

SAFE SYSTEM OF WORK — BOARDING A LOFT

On the joists or on a board, never on the ceiling — on one page

SSW — ONE PAGE

KD-SSW-BL-015 Rev A0

Work at Height Regulations 2005 reg 9: the ceiling under the joists is a fragile surface and the only safe place is a board on the joists; reg 6 and Schedule 6: nothing is carried up a ladder. MHSWR 1999 reg 3: the raised floor, the saw, the fibres and the head height assessed here. One-page safe system of work for a domestic loft floor on raised legs; the full activity RAMS is KD-RAMS-CJ-001, and insulation laid first is KD-SSW-LI-012.

1 THE JOB

PROJECT / SITE REF	SITE	DATE	SHEET PREPARED BY
THE TASK, IN ONE LINE			SUPERVISOR / WHO TO CALL

2 HAZARDS ON THIS JOB — TICK EACH ONE PRESENT; THE CONTROL BESIDE IT IS WHAT YOU WILL DO

- ☐ Falling through the ceiling — crawl boards from the hatch; step on joists or fixed boards only
- ☐ Falling at the hatch — the loft ladder secured; the hatch guarded while the floor goes in; boards passed up, never carried
- ☐ Cutting boards — outside; the saw guarded; dust mask; an offcut left in the loft is a trip
- ☐ Insulation squashed by the boards — the floor raised on legs so the insulation keeps its depth and the cables stay ventilated
- ☐ Cables under the floor — found first; none trapped under a leg or boarded over; downlighters kept clear; KD-COSHH-MW-015 for the fibres disturbed
- ☐ Head strikes and heat — bump cap; the cooler part of the day; water

3 SEQUENCE OF WORK — AMEND EACH STEP TO THIS JOB, OR WRITE "AS PRINTED"; SAY WHO DOES IT

1. CHECK THE LOFT: JOISTS, INSULATION DEPTH, CABLES, TANKS, PIPES, HATCH AND LADDER	WHO
2. SECURE THE LADDER; SET UP LIGHTING; LAY CRAWL BOARDS FROM THE HATCH	WHO
3. FIT LOFT LEGS TO THE JOISTS AT THE SPACING THE BOARDS NEED; KEEP THE CABLES FREE	WHO
4. CUT BOARDS OUTSIDE; PASS THEM UP; START AT THE HATCH AND WORK AWAY FROM IT	WHO
5. SCREW BOARDS TO THE LEGS; STAGGER THE JOINTS; LEAVE THE SERVICES REACHABLE	WHO
6. CHECK THE FLOOR IS LEVEL AND NOTHING IS TRAPPED UNDERNEATH	WHO
7. CLEAR THE OFFCUTS AND DUST; WASH; HAND OVER	WHO

4 KIT AND PPE — AND STOP CONDITIONS: STOP AND GET THE SUPERVISOR IF... (TICK WHEN BRIEFED)

Kit: crawl boards, secured loft ladder, LED light, loft legs and screws, drill, saw for use outside, tape and square, bags. PPE: FFP3 where insulation is disturbed; gloves; eye protection; bump cap; kneepads. FFP3 means a face-fit-tested mask on a clean-shaven face; a mask that has not been fit tested is not a control.

- ☐ There is nowhere safe to stand while the first boards go in
- ☐ Cables would be trapped under legs or boards
- ☐ The insulation or lagging may be asbestos and there is no survey
- ☐ The joists are undersized, split, or not what the boards need

5 SIGNATURES

Person doing the work — I have read this sheet, the kit and PPE are on the job, and I will stop at the conditions in section 4:

PRINTED NAME	ROLE	COMPANY	SIGNATURE	DATE	TIME

Briefed by / supervisor — I have checked the job against this sheet and amended what needed it:

PRINTED NAME	ROLE	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.