

Statutory basis: HSWA 1974 s.2(2)(a) and MHSWR 1999 regs 3 and 5 — this document is the recorded safe system of work. The trade's own product is extra-low voltage, but the Electricity at Work Regulations 1989 govern the trade anyway: data containment shares ceilings, risers and boards' airspace with the mains, and regs 4 and 14 — safe systems, and no work near live conductors without justification and precautions — apply at every basket that crosses a busbar and every board a patch lead passes. The Work at Height Regulations 2005 cover the ceiling, riser and external work; CDM 2015 applies on construction sites and the fit-outs where most of this trade's hours are worked, and the Manual Handling Operations Regulations 1992 govern the drums, racks and cabinets the trade moves. Optical fibre work follows the laser-safety practice the equipment manufacturer specifies: unterminated fibre is never viewed with the naked eye and live fibre is never assumed dark. 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

Installation of structured copper cabling — pulling through containment, voids, risers and floor boxes; dressing, terminating and labelling at outlets and patch panels; and the testing that proves the links.

This document does not cover: optical fibre work (KD-RAMS-DC-004), and outlet final connections that form part of another contractor's certified power installation.

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. Ceiling void working — what shares the void, and the grid that will not carry you

At risk: Operatives, other trades below

Controls: Voids surveyed before the first tile lifts — mains, mechanical services, asbestos check in pre-2000 buildings; ceiling grids are NEVER load paths: work from steps, podiums or crawl boards on structure; tiles stacked flat and clear, the area below coned where tiles are out; services in the void treated as live until identified.

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

2. The mains beside the data — shared containment routes, boards and risers

At risk: Operatives

Controls: Routes near mains containment identified on the drawings before pulling; separation maintained per the design; no data work inside open live boards or panels — the electrician isolates or the work waits; damaged mains insulation found en route is reported and untouched; cabinets fed at 230V are the electrician's inside, ours at the patch panel.

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

3. Working over and among occupied desks and corridors

At risk: Occupants, operatives

Controls: Floor plates worked in agreed windows; leads and cable runs never left across walkways at breaks; tiles and floor boxes closed before walking away; noise-generating work in the windows the occupier sets; desks and equipment protected from debris out of the void.

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

4. 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

5. Slips, trips and housekeeping

At risk: Everyone in the work area

Controls: Keep the workspace 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

6. Cable pulling — the strain, the snag and the person at the other end

At risk: Operatives

Controls: Pulls planned with communication between ends — radios or agreed signals on long runs; pulling tension by hand and rod, never by vehicle or winch on data runs; drums controlled and chocked; gloves for pulling; snagged runs investigated, not heaved against.

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

7. Knives and termination tools used hundreds of times a day

At risk: Operatives

Controls: Sheath stripping with the tools made for it, cutting away from the body and the other hand; punch-down with guarded tools; blades retracted the moment the cut is made; sharps pots for blades and off-cuts of rod and pin.

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 Pull schedule from the drawings; routes proved clear and the containment inspected before the first drum.
- 02 Cables pulled in planned groups, tensions by hand, bend radii respected at every change of direction.
- 03 Runs dressed and supported per the design; separation from mains maintained where routes converge.
- 04 Terminations at panel and outlet per the system's standard; labelling as terminated, not from memory later.
- 05 Links tested to the specification, results saved; floor boxes and tiles closed behind the work.

SITE-SPECIFIC AMENDMENTS TO THE SEQUENCE

5 PLANT, EQUIPMENT AND MATERIALS

Cable rods, draw tapes and drum stands

Podiums and steps

Termination and test kit

INSPECTION / THOROUGH EXAMINATION REFS

COSHH ASSESSMENT REFS

6 PPE — THE LAST LINE OF CONTROL, NOT THE FIRST

Head protection

High visibility

Eye protection

Safety footwear

Gloves — task-rated

Hearing protection

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

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	2026-08-31	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.