

SAFE SYSTEM OF WORK — INSTALLING LOFT INSULATION

SSW — ONE PAGE

Crawl boards first, cables and lights kept clear, heat watched — on one page

KD-SSW-LI-012 Rev A0

Work at Height Regulations 2005 reg 9: a ceiling is a fragile surface and a loft floor between the joists is a fall through it — nobody stands on plasterboard, and the crawl boards go in before the insulation does. MHSWR 1999 reg 3: heat, fibres, the hatch and the cables assessed on this sheet; KD-COSHH-MW-015 is the mineral wool assessment behind it. One-page safe system of work for a domestic loft; the full activity RAMS is KD-RAMS-IN-003.

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 across the joists, moved as you go; weight on joists or boards only, never the board between them
- ☐ Falling at the hatch — a secured loft ladder; three points of contact; nothing carried up the ladder — rolls passed up
- ☐ Mineral wool fibres and dust — FFP3, gloves, long sleeves, eye protection; offcuts bagged; hands washed before eating
- ☐ Heat and exhaustion — early or late in summer; water; breaks out of the loft
- ☐ Cables, downlighters and pipes under the insulation — downlighters covered with a rated hood or kept clear; cables not buried where their rating does not allow it; tanks and pipes lagged, not covered over
- ☐ Head strikes on rafters and nails — bump cap or helmet; a good light

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

1. CHECK THE LOFT: HATCH, LADDER, JOISTS, CABLES, DOWNLIGHTERS, TANKS, VENTILATION AT THE EAVES	WHO
2. SECURE THE LOFT LADDER; SET UP LIGHTING; OPEN WINDOWS BELOW FOR AIR	WHO
3. LAY CRAWL BOARDS FROM THE HATCH; MOVE THEM AS YOU WORK — NEVER STEP OFF THEM	WHO
4. CLEAR THE JOISTS; FIT DOWNLIGHTER COVERS; FIND AND LAG THE PIPES AND TANKS	WHO
5. LAY THE FIRST LAYER BETWEEN THE JOISTS FROM THE EAVES BACK TO THE HATCH, LEAVING THE EAVES VENTILATED	WHO
6. LAY THE SECOND LAYER ACROSS THE JOISTS; LEAVE A BOARDED WALKWAY TO THE TANKS AND SERVICES	WHO
7. INSULATE THE HATCH; CLEAR THE OFFCUTS; 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 work light, insulation knife, downlighter covers, tape, bags for waste, water. PPE: FFP3; gloves; eye protection; long sleeves; bump cap or helmet; 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.

- ☐ The joists cannot be seen, or there is no room for crawl boards
- ☐ Old insulation, pipe lagging or a water tank may be asbestos and there is no survey
- ☐ Cables are old or damaged, or would be buried by the insulation
- ☐ The heat in the loft is beyond what you can safely work in

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.