class, boards and the gap to the face.
- 03 Establish who guards the opening — the opening is a fall risk from the moment the frame protection is removed.
- 04 Distribute units to plot on edge in a rack or frame, never carried flat or leaned against the structure.
- 05 Lift to the opening with the stated crew or mechanical aid; nobody takes the weight from below on scaffold.
- 06 Fix to the specified fixings and centres, packing to the design; do not force a frame to fit.
- 07 Seal and weather the perimeter; reinstate opening protection where the unit is not yet fully secured.

SITE-SPECIFIC AMENDMENTS TO THE SEQUENCE

5 PLANT, EQUIPMENT AND MATERIALS

- Scaffold with current inspection tag
- Glass or frame lifting aids and suction cups

INSPECTION / THOROUGH EXAMINATION REFS

- Transport racks
- Packers and fixings to the specification

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
- Cut-resistant gloves and sleeves
- Safety footwear with toe 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-WH-006 — Work at Height Permit

For installation from scaffold and at open reveals.

PERMIT NUMBER

KD-PTW-LO-008 — Lifting Operations Permit

For craned or hoisted units.

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.