

WINDOW AND DOOR REPLACEMENT

Strip out · new frames · glazing — occupied buildings and homes

ACTIVITY RAMS — ADAPT TO SITE BEFORE USE

KD-RAMS-GL-001 Rev A0

Statutory basis: HSWA 1974 s.2(2)(a) and MHSWR 1999 regs 3 and 5; Manual Handling Operations Regulations 1992 — the law sets no weight limit, so unit weights are established before lifting and assessed under reg 4, not discovered on site; Work at Height Regulations 2005; PUWER 1998; COSHH 2002 for sealants, solvents and cutting dusts; CDM 2015 regs 13 and 15.

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

Replacement of windows and doors: removal of existing units, installation of new frames, glazing, sealing and making good, commonly in occupied buildings. This document does not cover: first installation into new openings (KD-RAMS-GL-006), structural lintels (builder's work), and asbestos-suspect panel infills without confirmation.

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. Glass handling — weight, suction failure and breakage

At risk: Glaziers, those nearby

Controls: Unit weights known before the lift; rated vacuum lifters with vacuum checked on every pick and battery state confirmed; units carried on edge, never flat; two-person minimum on manual units; exclusion under any lifted unit; broken glass cleared immediately to rigid bins with rigger gloves and forearm protection.

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

2. Lacerations from glass edges and breakage

At risk: Glaziers

Controls: Cut-resistant gloves (EN 388 level suitable for glass) and forearm protection when handling; edges never gripped over the top; damaged units rejected, not risked; first-aid severe-bleed kit at the workplace.

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

3. Falls from unglazed openings

At risk: Glaziers, other trades

Controls: An unglazed opening is an open edge: barriered or boarded until the frame is glazed; work at the opening with restraint where the sill is below waist height; openings never left unprotected at breaks.

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. Disturbing asbestos-containing materials in existing buildings

At risk: Operatives, building occupants

Controls: Check the asbestos register before any intrusive work (CAR 2012). No register, or unclear entries, means stop and refer. If suspect material is found: STOP, withdraw, secure the area and report it — the discovery procedure applies before any further work.

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

6. Interface with occupants, other trades and the public

At risk: Occupants, other trades, the public

Controls: Segregate the work area — barriers, signage, sheeting; agree access routes and working hours with the occupier; never obstruct escape routes; deliveries and waste runs outside peak movement times where agreed.

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

7. 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 workplace; 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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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 Survey units and weights; check pre-2000 infill panels against the asbestos register.
- 02 Protect the room and the outside drop zone; agree occupier arrangements.
- 03 Strip units inward where possible; lower, never drop, from height.
- 04 Fit and fix frames plumb; glaze with lifters/two-person handling.
- 05 Seal, trim and make good; openings never left open at breaks — board if the unit is not ready.

SITE-SPECIFIC AMENDMENTS TO THE SEQUENCE

5 PLANT, EQUIPMENT AND MATERIALS

Vacuum lifters

Towers/MEWP for upper floors

Glass trolleys/stillages

INSPECTION / THOROUGH EXAMINATION REFS

COSHH ASSESSMENT REFS

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

Head protection

Gloves — task-rated

Cut-resistant gloves and forearm protection

Safety footwear

Eye protection

High visibility

Hearing protection

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-PE-009 — Permit to Enter

For occupied buildings under access control.

PERMIT NUMBER

KD-PTW-WH-006 — Work at Height Permit

For upper-floor external access where the site requires a permit.

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

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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	COSHH 2002 added to the legal basis for sealants, solvents and cutting dusts. 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	Scope boundary stated: first installation into new openings is excluded and carried by KD-RAMS-GL-006. This document remains replacement work in existing buildings.	— 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.