

SAFE SYSTEM OF WORK — LAYING LAMINATE FLOORING

SSW — ONE PAGE

Cut outside, kneepads on, saw guarded — on one page

KD-SSW-LL-003 Rev A0

COSHH 2002 reg 7: exposure to the dust from cutting board is prevented or controlled — cut outside or with extraction, not on the room floor with a chop saw; KD-COSHH-MD-022 is the assessment behind this sheet. MHSWR 1999 reg 3: the rest of the job — knees, the saw, the trip — assessed and written down. One-page safe system of work for a room or a flat; the full activity RAMS for timber floors is KD-RAMS-CJ-005.

1 THE JOB

PROJECT / SITE REF	SITE	DATE	SHEET PREPARED BY
THE TASK, IN ONE LINE			SUPERVISOR / WHO TO CALL

2 HAZARDS ON THIS JOB — TICK EACH ONE PRESENT; THE CONTROL BESIDE IT IS WHAT YOU WILL DO

- ☐ Dust from cutting boards — cut outside or with on-tool extraction; FFP3; clean up with a vacuum, not a broom
- ☐ Chop saw and jigsaw — guards on, the blade stopped before it is put down, RCD or 110 V, the lead out of the cut line
- ☐ Knees and back — kneepads; a cutting bench at height; the job broken up; packs lifted in twos
- ☐ Slips and trips — packs and offcuts kept in one place; the threshold clear; leads routed to the wall
- ☐ Adhesive and underlay fumes — ventilate; read the tin; KD-COSHH-CA-033 where contact adhesive is used
- ☐ Undercutting door frames — a guarded saw, a sharp blade, hands clear of the cut

3 SEQUENCE OF WORK — AMEND EACH STEP TO THIS JOB, OR WRITE "AS PRINTED"; SAY WHO DOES IT

1. CLEAR THE ROOM; CHECK THE SUBFLOOR IS DRY, FLAT AND SOUND; LAY A DPM OVER A SOLID FLOOR	WHO
2. SET THE CUTTING STATION OUTSIDE THE ROOM WITH EXTRACTION AND A BENCH	WHO
3. LAY THE UNDERLAY; SET THE EXPANSION GAP AT EVERY WALL WITH SPACERS	WHO
4. LAY FROM THE LONGEST WALL; STAGGER THE JOINTS; CUT AT THE STATION, NOT ON THE FLOOR	WHO
5. UNDERCUT DOOR FRAMES WITH A GUARDED SAW; BOARDS GO UNDER THE FRAME, NOT AROUND IT	WHO
6. FIT TRIMS AND THRESHOLDS; REMOVE THE SPACERS; VACUUM THE ROOM	WHO
7. CHECK THE FLOOR FOR LIFTS AND GAPS; HAND OVER; CLEAR THE WASTE	WHO

4 KIT AND PPE — AND STOP CONDITIONS: STOP AND GET THE SUPERVISOR IF... (TICK WHEN BRIEFED)

Kit: chop saw or track saw with extraction, jigsaw, M-class vacuum, tapping block and pull bar, spacers, kneepads, bench. PPE: FFP3 when cutting; eye and hearing protection at the saw; safety footwear; gloves for the packs. FFP3 means a face-fit-tested mask on a clean-shaven face; a mask that has not been fit tested is not a control.

- ☐ The subfloor is damp or uneven, or the floor tiles beneath may be asbestos
- ☐ There is no way to cut outside or with extraction
- ☐ The saw guard is missing or the blade is damaged
- ☐ A cable, a pipe or underfloor heating is where you were about to fix

5 SIGNATURES

Person doing the work — I have read this sheet, the kit and PPE are on the job, and I will stop at the conditions in section 4:

PRINTED NAME	ROLE	COMPANY	SIGNATURE	DATE	TIME

Briefed by / supervisor — I have checked the job against this sheet and amended what needed it:

PRINTED NAME	ROLE	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.