

WELFARE ARRANGEMENTS

ARRANGEMENT — EMPLOYER FILE

Toilets, washing, drinking water, rest and drying — on every job from day one, and at the premises

KD-HSA-WF-017 Rev A0

CDM 2015 reg 13(4)(c) and Schedule 2: the principal contractor ensures welfare facilities are provided throughout the construction phase — sanitary conveniences, washing with hot and cold, or warm, water, drinking water, changing rooms and lockers where needed, and rest facilities with a means of heating food; reg 15(11) puts the same on every contractor for its own workers. At the office, yard and workshop the Workplace (Health, Safety and Welfare) Regulations 1992 regs 20 to 25 apply instead. The assessor asks how welfare is provided on a small job where there is no cabin, and whether it is there on day one. The set-up checklist is KD-INS-SU-011, the weekly check KD-INS-WF-031, the water hygiene log for temporary supplies KD-INS-WH-034.

1 THE EMPLOYER

EMPLOYER / BUSINESS	RESPONSIBLE PERSON	DATE	REVIEW BY

2 HOW THIS BUSINESS DOES IT

ON A SITE WITH CABINS

ON A SMALL JOB WITH NO CABIN

AT THE OFFICE, YARD AND WORKSHOP

CHECKS AND HYGIENE

3 RECORDS THAT EVIDENCE THIS ARRANGEMENT

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

- ☐ Site set-up and welfare checklist for each site — KD-INS-SU-011
- ☐ Welfare facilities weekly inspection records — KD-INS-WF-031
- ☐ Water hygiene log for temporary supplies — KD-INS-WH-034
- ☐ Pre-start record agreeing who provides welfare — KD-SITE-PS-009
- ☐ Hire agreements and servicing records for welfare units
- ☐ Toolbox talks on welfare, heat and hygiene — KD-TBT-WE-017, KD-TBT-HY-055

WHERE THE RECORDS ARE HELD	KEPT BY	KEPT FOR

4 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.