

SIGN INSTALLATION — NON-ILLUMINATED

Fixed signage · wayfinding · hoarding graphics

ACTIVITY RAMS — ADAPT TO SITE BEFORE USE

KD-RAMS-LP-003 Rev A0

Statutory basis: HSWA 1974 s.2(2)(a) and MHSWR 1999 regs 3 and 5; Work at Height Regulations 2005; LOLER 1998 reg 8 for lifting signs and components; Electricity at Work Regulations 1989 with HSE HSG85 (3rd edition, 2013) for earthing, bonding and connection work, and BS 7671:2018+A4:2026 where the installation interfaces with the building's electrical system; HSE HSG47 (3rd edition, 2014) where foundations or earth pits are excavated; PUWER 1998; Manual Handling Operations Regulations 1992; COSHH 2002; CDM 2015 regs 13 and 15. An existing lightning protection system is treated as a possible path to earth for a fault elsewhere in the building and is proved dead before it is broken into.

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

Installation of non-illuminated signage: fixed fascia and wall signs, wayfinding, statutory and safety signage, post-mounted signs and hoarding graphics. This document does not cover: post foundation design, structural assessment of the substrate, and any sign requiring an electrical supply (KD-RAMS-LP-002).
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. Signs and totems falling or swinging during installation

At risk: Installers, the public

Controls: Weight and wind area are confirmed from the manufacturer's data before the lift is planned — a flat sign is a sail. The unit is supported by lifting equipment until every fixing is complete and checked, never held by hand or propped. Fixings are to the substrate detail; where the substrate will not take the designed fixing the work stops rather than being improvised.

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

2. Working over a public footway or a live entrance

At risk: The public

Controls: Exclusion zone at ground level for the full drop and wind drift, barriered and manned where the public can reach it — signage alone is not a control on a busy frontage. Where the footway cannot be closed, the work is programmed outside pedestrian hours and the licence or permission for the footway closure is in place before the day. Tools lanyarded; everything raised and lowered in closed containers.

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

3. 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

4. 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

5. Respirable silica and general dust from cutting and drilling

At risk: Operatives, others in the area

Controls: On-tool extraction (M-class) or wet suppression; RPE to the COSHH assessment (FFP3, face-fit tested) where extraction cannot adequately control exposure; sheet and segregate the work area in occupied buildings.

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

6. 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 workspace; 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

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7. Noise from cutting, fixing and plant

At risk: Operatives, others in the area

Controls: Select quieter methods and tools where practicable; hearing protection in designated zones and for noisy operations; agree noisy-works windows with the occupier in occupied buildings.

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

8. Slips, trips and housekeeping

At risk: Everyone in the work area

Controls: Keep the workface 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

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 Confirm the sign schedule, positions, weights and the substrate fixing detail.
- 02 Where posts are set, scan and prove services and follow the HSG47 (3rd edition, 2014) sequence before digging.
- 03 Arrange the exclusion zone or footway management for the working area.
- 04 Scan and drill the substrate with on-tool extraction in occupied and public areas.
- 05 Support the sign until fixings are complete; check every fixing before release.
- 06 Clean down, remove protection and hand over with the position record.

SITE-SPECIFIC AMENDMENTS TO THE SEQUENCE

5 PLANT, EQUIPMENT AND MATERIALS

- Podium steps, towers or MEWP
- Rotary hammers with on-tool extraction
- Cable and pipe detector
- Post-hole tools where posts are set

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
- Eye protection for overhead drilling
- Cut-resistant gloves

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-WH-006 — Work at Height Permit

For high-level installation.

PERMIT NUMBER

KD-PTW-EX-005 — Excavation and Permit to Dig

For post foundations.

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

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	2026-08-11	first-issue	First issue.	— not yet approved —
A0	2026-08-27	review	Approved for issue by the author. Content unchanged from D0; 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.