





Sign Technician Works

RAMS050-CEN

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Version	Date	Name	Details
1	29/07/2025	Steve Usher	New draft
2	19/01/2026	Steve usher	Reviewed, Updated and reissued with the following changes: <ul style="list-style-type: none"> - Removed Depot Manager and replaced with Supervisor - Change Depot Manager duties to Supervisor - Update Ram Matrix and Likelihood and severity scores

Note Under no circumstances is this document to be modified in any way without the QHSE Managers consent. Uncontrolled when Printed or Downloaded

1 Document Summary

1.1 This RAMS outlines the safe working practices and environmental controls for activities carried out by Sign Technicians including sign stripping, cleaning, repairing, and operating associated tools and equipment. By following this RAMS, all involved personnel can reduce the likelihood of incidents, protect health and safety, and maintain smooth depot operations.

1.2 Applies to all employees carrying our sign works at Hatton Traffic Management Limited (HTML) premises.

1.3 Legal, Regulatory & Standards Compliance:

ISO 9001:2015 – Quality Management

- All tasks will be carried out following defined Standard Operating Procedures (SOPs).
- Continuous improvement is supported through toolbox talks, incident and non-conformance reporting, and audit feedback.

All tools and equipment used will be inspected, maintained, and calibrated in line with quality procedures.

ISO 14001:2015 – Environmental Management

- Environmental impacts of activities have been assessed and included in the Environmental Risk Assessment.
- Control measures are in place for:
 - o Use and disposal of chemicals
 - o Energy usage
 - o Waste management
 - o Emissions and spill prevention
 - o Spill kits and waste segregation systems are available at depots.

ISO 45001:2018 – Occupational Health

- Supports the company's commitment to hazard identification and incident prevention.
- All personnel must wear PPE and report unsafe conditions.
- Dynamic risk assessments to be conducted before work begins.
- Training and competence checks are in place for all safety-critical tasks.

CDM Regulations (if applicable to works)

- All workers are empowered to STOP WORK if unsafe.

Legal Frameworks

- Health and Safety at Work etc. Act 1974
- Manual Handling Operations Regulations 1992
- Provision and Use of Work Equipment Regulations (PUWER) 1998
- Lifting Operations and Lifting Equipment Regulations (LOLER) 1998
- Management of Health and Safety at Work Regulations 1999
- COSHH 2002
- Environmental Protection Act 1990
- Waste (England and Wales) Regulations 2011

1.4 Key Contacts are:

- Supervisor
- First Aiders






1.5 Locations Covered

- Aberdeen
- Amersham
- Brunswick
- Chelmsford
- Doncaster
- Horton
- Oldam
- Tottenham
- Site works Locations

Note Any deviation from these RAMS or any linked documents mentioned below, must be agreed with the QHSE Manager.

2 Personal Protective Equipment (PPE)

2.1 Minimum requirements on site for these RAMS for all personnel are:

Hard Hat	Eye Protection	Hi-Vis Clothing	Safety Gloves	Safety Boots
				
With 4-point chin strap that meet EN397 & EN12 492 standards. Head torch to be worn for night working and poor visibility (if lifting above head height or vehicle loading)	Safety glasses or goggles To be worn for: Sign stripping /cleaning Heat gun use Power Tool use Battery Handling	Long sleeve Hi-Vis Jacket EN 20 471 class 3 Hi-Vis trousers EN ISO 20 471 class 1	Minimum of cut level F Chemical gloves when battery handling	(laced only) metatarsal if required by client / contractor S3 steel toe cap, midsole with ankle support

Additional PPE to be worn

- Ear protection – when using power tools
- Apron when handling Batteries

Printer use – No loose clothing, gloves if manual handling rolls

Note All PPE must comply with relevant EN standards and be checked before use.

3 Description of Works

- 3.1 Activities covered under this set of RAMS include:
- Movement within depot environments
 - Stripping, cleaning, and application of signage
 - Repair and handling of signs
 - Battery charging
 - Use of printers, plotters, and cutting machines
 - Operation of Forklift Trucks (FLT) and Pallet Trucks

4 Responsibilities

- 4.1 **Managing Director**
- Promotion of “STOP WORK” safety culture
- 4.2 **Supervisor(s)**
- Ensure all equipment is maintained and compliant
 - ensure workers follow RAMS and wear appropriate PPE.
- 4.3 **QHSE Manager**
- Oversight of RAMS, audits, reviews
- 4.4 **Operatives / Sign Technicians**
- Compliance with RAMS
 - Reporting unsafe conditions.

5 Dynamic Risk Assessment (DRA)

- 5.1 To be conducted by all employees during work execution.
- Step 1 - STOP: Look around for any unexpected hazards.
- Step 2 – THINK: Can you proceed safely with the current conditions?
- Step 3 – ACT: Apply additional controls or escalate if unsure.
- 5.2 Use the “Take 5” or “SLAM” technique
- Stop, Look, Assess, Manage
 - Or: Stop, Look, Assess, Minimise
- 5.3 Record findings or near misses through the notify app where required.

6 Training and Competence

- 6.1 All Sign Technicians must be trained in:

- Power tools (RA003-CEN Use of Power Tools)
- Manual handling (RA016-CEN Manual Handling)
- Using Batteries (RAMS042-CEN Using and Battery Charging)
- Heat gun use
- COSHH controls for sign cleaners
- Forklift operations (if applicable)

7 Emergency Procedures

7.1 Each location is different, personnel to undertake Fire awareness induction at the start of employment at the relevant location:

- Fire evacuation Drills
- First aid stations and first Aiders
- COSHH training
- Spill Procedure

7.2 In the event of an incident

- **STOP** work immediately if unsafe conditions arise
- In case of accident, follow the site emergency procedures.
- Contact emergency services via 999.
- Inform supervisor and client representative immediately.
- Spill control for fuel or hydraulic Oil
- Fire response, using the extinguisher or call 999.
- Complete incident report form.

8 Method for Works

8.1 Depot Movement

- Use designated pedestrian walkways
- Remain visible to plant/vehicle operators
- Stop work if vehicles are reversing or manoeuvring nearby.

8.2 Sign Stripping & Cleaning

- Perform tasks in the designated sign room
- Use retractable scappers and change blades carefully
- Dispose of vinyl waste to prevent trip hazards
- Wear gloves and eye protection when using cleaners
- Wear cut level F gloves when using scappers.

8.3 Sign Repairing

- Use only PAT-tested power tools
- Conduct first-use safety checks
- Maintain clean work areas
- Use lifting aids where possible(e.g. forklifts, pallet trucks).

8.4 Battery Charging

- Carry batteries using handles only
- Charge in designated areas
- Use PPE when handling leaking/damaged batteries
- Do not overcharge or leave batteries unattended on charge.

8.5 Printer / Cutter Use

- Use guards and follow SOPs
- Avoid loose clothing near moving parts
- Ensure PAT testing is up to date.

8.6 Operating FLT / Pallet Trucks

- Only trained and authorised staff to operate
- Conduct pre-use checks
- Observe site-specific traffic routes
- Follow manual handling principles when loading/unloading. Support the QHSE Manager in drafting, distributing, and reviewing RAMS documentation.
- Coordinate DSE and stress assessments and ensure records are up to date.

9 Linked Documents

Document Name	Location
PY003-CEN Incident Reporting Policy	Documents/QHSE/Policies/Policies
PR006-CEN Spillage Procedure	Documents/QHSE/Procedures
PY007-CEN Lone Working Policy	Documents/QHSE/Policies/Policies
PY036-CEN Health & Well Being Policy	Documents/QHSE/Policies/Policies
PY053-CEN Personal Protection Policy (PPE)	Documents/QHSE/Policies/Policies
RA008_CEN_COSHH Register	Documents/QHSE/QHSE_Forms
RA016-CEN Manual Handling RA	Documents/QHSE/QHSE_Forms
RAMS042-CEN Using and Battery Charging	Documents/QHSE/QHSE_Forms
Training Matrix	SharePoint-Gateway

10 Risk Assessments

10.1 The following risk assessments are based on Generic sign technician works; the following operational hazards and risks provide a general indication of what may be encountered during normal operations:

- Collision of plant or personnel with moving plant/vehicles
- Manual handling
- Lone working
- Uneven ground (slips / trips / falls)
- Operating Plant/machinery

- Using Power Tools


- 10.2 The list is not exhaustive and operational personnel **MUST** carry out an on-site dynamic risk assessment.
- 10.3 If at any point throughout your work, you encounter an unsafe situation you **MUST** stop work and contact your supervisor immediately for guidance.
- 10.4 The risk assessments **MUST** be communicated to all personnel undertaking any loading & Unloading operations

10.5 Risk Scoring Methodology & Risk Assessment

Likelihood Categories		Severity Score				
Category	Description	1	2	3	4	5
1	Extremely Unlikely	1	2	3	4	5
2	Unlikely	2	4	6	8	10
3	Occasional	3	6	9	12	15
4	Likely	4	8	12	16	20
5	Expected	5	10	15	20	25
Severity Score Description						
1	Minor Injuries/inconveniences. Employee can continue to work - short term local damage					
2	Minor Injuries. Operative requires first aid treatment. Stops work - medium term local/short term regional damage.					
3	Reportable/LTI or illness - long term local/regional damage					
4	Major injury or illness with long term effects - long term widespread damage					
5	Fatalities - Widespread permanent damage					
Risk	Action Required					
Low	Check that no other risks can be eliminated by modifications of design then proceed with design. Record residual risks					
Medium	Reduce risks as far as reasonably practical. Consider alternative design or construction method. If alternatives are not available, specify precautions to be adopted. Record residual risks.					
High	Seek alternative solutions. If alternatives are not available, specify precautions to be adopted & advise Senior Management & Supervisor (if appropriate). Record residual risks					
Examples of Persons at Risk	Inexperienced					
	Vulnerable Road Users (VRU's) including Public, Cyclists, Horse riders.					
	Lone workers (LW)					
	Operative (OP) (TMO or/and Ganger)					
	Site Personnel (SP)					
All						

10.6

Category	Control	Severity Score				
Likelihood	Description	1	2	3	4	5
1	High degree of control	1	2	3	4	5
2	Medium degree of control	2	4	6	8	10
3	Moderate degree of control	3	6	9	12	15
4	Slight degree of control	4	8	12	16	20
5	Negligible degree of control	5	10	15	20	25
Severity Score Description						
1	All aspects fully controlled or have negative effect upon the environment					
2	Aspects exist at recognisable levels, which may impact on the environment; but any change is easily recoverable with no lasting effect					
3	Will have an effect on the environment - Damage is short term and is always recoverable					
4	Major Impact - Damage is not permanent, but may take some time to remedy					
5	High Impact - Risk of severe environmental damage					
Risk	Action Required					
Low	Low impact identified - Control measure to be adopted and monitored					
Medium	Medium impact identified - Ensure that the aspect & impact assessment is reviewed, further controls may be necessary					
High	High impact identified - Re-evaluate the aspect & impact assessment and develop / determine greater controls					
Examples of Receptor	Air (A)					
	Land (L)					
	Water (W)					
	Natural Resources (NR)					
	Community/Residence/Pedestrians (CRP)					
	Operative (O)					
	Ecology /Habitat (EH)					
Carbon Footprint (CF)						
Key Environmental Issues						
Local effects of Pollution (air quality, noise, waste, lighting, odour)			Carbon emissions and greenhouse effect global warming			
Water source and ocean Pollution			Deforestation, soil erosion and land quality			
Material resources & Land despoliation, supply chain issues & inequal disruption to impacts			Energy Supplies, innovations in food and fuel			
			Agricultural issues arising from global trade			

Hazard(s)	At Risk	Risks	PRE-RCM				Risk Control Measures	POST-RCM			
			Risk score (L x S)					Risk score (L x S)			
			Likelihood	Severity	Risk Score	Risk Level		Likelihood	Severity	Risk Score	Risk Level
Slips, Trips & Falls	All personnel	Injury from uneven surfaces or spills	3	3	9	M	<ul style="list-style-type: none"> a. Keep walkways clear b. Good housekeeping c. Spill response procedure in place d. Weekly walk around checks carried out e. Cable management 	1	3	3	L
Manual Handling	Sign Tech / Operative	Back injuries, strains from lifting or moving bulky items.	3	3	9	M	<ul style="list-style-type: none"> a. Manual Handling Training in Place b. Use 2-person lift c. Split items down before attempting to move them d. Use of mechanical aids 	1	3	3	L
Working at Height	Sign Tech / Operative	Falls	4	2	8	M	<ul style="list-style-type: none"> a. Step platforms b. safe access/egress c. Avoid climbing on vehicles d. Keep vehicle restraint systems fitted when possible. 	1	2	2	L
Moving vehicles / Plant	All personnel	Serious injury	4	2	8	M	<ul style="list-style-type: none"> a. Reversing alarms b. Guide to be used a. Keep pedestrians clear 	1	2	2	L
Using Scrappers	Sign Tech / Operative	Cuts from blade, infection risk, sharps disposal injury, slips from vinyl waste	2	2	4	L	<ul style="list-style-type: none"> a. Scrapper with retractable blade to be used. b. Cut level "F" gloves to be worn when removing vinyl from signs and changing blades. c. Used blades disposed of in sharps bin d. Work area kept clear of vinyl debris 	1	2	2	L

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							<ul style="list-style-type: none"> e. Scrapper blade to be clean and retracted when not in use f. Work to be carried out in designated sign room 				
Using Sign Cleaner	Sign Tech / Operative	Sign Tech / Operative	3	2	6	M	<ul style="list-style-type: none"> a. Sign Cleaning to be carried out in a well-ventilated and area. b. Nitrile Powder free disposable gloves to be worn and safety glasses/goggles when using sign cleaners. c. RA008-CEN COSSH assessment in place and to be followed when using sign cleaners. d. 	1	3	3	L
Use of Heat Gun(s)	Sign Tech / Operative	<ul style="list-style-type: none"> Burns to hands/skin Fire from proximity to flammables Electric shock from damaged equipment Inhalation of fumes Trip hazards from trailing cables 	3	2	6	M	<ul style="list-style-type: none"> a. Visual check of heat gun for damage, cable, casing b. PAT tested and in date c. Operators trained and competent d. Use in well-ventilated, clear area e. Do not point airflow at self or others f. Keep clear of flammables g. Allow to cool before storing h. PPE: Gloves and goggles i. Fire extinguisher nearby 	1	3	3	L
Use of Power Tools	Sign Tech / Operative	<ul style="list-style-type: none"> Eye and hand injuries from moving parts Electric shock Noise-induced hearing loss Exposure to dust/particles Slips/trips from trailing leads 	3	2	6	M	<ul style="list-style-type: none"> a. Operators trained and competent b. PAT testing up to date c. Safety guards fitted and used d. First-use checks performed e. Suitable PPE: gloves, goggles, hearing protection f. Tidy work area and good lighting g. Dust suppression or masks used if needed h. No loose clothing/jewellery 	1	3	3	L
Batteries (handling & charging)	Sign Tech / Operative	<ul style="list-style-type: none"> Chemical burns from leaks Fire from overcharging or short circuits Manual handling injuries Electric shock Acid splash to eyes 	3	2	6	M	<ul style="list-style-type: none"> a. Charge in designated, dry areas b. One battery at a time, lifted by handles c. Visual inspection for damage/leakage before handling d. Chemical gloves, apron, goggles e. Fire extinguisher nearby f. Charge only for recommended time g. Spill kits in place 	1	3	3	L

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Use of Printer / Cutting Machine	Sign Tech / Operative	Electric shock Cuts/trapped fingers in moving parts Manual handling injuries (lifting rolls) Clothing entanglement	1	2	2	L	a. PAT testing annually b. Guards in place and functional c. Operators trained in safe use d. Manual handling RA followed e. Do not lift rolls beyond capability f. No loose clothing or jewellery g. Emergency stop accessible	1	2	2	L
Use of forklifts	Sign Tech / Operative	Collision with personnel or vehicles Load dropping FLT toppling Operator injury from falls Fuel/oil spills	3	2	6	M	a. Only trained/licensed operators b. Daily pre-use checks c. Use in designated FLT zones d. Loads secured and safe e. Operate at safe speeds f. Parking brake applied when stationary g. Operators wear seat belts h. Spill kit available Halo System to be in place i. Speed limits in place	1	3	3	L
Use of Palletisers	Sign Tech / Operative	Musculoskeletal injury (pulling/pushing) Collision with people or objects Load tipping or falling Strains from poor handling	1	2	2	L	a. Use FLT if load too large/heavy b. Do not use on uneven or sloped surfaces c. Do not overload or stack dangerously d. First-use checks e. Keep forks low when pushing/pulling f. Train operatives in manual handling	1	2	2	L
Weather conditions (e.g., icy surfaces)	All Personnel	Slips, reduced visibility	3	2	6	M	a. Gritting undertaken in cold, icy weather b. Adequate lighting in place c. Delay works if unsafe	1	2	2	L
Environmental Risk Assessment											
Use of Sign Cleaner	A, L, EH	Air emissions Discharge to land or water	3	3	9	M	a. Use only minimal quantities b. Apply in well-ventilated environment c. Follow RA008-CEN COSHH Assessment d. Use sealed containers e. Dispose of empty containers via licensed waste company	1	3	3	L
Repairing Signs	L	Resource consumption	3	3	9	M	a. Reuse and repair signs where possible	1	3	3	L

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		Waste production					b. Unrepairable signs placed in correct recycling streams c. Sharps (scraper blades) placed in designated containers				
Battery Charging	A, L, W	Energy/resource consumption Acid/fuel leakage risk	3	3	9	M	a. Charge only for required time b. Use designated charging stations away from water sources c. Visual inspection for leaks/damage d. Defective batteries recycled via approved contractor	1	3	3	L
Operation of Forklift Trucks (FLT)	A, L, NR, EH	Fuel use/emissions Oil/fuel spillage Noise generation	3	3	9	M	a. FLT regularly serviced and LOLER inspected b. Spill kits on site c. FLT switched off when not in use d. No fuelling/refilling near drains or soil e. Supervisor monitors service dates	1	3	3	L