

HEALTH AND SAFETY RESPONSIBILITIES AND ORGANISATION

ARRANGEMENT — EMPLOYER FILE

Who owns what in this business, by name, with a deputy and the competent adviser

KD-HSA-RO-001 Rev A0

HSWA 1974 s.2(3): the written policy has three parts — the statement, the organisation and the arrangements — and MHSWR 1999 reg 5 requires the arrangements for planning, organisation, control, monitoring and review to be recorded where five or more are employed; reg 7 requires competent help to be appointed, from inside the business where it exists. The policy is KD-POL-001 and its section 3 names who does what in a line each; this sheet is the organisation behind that line — each role, what it owns, who deputises, and the adviser. An SSIP assessor reads it straight after the policy and checks that the names are real, current, and fit the size of the business.

1 THE EMPLOYER

EMPLOYER / BUSINESS	DIRECTOR WITH OVERALL RESPONSIBILITY	DATE	REVIEW BY
EMPLOYEES (NUMBER)	WHAT THE BUSINESS DOES	POLICY REF AND DATE	

2 WHO DOES WHAT — ONE LINE PER ROLE; NAME THE PERSON, NOT THE TITLE

ROLE	NAME	HEALTH AND SAFETY DUTIES THIS ROLE OWNS	DEPUTY

3 COMPETENT HEALTH AND SAFETY ASSISTANCE — MHSWR 1999 REG 7

ADVISER	QUALIFICATION AND MEMBERSHIP	BASIS	CONTACT
WHAT THE ADVISER DOES FOR THIS BUSINESS, AND WHAT STAYS IN-HOUSE			

4 HOW RESPONSIBILITIES ARE COMMUNICATED AND KEPT CURRENT

HOW EACH PERSON IS TOLD THEIR RESPONSIBILITIES, AND WHAT HAPPENS WHEN A PERSON LEAVES OR A ROLE CHANGES

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5 RECORDS THAT EVIDENCE THIS ARRANGEMENT

Tick what is held. Where the record does not exist yet, the tick is the action.

- ☐ Written health and safety policy, signed within the year — KD-POL-001
- ☐ This organisation sheet, current, with every name in post
- ☐ Appointment records for named roles — CDM duty-holders KD-CDM-AP-006; temporary works KD-TW-AP-001; lifting KD-LIFT-AP-003; fire marshal KD-FIRE-FM-003; permit authorised persons KD-SYS-AA-019; banksman KD-TM-BM-003
- ☐ The adviser's certificate or contract, and the record of what they did this year
- ☐ Job descriptions or letters that carry the health and safety duties
- ☐ The record that the policy and organisation were brought to the notice of every employee — KD-POL-001 section 5

WHERE THE RECORDS ARE HELD	KEPT BY	KEPT FOR

6 ADOPTION

By signing, the director adopts this arrangement as the way this business works and undertakes that the records it names are kept.

Adopted by the director:

PRINTED NAME	POSITION	COMPANY	SIGNATURE	DATE	TIME

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	2026-09-02	first-issue	First issue.	— not yet approved —
A0	2026-09-02	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.