

Work at Height Rescue Plan Record

A work-at-height rescue planning record linking credible scenarios, competent responders, approved methods, equipment readiness and briefing evidence.

1. Record details and scope

Project

Filled in from the project in SiteSurvey.

Site or premises address

Client or organisation

Record date *

Person completing the record *

This records a site-specific plan for competent review. It is not a rescue technique manual, training qualification or permission to improvise rope or lifting systems.

HSE states that work-at-height planning must include emergencies and rescue and should not rely entirely on emergency services. Plans need competent people, suitable equipment and arrangements for the actual work location.

2. Work and scenarios

Work location, height and access system *

Work risk assessment and approved method reference *

Credible rescue scenarios and access constraints *

Competent plan author and rescue lead *

3. Response arrangements

Scenario response (copy this block for each one)

Scenario ID *

Approved rescue method reference *

Trained responders and availability *

Equipment, inspection and anchor verification references *

Access, exclusion and casualty transfer arrangements *

4. Readiness

Alarm, communications and emergency-service coordination *

First-aid and receiving arrangements *

Rehearsal or validation evidence and limitations *

Record the scenario exercised, people involved and limitations revealed. Keep the practice outcome separate from authorisation for the job.

Readiness decision * (choose one)

☐ Ready under approved plan ☐ Not ready

Unresolved readiness gaps and work restriction * (if applicable)

5. Briefing

Briefed team and date

Weather, personnel or equipment changes requiring review *

Authorised review and approval reference

6. Actions and review

Are further actions required? * (choose one)

☐ Yes ☐ No

Further action (copy this block for each one; if applicable)

Action and evidence reference *

Person responsible *

Target date

Action status * (choose one)

☐ Open ☐ In progress ☐ Completed

Completion evidence * (if applicable)

Outstanding limitations and information to pass on

Record status * (choose one)

☐ Ready for review ☐ Further work needed ☐ Work or use stopped

Reviewed by

Review date

Author signature *

Signing records the information entered. It does not itself certify legal compliance, remove a limitation or authorise unsafe work.