

SECOND-FIX JOINERY

Doors · skirtings · architraves · windowboards · ironmongery

ACTIVITY RAMS — ADAPT TO SITE BEFORE USE

KD-RAMS-CJ-002 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); COSHH 2002 — wood dust is a substance hazardous to health and hardwood dust a carcinogen, against the workplace exposure limits in EH40/2005 (4th edition, 2020); PUWER 1998 (saws and nailers); Manual Handling Operations Regulations 1992; Work at Height Regulations 2005; LOLER 1998 reg 8 for offloading and lifting trusses; CDM 2015 regs 13 and 15. A trussed roof is not stable until it is braced: the bracing is temporary works under BS 5975-1:2024, it is set by the design, and it goes on as each truss is set rather than at the end of the run.

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

Second-fix joinery: hanging non-rated doors, skirtings, architraves, windowboards, linings and ironmongery, including scribing, fixing and finishing ready for decoration.

This document does not cover: fire doors and their remediation (KD-RAMS-CJ-003), and glazing (Glazing trade).

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. Contact with saw blades and cutters — kickback and cut injuries

At risk: Operatives

Controls: Guards in place and adjusted; push sticks for rip cuts; blades sharp and suited to the material; no gloves at rotating blades; repairs and blade changes only with the tool isolated; competence to PUWER for every saw user.

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

2. Wood dust from cutting, routing and sanding — hardwood dust is a carcinogen

At risk: Operatives, others in the area

Controls: On-tool extraction (M-class) for every power cut and sanding operation; designated cutting stations with extraction and segregation; FFP3 RPE (face-fit tested) where extraction cannot adequately control exposure; no dry sweeping — vacuum only.

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

3. Nail gun and cartridge tool injuries

At risk: Operatives, others nearby

Controls: Sequential-trip triggers; never bypass the contact safety; hands clear of the line of fire; disconnect air/battery before clearing jams; cartridge tools only by trained operatives with the tool's registration where the site requires it.

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

4. Adhesives, foams and solvents

At risk: Operatives

Controls: COSHH assessments for every product; ventilate during use; isocyanate foams — RPE and glove requirements from the data sheet; no smoking or hot work near solvent use; store in the COSHH store overnight.

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

5. 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

6. Slips, trips and housekeeping

At risk: Everyone in the work area

Controls: Keep the workforce 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

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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. Door handling — weight and trapping

At risk: Operatives

Controls: Door trolleys and lifters; two-person hanging for heavy leaves; wedges and third hands to hold leaves; fingers clear of hinge closings during fitting.

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 Check openings, linings and floor finishes against the joinery schedule before starting.
- 02 Establish the cutting station with extraction; second-fix materials distributed by trolley.
- 03 Hang doors: trim to gap tolerances, fix hinges to the schedule, fit ironmongery and check operation.
- 04 Fix skirtings, architraves and windowboards — scribed, mitred, fixed with the specified fixings and adhesives.
- 05 Fill and sand fixings with extraction; leave ready for decoration.
- 06 Vacuum the workface at each room completion; offcuts to waste as created.

SITE-SPECIFIC AMENDMENTS TO THE SEQUENCE

5 PLANT, EQUIPMENT AND MATERIALS

- Mitre saw with extraction
- Second-fix nailers

- Door trolley and lifters
- Multi-tool

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
- FFP3 RPE at cutting stations

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

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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	2026-08-09	first-issue	First issue.	— not yet approved —
D1	2026-08-10	material	Wood dust exposure limits cited against EH40/2005 (4th edition, 2020). Legislation position reviewed against Product Legislation Register KD-REG-01 Rev R01.3 and the August 2026 horizon scan; cutoff moved to 10 August 2026.	— not yet approved —
D2	2026-08-11	material	Statutory basis extended to name LOLER 1998 reg 8 for offloading and lifting trusses, and BS 5975-1:2024 for the temporary bracing of a trussed roof, following the addition of the trussed rafter document. Both now appear on the printed legal note.	— not yet approved —
A0	2026-08-27	review	Approved for issue by the author. Content unchanged from D2; 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.