

Statutory basis: Manual Handling Operations Regulations 1992 reg 4 for glass bins and cullet; Work at Height Regulations 2005 — broken glass lowered from height in containers, never thrown; CAR 2012 — the asbestos register checked before old putty, glazing compounds and infill panels are disturbed; the contractor producing glass waste classifies it, describes it accurately and passes it only to a registered carrier under the duty of care in the Environmental Protection Act 1990 s.34, with transfer notes kept under the Waste (England and Wales) Regulations 2011 reg 35 and the waste hierarchy applied under reg 12, and glass contaminated with hazardous material consigned under the Hazardous Waste (England and Wales) Regulations 2005 — England and Wales instruments, so on work in Scotland or Northern Ireland confirm the waste rules that apply there; CDM 2015 regs 13 and 15. This document is the recorded safe system of work required by HSWA 1974 s.2(2)(a) and MHSWR 1999 regs 3 and 5.

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

Planned removal of broken glass from frames during works, clearance of broken glass from floors, scaffolds and stillages, and the collection, storage, classification and removal of glass waste — including old glazing bedded in putty or compounds, or with infill panels. Out-of-hours emergency breakage call-outs are KD-RAMS-GL-005.

This document does not cover: emergency breakage call-outs and boarding (KD-RAMS-GL-005), fitting the replacement unit (KD-RAMS-GL-001), skip exchanges and site-wide waste management (KD-RAMS-SL-002), and panels, putties or compounds confirmed to contain asbestos — asbestos cement panels under KD-RAMS-AS-001, and any other asbestos-containing material under the asbestos contractor's own documents.

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. Glass falling when a cracked or broken pane is taken out of its frame

At risk: Glaziers, people below and on the other side

Controls: Exclusion zone on both sides of the frame, and below it where the frame is at height. The pane covered with adhesive film or tape to hold fragments before the beads come off. Glass taken out from the top down, piece by piece, and lowered — never pushed out or allowed to drop.

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

2. A broken toughened pane still held in the frame

At risk: Glaziers, people nearby

Controls: Treated as ready to fall out as fragments: filmed or taped first, the floor sheeted below to catch fragments, a face shield worn; fragments collected into rigid containers as they fall.

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

3. Broken laminated glass — heavy, sagging and held by the interlayer

At risk: Glaziers

Controls: Supported on both sides and removed with suction lifters or two people; the interlayer cut with the pane supported and nobody beneath it; pieces carried in a rigid container or on a board, not by hand at the edges.

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

4. Cuts and eye injuries while clearing broken glass

At risk: Glaziers, labourers, cleaners

Controls: Dustpan and brush or shovel for fragments; never hands, gloved or not. Cut-resistant gauntlets and forearm protection when handling pieces; eye protection while breaking out and sweeping; fine fragments in carpet or matting cleared with a vacuum suited to glass.

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

5. Glass put in plastic sacks or overfilled bins — cuts to whoever carries them

At risk: Labourers, waste handlers

Controls: Glass only into rigid, lidded, labelled glass bins or cullet containers, never sacks. Bins filled only to the marked level so they can still be moved on their wheels or a trolley. Long pieces broken down under control inside the container, not over its edge.

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

6. Glass thrown or dropped from height into skips

At risk: People below, the public

Controls: Broken glass lowered from height in closed containers, by hoist or through an enclosed chute — never thrown from a scaffold or window. Skips loaded at ground level, with an exclusion zone round the landing area.

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

7. Disturbing asbestos-containing materials in existing buildings*At risk: Operatives, building occupants*

Controls: Check the asbestos register before any intrusive work (CAR 2012). No register, or unclear entries, means stop and refer. If suspect material is found: STOP, withdraw, secure the area and report it — the discovery procedure applies before any further work.

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

8. Glass waste mixed, mis-classified or given to an unregistered carrier*At risk: The environment, the contractor*

Controls: Glass kept as a separate waste stream for recycling where the site's waste arrangements allow. The contractor producing the waste classifies it before it leaves site; glass contaminated with hazardous material is consigned as hazardous waste. Collected only by a registered carrier, with an accurate transfer note that is kept.

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

9. Interface with occupants, other trades and the public*At risk: Occupants, other trades, the public*

Controls: Segregate the work area — barriers, signage, sheeting; agree access routes and working hours with the occupier; never obstruct escape routes; deliveries and waste runs outside peak movement times where agreed.

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 Survey the broken glazing: glass type, size, how it is held, height, and what is below and on the other side. Check the asbestos register for older frames, putty and compounds.
- 02 Set exclusion zones on both sides and below. Sheet the floor. Bring rigid glass bins and tools to the workplace.
- 03 Put on gauntlets, forearm protection and a face shield or eye protection.
- 04 Film or tape the pane to hold fragments before disturbing it.
- 05 Remove the beads and take the glass out from the top down, piece by piece, lowering each piece into a rigid container. Support laminated glass on both sides.
- 06 STOP and withdraw if suspect asbestos is found, the frame moves, or glass above is unstable.
- 07 Clear fragments from frames, floors and scaffold with brush, shovel and a suitable vacuum — never by hand.
- 08 Lower full containers from height by hoist or in closed containers. Never throw glass into a skip.
- 09 Keep bins below their fill line and move them on wheels or a trolley to the segregated glass skip.
- 10 Before the glass waste leaves site, classify it as the producer and consign contaminated glass as hazardous waste. Use a registered carrier, and complete and keep the transfer note.

SITE-SPECIFIC AMENDMENTS TO THE SEQUENCE**5 PLANT, EQUIPMENT AND MATERIALS**

- | | |
|---|---|
| Rigid lidded glass bins and cullet containers | Dustpan, brush, shovel and a vacuum suited to glass |
| Adhesive glass film or tape | Floor sheeting |
| Suction lifters for laminated pieces | Hoist or enclosed chute for lowering waste |

INSPECTION / THOROUGH EXAMINATION REFS**COSHH ASSESSMENT REFS****6 PPE — THE LAST LINE OF CONTROL, NOT THE FIRST**

- | | | |
|-----------------|---------------------|--|
| Head protection | Gloves — task-rated | Cut-resistant gauntlets and forearm protection |
| Safety footwear | Eye protection | Face shield when breaking out glass |
| High visibility | 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

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	2026-09-11	first-issue	First issue.	— not yet approved —
A0	2026-09-11	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.