

SHOPFRONT AND ENTRANCE SCREEN INSTALLATION ACTIVITY RAMS — ADAPT TO SITE BEFORE USE

Removing and installing shopfronts, entrance screens and doors on the mall or street face

KD-RAMS-SF-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. CDM 2015 applies in full to fit-out: shopfitting projects routinely have more than one contractor, and the mall or landlord interface does not displace the duty-holders. HSG151 (2nd edition, 2009) governs the boundary with the public — a trading mall is a public place held back from the work by hoarding, not by goodwill. The Work at Height Regulations 2005, COSHH 2002 and the Manual Handling Operations Regulations 1992 apply as the activities require. Landlord and centre-management rules (permits to work, night-works windows, fire watch conditions) are conditions of access and are treated as site rules. Prepared against legislation current at 10/08/2026.

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

Removal of existing shopfronts and installation of new framed shopfronts, entrance screens, glazed doors and roller shutters at the unit's public face — the one task in the fit-out that cannot hide behind the hoarding.

This document does not cover: structural alterations to the shopfront opening (structural engineer's design and the KD-RAMS-DM/ST series), and glazing above one storey (KD-RAMS-GL series and access by design).

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. Work beside the trading public — the mall, the street, the neighbouring units

At risk: Public, neighbouring traders, operatives

Controls: Solid hoarding to the landlord's specification before any work behind it; deliveries and waste through the service corridors and in the windows the centre sets; no materials, leads or plant in the mall; dust and noise held inside the unit — noisy and dusty work in the agreed windows only; the centre's permit and induction conditions treated as site rules.

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

2. Night and out-of-hours working — fatigue, lone risk, the building asleep

At risk: Operatives, security staff

Controls: Out-of-hours authorisation (KD-PTW-OO-033) where the site's system requires it; the centre's night contact and fire arrangements confirmed before the shift; minimum crew of two for the works the RAMS lists; task lighting rigged before the mall lights drop; fatigue managed — no long-drive-home after a full night shift without the arrangement stated.

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

3. 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

4. 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

5. Glass handling — large panes at the public face

At risk: Operatives, public

Controls: Glass moved with vacuum lifters or a rated glass trolley and never carried flat by hand; the drop zone barriered on BOTH faces of the opening; panes stillaged upright and secured; cut-resistant gloves and forearm protection for handling; broken glass cleared immediately into a dedicated container.

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

6. The open frontage — an unsecured unit and an unprotected edge to the mall

At risk: Public, operatives, the unit overnight

Controls: The frontage is never left open unattended: temporary closure boards sized and ready before the old front comes out; the work programmed so the new front or the closure is in before the shift ends; the centre's security informed of the open period.

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 Frontage works agreed with the centre — usually a night-works window; barriers and signage to the mall face both sides of the opening.
- 02 Existing front stripped with glazing removed first, panes to the stillage, frame cut back in sections.
- 03 New frame set, plumbed and fixed to the structural opening; packers and fixings per the manufacturer's system.
- 04 Glazing installed with vacuum lifters; beads and gaskets completed pane by pane — no pane left unsecured at a break.
- 05 Shutter or doors hung, aligned and commissioned; the closure proved working before the crew leaves.
- 06 Mall face reinstated — barriers away only when the front is glazed, secure and clean.

SITE-SPECIFIC AMENDMENTS TO THE SEQUENCE

5 PLANT, EQUIPMENT AND MATERIALS

Vacuum glass lifters and glass trolley
Podium steps; tower for transom work

110V drills and saws

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

Cut-resistant gloves and forearm protection for glass handling

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-OO-033 — Out-of-Hours and Lone Working Authorisation

For night-window frontage works

PERMIT NUMBER

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

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	2026-08-31	first-issue	First issue.	— not yet approved —
D1	2026-08-31	review	Reviewed against the internal H&S director's batch findings; no change to this document.	— not yet approved —
A0	2026-08-31	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.