

WORK AT HEIGHT PERMIT

Fall-risk work not controlled by a handed-over scaffold or MEWP arrangement

COPY 1 OF 2 — DISPLAY AT WORK SITE

KD-PTW-WH-006 Rev A0

The Work at Height Regulations 2005 reg 4 require work at height to be properly planned, appropriately supervised and carried out safely so far as is reasonably practicable, and reg 4(2) requires planning to include planning for emergencies and rescue. The Regulations do not require a permit — this permit is the practical means of demonstrating that planning and supervision.

1 PERMIT IDENTIFICATION

PERMIT NUMBER	PROJECT / SITE REF	SITE NAME AND ADDRESS	DATE OF ISSUE
VALID FROM (DATE & TIME)	VALID TO (DATE & TIME)	CROSS-REFERENCED PERMITS / CERTIFICATES	

2 LOCATION AND DESCRIPTION OF WORK

EXACT LOCATION OF WORK	PLANT / EQUIPMENT IDENTIFICATION		
DESCRIPTION OF THE WORK, AND ITS LIMITATIONS			
HEIGHT OF WORK (M)	ACCESS METHOD	OPERATIVES	CONTRACTOR / TRADE

3 HAZARD IDENTIFICATION

Identify the hazards of the work, the residual hazards of the area, and any hazard introduced by the work itself.

HAZARDS IDENTIFIED — ATTACH THE RAMS, DO NOT SUMMARISE IT HERE

RAMS REFERENCE	ASBESTOS REGISTER CHECKED (NAME / DATE)	EMERGENCY AND RESCUE ARRANGEMENTS REF
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4 HIERARCHY — AVOID, PREVENT, MITIGATE

Record the decision, not just the outcome. Why can the work not be done from the ground?

WHY THE WORK CANNOT BE AVOIDED, AND WHAT COLLECTIVE PROTECTION HAS BEEN PROVIDED BEFORE PERSONAL PROTECTION

- Access equipment suitable, inspected, and within its inspection date
- Scaffold or tower erected by a competent person and handed over (attach handover certificate)
- Scaffold tag in place and shows the structure is fit for use
- Edge protection, guard rails and toe boards in place
- Fragile surfaces identified, marked and protected — separate permit raised if work is on them
- Floor openings and voids covered, secured and marked
- Exclusion zone below established to prevent falling objects striking anyone
- Tools and materials secured against dropping
- Weather limits agreed and wind speed checked; work stops at the stated limit
- Rescue plan in place and briefed — including suspension trauma if fall arrest is used
- Harnesses and lanyards inspected, in date, and anchor points identified and rated
- Any item marked N/A has been justified in the box below

WIND SPEED LIMIT (M/S)	ANCHOR POINTS — LOCATION AND RATING	RESCUE PLAN REFERENCE
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5 PERSONAL PROTECTIVE EQUIPMENT

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continued

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- ☐ Head protection with chinstrap
- ☐ Full body harness
- ☐ Safety footwear
- ☐ High visibility
- ☐ Gloves
- ☐ Eye protection

ANY OTHER PPE REQUIRED, AND RPE TYPE / FACE-FIT STATUS

WORK AT HEIGHT PERMIT

Authorisation · acceptance · handover · hand-back · cancellation

COPY 2 OF 2 — RETAIN AT PERMIT CONTROL POINT

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6 ISSUE — ISSUING AUTHORITY

I certify that the hazards of this work have been identified and assessed, that the work site has been examined, and that all precautions specified in this permit — including all isolations — have in fact been taken.

I confirm the validity period is specific to this work period and is not open-ended.

PRINTED NAME	APPOINTED ROLE	COMPANY	SIGNATURE	DATE	TIME

7 AUTHORISATION — SECOND PERSON CHECK BEFORE ISSUE

HSE requires the permit to be seen by a second person before it is issued. I have reviewed this permit and am satisfied it is complete, the scope is properly limited, and it does not conflict with any other permit live in this area.

PRINTED NAME	APPOINTED ROLE	COMPANY	SIGNATURE	DATE	TIME

8 ACCEPTANCE — PERFORMING AUTHORITY

I have read and understood this permit. I understand the hazards and the precautions, I have briefed everyone working under it, and those precautions will be observed for the duration of the work. I will not exceed the scope or the validity period stated.

PRINTED NAME	ROLE	COMPANY	SIGNATURE	DATE	TIME

9 EXTENSION / SHIFT HANDOVER

Complete only where the work continues into a further period. Confirm the plant remains safe and the incoming acceptor is aware of the hazards.

EXTENDED TO (DATE & TIME)	ISSUING AUTHORITY SIG	INCOMING ACCEPTOR SIG	RE-CHECKED (Y/N)
EXTENDED TO (DATE & TIME)	ISSUING AUTHORITY SIG	INCOMING ACCEPTOR SIG	RE-CHECKED (Y/N)

10 SUSPENSION

HSE requires suspended permits to be retained on the permit system, with the condition the plant has been left in and the consequences for other activities recorded.

DATE & TIME SUSPENDED	REASON, AND CONDITION PLANT LEFT IN	SIGNED

11 HAND-BACK — PERFORMING AUTHORITY

I certify that the work described in this permit is complete or has been stopped, that all persons and equipment under my control have been withdrawn, and that the area has been left in a safe and clean condition.

☐ Work COMPLETED ☐ Work PARTIALLY completed ☐ Work STOPPED and not completed

PRINTED NAME	SIGNATURE	DATE	TIME	OUTSTANDING ITEMS

12 CANCELLATION — ISSUING AUTHORITY

I certify that the work area has been inspected, that the plant and area have been returned to a safe condition with all isolations removed and verified, and that this permit is cancelled.

PRINTED NAME	SIGNATURE	DATE	TIME	REGISTER (INITIALS)

On cancellation, flatten this PDF before archiving so the record cannot be silently edited. Retain for a minimum of 30 days on site (HSG250), then archive in line with your retention schedule.

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continued

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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	2026-08-07	first-issue	First issue.	— not yet approved —
D1	2026-08-10	review	Reviewed - no change to the content. Legislation position reviewed against Product Legislation Register KD-REG-01 Rev R01.3 and the August 2026 horizon scan; cutoff moved to 10 August 2026.	— not yet approved —
A0	2026-08-27	review	Approved for issue by the author. Content unchanged from D1; 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.