

WORK AT HEIGHT ARRANGEMENTS

How work at height is avoided, planned, equipped, inspected and supervised

ARRANGEMENT — EMPLOYER FILE

KD-HSA-WH-010 Rev A0

Work at Height Regulations 2005: reg 4, properly planned, appropriately supervised and carried out safely, weather included; reg 5, by competent people; reg 6, avoid it where reasonably practicable, then prevent the fall, then minimise the distance and consequences; reg 12, work equipment inspected — a scaffold before use and every seven days. The assessor asks how work at height is planned, what equipment the business uses, who inspects it and how a fallen person is rescued — and asks to see the scaffold and ladder registers. The permits are KD-PTW-WH-006 and KD-PTW-RF-007; the registers KD-INS-SC-001 scaffolds, KD-INS-LD-006 ladders, KD-INS-TW-007 towers, KD-INS-HR-005 harnesses, KD-INS-MW-024 MEWPs, KD-INS-EG-032 edge protection; the talk KD-TBT-WH-001.

1 THE EMPLOYER

EMPLOYER / BUSINESS	RESPONSIBLE PERSON	DATE	REVIEW BY

2 HOW THIS BUSINESS DOES IT

HOW WORK AT HEIGHT IS PLANNED, AND BY WHOM

THE EQUIPMENT THIS BUSINESS USES, OWNS AND HIRES

COMPETENCE AND SUPERVISION

RESCUE

FRAGILE SURFACES, OPENINGS AND EDGES

3 RECORDS THAT EVIDENCE THIS ARRANGEMENT

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

- ☐ RAMS for every task at height, with the access method chosen and why — KD-RAMS range; KD-SSW-PT-010 and KD-SSW-GU-011 for small jobs
- ☐ Work at height and roof work permits where the site requires them — KD-PTW-WH-006, KD-PTW-RF-007
- ☐ Scaffold inspection register, every seven days and after alteration or weather — KD-INS-SC-001
- ☐ Ladder and stepladder register — KD-INS-LD-006; mobile tower record — KD-INS-TW-007
- ☐ Harness and lanyard register — KD-INS-HR-005; anchor and eyebolt register — KD-INS-FA-020
- ☐ MEWP pre-use and familiarisation records — KD-INS-MW-024
- ☐ Edge protection inspections — KD-INS-EG-032; roof access and fragile-surface record — KD-INS-RA-036
- ☐ Weather record where work was stopped — KD-SITE-WX-024
- ☐ Tickets on the matrix — KD-SITE-TC-004; the talk — KD-TBT-WH-001

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

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continued

ARRANGEMENT — EMPLOYER FILE

KD-HSA-WH-010 Rev A0

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.