

MHSWR 1999 reg 3: assess the risks to employees and to anyone else affected by the work, and record the significant findings where five or more are employed; CDM 2015 reg 15(2) makes every contractor plan, manage and monitor its own work, and the method statement is that plan on paper. An assessor asks how risk assessments are produced, by whom, how they reach the people doing the work, and asks to see two or three written for a real job rather than a generic set with the name changed. This sheet is the arrangement; the trade RAMS in the KD-RAMS range and the safe systems of work in the KD-SSW range are the documents it produces, and the review a principal contractor applies to them is KD-SITE-RR-007.

1 THE EMPLOYER

EMPLOYER / BUSINESS	RESPONSIBLE PERSON	DATE	REVIEW BY

2 HOW THIS BUSINESS DOES IT

WHO WRITES RISK ASSESSMENTS AND METHOD STATEMENTS, AND WHO CHECKS AND SIGNS THEM

WHEN ONE IS WRITTEN

WHAT THEY COVER, AND HOW THEY ARE MADE SPECIFIC

HOW THEY REACH THE PEOPLE DOING THE WORK

HOW THEY ARE REVIEWED AND WHAT HAPPENS WHEN THE JOB CHANGES

3 RECORDS THAT EVIDENCE THIS ARRANGEMENT

Tick what is held. Where the record does not exist yet, the tick is the action.

- ☐ Generic risk assessments for the recurring work of the business, dated within the year
- ☐ Site-specific RAMS for current and recent jobs — the KD-RAMS trade sheets, or the KD-SSW safe systems of work for small domestic jobs
- ☐ The assessments the RAMS rest on — manual handling KD-INS-MH-016; vibration KD-OH-HV-002; noise KD-OH-NA-003; substances from the KD-COSHH range
- ☐ Briefing records signed by the operatives — KD-SITE-RB-008
- ☐ RAMS review sheets received back from principal contractors, and what was changed — KD-SITE-RR-007
- ☐ Construction phase plans where this business is principal contractor — KD-CDM-CP-001, or KD-CDM-CP-002 for small works

WHERE THE RECORDS ARE HELD	KEPT BY	KEPT FOR

4 ADOPTION

By signing, the director adopts this arrangement as the way this business works and undertakes that the records it names are kept.

Adopted by the director:

PRINTED NAME	POSITION	COMPANY	SIGNATURE	DATE	TIME

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	2026-09-02	first-issue	First issue.	— not yet approved —
A0	2026-09-02	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.