

PASSENGER AND GOODS LIFT INSTALLATION

ACTIVITY RAMS — ADAPT TO SITE BEFORE USE

Shaft work · guides and car · landing doors · the shaft protection regime

KD-RAMS-LV-001 Rev A0

Statutory basis: HSWA 1974 s.2(2)(a) and MHSWR 1999 regs 3 and 5; Work at Height Regulations 2005 — every shaft opening is a fall risk to everyone on the floor, not only to us; LOLER 1998 regs 8 and 9 for lifting operations and thorough examination of the equipment used to install; PUWER 1998; Manual Handling Operations Regulations 1992; COSHH 2002 for the oils, greases and cleaning solvents this work uses; CDM 2015 regs 13 and 15. Where a pit, machine space or shaft head meets the definition, the Confined Spaces Regulations 1997 and ACOP L101 apply and entry is under permit. Shaft protection is removed only by the named person on the permit, and it goes back before that person leaves the floor.

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 passenger and goods lifts in a new or existing shaft: setting out, guide rails, machine and controller, car and counterweight, landing doors and shaft equipment, up to but not including commissioning and statutory examination.

This document does not cover: commissioning and the pre-use thorough examination (specialist and separate), shaft construction, and any work on a lift in service that has not been taken out of service and handed over in writing.

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. Anyone falling into an open shaft — including trades who did not open it

At risk: Everyone on the floor

Controls: Shaft protection is fixed, not leaned: full-height barriers or gates at every landing, secured so they cannot be lifted out, signed, and in place from first fix to final handover. Protection is removed ONLY by the person named on the permit, only for the duration of the task, and it goes back before that person leaves the floor — not at the end of the shift, not when someone else arrives. Where the landing doors are installed but not locked to the controller, they are physically secured shut.

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

2. Uncontrolled movement of the car, counterweight or platform during work

At risk: Installers

Controls: Mechanical restraint before anyone enters the shaft, pit or car top: pit props, car blocks or the manufacturer's locking device fitted and checked, not the brake alone. Supply isolated, locked off with a personal lock and proved dead at the point of work. The car top control is proved before it is relied on. Nobody is under a car or a counterweight that is held only by the machine.

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

3. Objects dropped down the shaft onto people below

At risk: Anyone in the shaft or the pit

Controls: Nothing is carried loose across an open shaft. Tools are lanyarded when working over the void; materials are lowered under control, never dropped or thrown. The pit and every level below the work are cleared and signed before work starts overhead, and nobody works at two levels in the same shaft at once unless the lift plan says how and a solid deck separates them.

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

4. Entry to the pit, machine space or shaft head

At risk: Installers

Controls: Assessed before every entry: access, lighting, standing water, oil, and the space above and below. Where the space meets the confined space definition the entry permit applies, with atmosphere testing and a person outside. Fixed ladders and a means of raising the alarm; the refuge space is proved and never obstructed by tools or materials.

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

5. 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

6. 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 workplace; 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

7. Striking hidden services when drilling, cutting or fixing

At risk: Operatives

Controls: Check drawings and the services register, scan with a CAT before drilling or chasing into existing fabric, respect safe zones, and stop and reassess if an unrecorded service is found.

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

8. 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 Take handover of the shaft in writing: dimensions, protection in place, power supply position and pit condition.
- 02 Confirm and install the shaft protection regime at every landing before any equipment goes in.
- 03 Set out and install guide rails and brackets from a fixed working platform, working from the bottom up.
- 04 Install machine, controller and ropes under lifting control; isolate and lock off before any work in the shaft.
- 05 Fit mechanical restraint before working on, under or above the car — never rely on the brake.
- 06 Install landing doors and secure every opening as it is formed; reinstate protection before leaving each floor.
- 07 Hand over to commissioning with the shaft secured and the isolation position recorded.

SITE-SPECIFIC AMENDMENTS TO THE SEQUENCE

5 PLANT, EQUIPMENT AND MATERIALS

- Shaft working platform or scaffold
- Chain blocks and lifting accessories with current certificates
- Lock-off kit with personal locks
- Car blocks and pit props

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
- Harness where the platform requires it
- Head protection with chinstrap in the shaft

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 shaft working and any work over the void.

PERMIT NUMBER

KD-PTW-CS-004 — Confined Space Entry Permit

For pit and machine space entry where it qualifies.

PERMIT NUMBER

KD-PTW-EL-010 — Electrical Permit to Work

For isolation and work on the supply and controller.

PERMIT NUMBER

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continued

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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.