

OPTICAL FIBRE WORKS

ACTIVITY RAMS — ADAPT TO SITE BEFORE USE

Splicing, terminating and testing glass — light you must not look for and shards you cannot see

KD-RAMS-DC-004 Rev A0

Statutory basis: HSWA 1974 s.2(2)(a) and MHSWR 1999 regs 3 and 5 — this document is the recorded safe system of work. The trade's own product is extra-low voltage, but the Electricity at Work Regulations 1989 govern the trade anyway: data containment shares ceilings, risers and boards' airspace with the mains, and regs 4 and 14 — safe systems, and no work near live conductors without justification and precautions — apply at every basket that crosses a busbar and every board a patch lead passes. The Work at Height Regulations 2005 cover the ceiling, riser and external work; CDM 2015 applies on construction sites and the fit-outs where most of this trade's hours are worked, and the Manual Handling Operations Regulations 1992 govern the drums, racks and cabinets the trade moves. Optical fibre work follows the laser-safety practice the equipment manufacturer specifies: unterminated fibre is never viewed with the naked eye and live fibre is never assumed dark. 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

Optical fibre installation, splicing, termination and testing — internal backbone and external interconnect fibre, fusion splicing, and the light-source and shard disciplines the material demands.

This document does not cover: external duct and chamber civils (KD-RAMS-DC-005), and work on live networks without the operator's isolation or the confirmed-dark procedure completed.

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. Ceiling void working — what shares the void, and the grid that will not carry you

At risk: Operatives, other trades below

Controls: Voids surveyed before the first tile lifts — mains, mechanical services, asbestos check in pre-2000 buildings; ceiling grids are NEVER load paths: work from steps, podiums or crawl boards on structure; tiles stacked flat and clear, the area below coned where tiles are out; services in the void treated as live until identified.

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

2. Working over and among occupied desks and corridors

At risk: Occupants, operatives

Controls: Floor plates worked in agreed windows; leads and cable runs never left across walkways at breaks; tiles and floor boxes closed before walking away; noise-generating work in the windows the occupier sets; desks and equipment protected from debris out of the void.

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

3. 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

4. Invisible light — live fibre into an eye that looked to check

At risk: Operatives

Controls: No fibre end, port or connector is EVER viewed with the naked eye — live or believed dark; power meter or identifier proves dark before work; inspection by scope with the far end confirmed disconnected; sources and OTDRs capped when not measuring; the manufacturer's laser-safety practice followed for every instrument.

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

5. Fibre shards — glass slivers that go in and stay in

At risk: Operatives, whoever uses the desk next

Controls: Splicing on a mat with a sharps pot; every cleave off-cut into the pot immediately — never flicked or brushed; no eating or drinking at the splice station; hands washed after fibre work; the mat wiped down into the pot at the end, and the pot disposed as sharps.

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:

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continued

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HAZARD	WHO IS AT RISK	CONTROLS	INITIAL HI...	RESIDUAL...	ACTION OWNER	BY WHEN

4 METHOD — SEQUENCE OF WORK

- 01 Links confirmed dark by meter at both ends, or the operator's isolation confirmed, before any connector or splice is opened.
- 02 Splice station set up — mat, pot, cleaver, splicer — in a clean, stable position out of walkways.
- 03 Cables prepared and cleaved with off-cuts potted as made; fusion splices to the loss budget, protected and cradled.
- 04 Terminations inspected by scope, cleaned to standard, and tested to the specification with results saved.
- 05 Station cleared into the sharps pot; caps on every port and pigtail left behind.
- SITE-SPECIFIC AMENDMENTS TO THE SEQUENCE

5 PLANT, EQUIPMENT AND MATERIALS

- Fusion splicer, cleaver and prep tools
- Splice mat and sharps pot
- Optical power meter, identifier, scope and OTDR

INSPECTION / THOROUGH EXAMINATION REFS

COSHH ASSESSMENT REFS

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

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

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.