

1. Haringey Council Procedure

- 1.1 The Permit to Work (PTW) procedure provides a formal control system aimed at the prevention of injuries and damage to property arising from accidents where potentially hazardous work is carried out. Hazardous work may include hot works, work at height, high and low voltage electrical work and working in confined spaces.
- 1.2 The PTW is an essential part of a system which determines how that job can be carried out safely and helps communicate this to those doing the job. The system should ensure that authorised and competent people have thought about foreseeable risks and that such risks are avoided by using suitable precautions. Those carrying out the job should think about and understand what they are doing to carry out their work safely and take the necessary precautions for which they have been trained and made responsible.
- 1.3 The PTW procedure does not supersede or negate the requirements of any other health and safety legislation, rather it provides a consistent control system to be followed when dealing with the activities of contractors and in-house employees working in properties and on land owned or operated by Haringey Council. The aims of these procedures are:
 - To ensure a safe working environment is always maintained for employees, contractors, visitors, agency workers, students, tenants and members of the public.
 - To ensure managers in charge of premises are aware of the works being undertaken and that operational disruption is minimised.
- 1.4 Haringey Council will ensure all those that undertake authorisation of PTW are competent, are aware of their duties and responsibilities and have received appropriate training. They will be expected to attend at least half day training in the management of PTW. The training should thereafter be refreshed at least every 3 years.

2. Scope of Procedure

- 2.1 This policy applies to all potentially high risk work conducted, whether by Council employees or contractors, on Council premises or Council land irrespective of whether this is undertaken as part of routine on-going service or maintenance activity or in relation to a one-off project.
- 2.2 The PTW system is a formal method of authorisation to carry out specific works for activities that the Council has identified as:
 - Having the potential to affect the safety of personnel, plant or the environment.
 - Having potential to cause operational disruption.
 - Requiring specific methods of works or processes to be used.

The permit to work procedure aims to provide the control required to facilitate such works in a safe and efficient manner.

However, PTW systems should not be applied to all activities such as controlling general visitors to site or routine maintenance tasks in non-hazardous areas.

3.0 Key Terms and Summary Information

3.1 Key Terms

Authorising Manager or Client	The person with responsibility for the Haringey premises where the contractor's works are to take place has responsibility to evaluate the hazards associated with these works and to authorise access to the premises and for work to commence. They shall be competent as follows: 'having sufficient technical training and/or knowledge and/or practical experience to enable them to carry out allocated duties at the level of responsibility laid down and to understand any potential hazards and evaluated risks that might occur during the contracted works'.
Contract	In law, a contract is an agreement between two or more parties which, if it contains the elements of a valid legal agreement, is enforceable by law or by binding arbitration. A contract is an exchange of promises with specific legal remedies for breach.
Contractor	A contractor is a person who has agreed to carry out defined work, on behalf of the council and those to whom work is subcontracted. Contractors are required to have completed a Haringey Contractor's induction and, wherever possible, have undertaken an advance visit to the location of works for familiarisation with the environment.
Permit to Work (PTW)	A document authorised by the person responsible for a Haringey premises relating to a specific work activity or service to be undertaken at that location by a designated contractor. Mutual verification of clear terms, such as the duration on site, are agreed and recorded by both the contractor and authoriser. Such authorisation is granted centred on the provision of comprehensive RAMS and may be subject to permits particular to specialised work activity considerations in completion of the project such as isolation of power sources, equipment or the environment.
Risk Assessments Method Statements (RAMS)	The Health and Safety Executive (HSE) definitions are: A Risk Assessment is simply a careful examination of what, in your work, could cause harm to people, so that you can weigh up whether you have enough precautions or whether you should do more.

	A Safety Method Statement describes in a logical sequence exactly how a job is to be carried out in a safe manner and without risks to health. It includes all the risks identified in the risk assessment and the measures needed to control those risks. This allows the job to be properly planned and resourced.
Hot Work Permit	Hot work is usually taken to apply to an operation that could include the application of heat or ignition sources to tanks, vessels, pipelines etc which may contain or have contained flammable vapour, or in areas where flammable atmospheres may be present. Hot work permits are more generally applied to any type of work which involves actual or potential sources of ignition and which is done in an area where there may be a risk of fire or explosion, or which involves the emission of toxic fumes from the application of heat. They are normally used for any welding or flame cutting, for the use of any tools which may produce sparks and for the use of any electrical equipment which is not intrinsically safe or of a suitably protected type.
Electrical Work Permit	An electrical permit to work is primarily a statement that a circuit or item of equipment is safe to work on. A permit should not be issued on equipment that is live. Further guidance on electrical work permits is given in HSP08 Electrical Safety Procedure - Haringey Council .
Asbestos Works	The permit of work will ensure the asbestos registers have been read and understood along with the asbestos management plan. Any work on or near to any asbestos contaminated material that could disturb the asbestos shall require a PTW. Dependant on the work a different type of survey may be required, i.e.. R&D prior to refurbishments / demolition works All works will need to be considered in line with the asbestos management plan (not seen this yet!) and Haringey council policy.

4. Responsibilities for Implementation

4.1 Directors/Assistant Directors

- 4.1.1 Bring to the attention of all their staff the contents of this policy and monitor its implementation.

4.2 Person in Charge of the Premises (e.g. Heads of Service, Head Teachers)

The Person in Charge of the Premises should ensure that:

- 4.2.1 A manager (e.g. building manager) is assigned responsibility for ensuring an appropriate PTW system is introduced.

- 4.2.2 Appropriate procedures are established and maintained for all work done under the PTW system;
- 4.2.3 Arrangements are made for employees to be made aware of the permits and systems, and trained in their operation;
- 4.2.4 The PTW system is monitored to ensure that it is effective and correctly applied;
- 4.2.5 Copies of permits, or records of their issue, are kept by the relevant people for a specified period **(and uploaded onto the Council's property and asset management software when implemented and operational)** to enable auditing or incident investigation;
- 4.2.6 Sufficient resources are provided to enable the PTW system to be properly implemented.

4.3 Client

Haringey Council's Construction, Design and Management Procedure HSP04 [found here](#), requires that:

- 4.3.1 The Service instructing works at the outset shall be regarded as the Client for the purposes of the process. In cases where the Service instructing works transfer the client role to Capital Projects and Properties, the transfer should:
 - Be clear and agreed by all those involved.
 - Be clearly recorded.
 - **Provide the practical authority to discharge the client's duties.**

As the work progresses, **Haringey Council's** Capital Projects and Properties should report back to the appointing Service on how the work is progressing, together with any particular safety issues. The reporting should take place at least monthly. The instructing Service should seek advice from the Corporate Health and Safety Team if the health and safety performance is not up to the required standard during any stage of the project.

4.4 Project Manager

Note that the Project Manager may also be the permit to work authoriser or person issuing the permit.

- 4.4.1 The Project Manager (person in control of works) will be the Haringey Council principal point of contact with a contractor or in-house maintenance staff undertaking the work. Where a premises has a Building Manager, the Project Manager must liaise with the Building Manager about the works before the permit is approved to ensure that the works are carried out and managed safely.
- 4.4.2 The Project Manager (person in control of works) is responsible for ensuring that:
 - All work requiring a permit to work is identified.

- The permit contains a clear description of the work to be done, its location, start time and duration.
- Permits for work activities that may interact or affect other site activity are adequately controlled.
- All other work that would create a hazard if undertaken at the same time is suspended and made safe.
- Limitations on the timing and scope of the work are defined as well as actions to be taken in the event of site emergencies.
- All personnel (including contractors) working within the permit system have sufficient knowledge and competence to carry out their duties. Project Managers shall be required to obtain documented evidence of competency, such as training certificate/record, recognised training/association identity card, etc.
- Health and safety management systems in force at Haringey Council are complied with and the work is carried out in a safe manner
- All procedures are complied with.
- Haringey Council HSP04 Construction, Design and Management procedures are complied with.
- Contractors work is planned.
- Contractors work is monitored.

4.4.3 In order to adequately comply with these duties the Project Manager (person in control of works) will have as a minimum the following skills and experience:

- Sufficient technical knowledge of the site, and the work being proposed, to be able to understand the likely risks that may arise either during or as a result of the works.
- Sufficient knowledge and health and safety training to be able to establish the **contractor's competency, risk assessment, method statement and/or** Construction Phase Plans suitability as well as other arrangements.
- Detailed working knowledge of the site (areas of work) to understand the impact the works may have on operations, other users and the general public.
- Sufficient knowledge of Haringey Council operations to be able to plan, agree, communicate and manage any mitigation necessary for the operation.

4.5 Permit to Work Authoriser

4.5.1 A permit to work authoriser will be required for the following reasons:

- If an extra level of authorisation is required, such as where the potential for harm is considered to be particularly high. The permit should be seen by a second person (the permit authoriser) before issue, i.e.. the authorisation procedure should be more rigorous.
- Persons shall not be allowed to issue a permit to themselves. Where there is a possibility that this could occur, a permit to work authoriser should issue the permit.

4.5.2 Where such high risk work will take place, it is recommended that a pre-start meeting should take place between all parties involved (Client / Contract Liaison Officer, person in charge of the premises, or their authorised person, and

Contractors representative) in order to agree and document the step by step process by which the work will be undertaken. This ensures all round understanding of the specific control measures that will be used to reduce the risks associated with the work.

- 4.5.3 It is essential that the person authorising the permit for issue shall be deemed to be competent and have the skill, knowledge, experience and authority to authorise a Permit to Work on behalf of Haringey Council. They should have sufficient knowledge about the hazards associated with the relevant plant and/or environment (e.g. confined space), to allow them to identify those hazards and control measures (e.g. isolations) correctly.
- 4.5.4 They shall have been provided with suitable training to ensure effective implementation of a permit to work system.

4.6 Contractor

The contractor's role may either be as the person accepting the permit on behalf of the permit user(s) or the permit user(s) themselves (the persons carrying out the work on site).

- 4.6.1 An individual, company or organisation that Haringey Council directly employs and authorises to perform a given task, labour and/or services. Contractors include sub-contractors, any individual self-employed worker or business that carries out, manages or controls construction work. They must have the skills, knowledge, experience and, where relevant, the organisational capability to carry out the work safely and without risk to health.
- 4.6.2 Contractors requiring a permit to work shall provide the relevant Project Manager (person in control of works) with a suitable and sufficient assessment of the risks inherent with the work and a method statement for the works to be undertaken. This information should, whenever possible, be submitted at least 72 hours prior to the start of the work and will allow the Project Manager/Permit to Work Authoriser sufficient time to assess the work in detail.
- 4.6.3 All contractors shall ensure that whilst on site, their employees wear ID badges/attend an agreed location (e.g. reception) in order to sign in and obtain the relevant ID badge and site rules.
- 4.6.4 The Contractor shall also ensure that their activities will not endanger members of the public or Council employees working in the location of the works and will ensure that all accidents and incidents are reported accordingly.
- 4.6.5 Contractors must comply with all relevant H&S legislation, **follow the Council's H&S procedures** and be provided with/have an understanding of the fire procedures for the premises in which work is being carried out.

4.7 Sub-contractor

- 4.7.1 An individual, company or organisation engaged by a contractor as a sub-contractor will comply with the Council's requirements specified for the contractor.

4.8 In-house Maintenance Staff

- 4.8.1 In-house maintenance staff will be considered as contractors and will be required to provide the Project Manager (person in control of works) with a suitable and sufficient risk assessment and a method statement for the works to be undertaken.
- 4.8.2 When maintenance staff undertake work that requires a permit to work, the Project Manager (or Permit Authoriser) will approve and cancel the permit.

5. Specialist Advice

- 5.1 Your Health and Safety Champion can provide direction on where to seek advice.
- 5.2 **You can also contact the Council's Corporate Health and Safety Team should you require any specialist advice or support.**

6. Other documents you may need to consider

6.1 General Legislation and Guidance (hyperlinks)

- 6.1.1 [Managing for Health and Safety HSG65 - HSE Guidance](#)
- 6.1.2 [Guidance on Permit to Work Systems HSG250 - HSE Guidance](#)
- 6.1.3 [Managing Health and Safety in Construction L153 - HSE Guidance](#)
- 6.1.4 [Electricity at Work, Safe Working Practices HSG85 - HSE Guidance](#)
- 6.1.5 [List of Frequently Used H&S guidance - HSE](#)

6.2 Forms and Procedures (hyperlinks)

- 6.2.1 [Haringey Council Construction, Design, Management Procedure](#)
- 6.3.2 [Haringey Council Electrical Safety Procedure](#)
- 6.3.3 [Haringey Council Risk Assessment Procedure](#)

7. Action to Take

7.1 Work Planning and Risk Assessment

7.1.1 When a permit to work activity is identified, the first part of the process should be to determine exactly what the task will involve, including:

- the need for suitable and sufficient risk assessments (e.g. task risk assessment, COSHH, manual handling).
- whether it is obvious that the task cannot be carried out safely. If the risk assessment identifies hazards that cannot be addressed, or if the proposed task will pose unacceptable risks for people at the site, then the work should not be permitted. A safer method will need to be identified.
- the personal competency requirements needed to undertake the work (or the isolations) or safety support (e.g. additional personnel for confined space entry).

7.2 Permit to Work

7.2.1 A Permit to Work is a formal, written, safe system of work to control potentially hazardous activities. The permit details the work to be done and the precautions to be taken (for example, they may specify the precautions needed for high voltage work) Permits should be issued, checked and signed off as being completed by someone competent to do so, and who is not involved in undertaking the work.

7.2.2 The following elements are required for a Permit to Work:

- Type of Permit – i.e. Hot Work.
- Unique Permit Reference Number (generated by Technology Forge once implemented or if using paper permits, reference using DayMonthYear/building/type of permit, e.g. 31032020/RPH/Electrical).
- Location of Work.
- Details of the work to be carried out.
- Identification of hazards.
- Precautions required.
- Personal Protective Equipment required.
- Authorisation to commence work.
- Any extension of permit time.
- Handback.
- Cancellation.

7.2.3 The Permit to Work consists of information which:

- Details the work to be done.
- Details the precautions to be taken.
- Identifies all the hazards and foreseeable risks.
- States the control measures to be implemented.
- Details the start and end times of the permit.
- Sign off and cancellation of the permit.
- List other permits in operation.

7.2.4 Activities where Haringey Council expects to see a Permit To Work issued include:

- Work of any type where heat is used or generated (e.g. welding, flame cutting, grinding).
- Work which may generate sparks or other sources of ignition.

- Work on high voltage electrical equipment or other work on electrical equipment which may give rise to danger.
- Entry and work within confined spaces.
- Work involving temporary equipment e.g., welding equipment, generators, etc.
- Access onto and work on roofs.
- Asbestos works and asbestos contaminated areas.
- Any works that are on or near to any known asbestos contaminated materials including asbestos contaminated areas.
- Any intrusive works that could disturb hidden asbestos within the fabric of the building.
- All works that involve working on asbestos i.e. removals, repairs, encapsulations, overcladding etc requires to be undertaken by competent persons, competent meaning persons with the correct qualifications, knowledge, experience and training to carry out those works.
- Access into and work within plant rooms, switch rooms, boiler rooms, lift motor rooms.
- Work on high pressure systems.
- Any other potentially high risk operation.

7.2.5 No works requiring a Permit to Work shall commence until the application has been authorised and a Permit to Work issued by the relevant Project Manager (person in control of works).

7.2.6 Once the works are complete or on expiry of the Permit to Work, the permit must be returned to the Project Manager (person in control of works) for cancellation.

7.3 Issuing A Permit To Work

7.3.1 The following procedures should be followed when issuing a Permit to Work:

- Those that have been authorised to undertake the work (i.e.. the contractor or in-house maintenance staff) shall, in conjunction with the Project Manager, survey the work task and environment.
- The contractor, or in-house maintenance staff shall produce a risk assessment and subsequent method statement detailing the hazards and associated control measures and the method by which the task is to be carried out. These documents shall be provided to the Project Manager (person in control of works).
- The Project Manager shall review the risk assessment and method statement prior to the start of the work and ensure all documents are present, suitable and fully completed.
- Once the Project Manager (and where necessary the person authorising the permit) are fully satisfied that works will be managed competently, the permit requestor (i.e.. contractor or in-house maintenance staff authorised to undertake the work) can apply for the Permit to Work. The requestor should add as much detail into the permit request application as possible so that the person authorising the permit understands the work which is proposed.

- The permit to work should then be submitted to the Project Manager along with the risk assessment and method statement.
- The Project Manager (or Permit Authoriser) will either approve and sign the permit in which case the work can be undertaken, or the permit will be declined and the work cannot take place until such time the permit is authorised.
- Technology Forge will be used for managing the permit to work system once the software is implemented and operational. Until such time, the PTW procedure will resort to using paper permits found at Appendices 1 (general permit) and 2 (hot works permit).
- The Project Manager (person in control of works) should ensure that no other permits have been issued that will have an impact on the permit required.
- The permit must be completed correctly with all the relevant information regarding the work to be carried out, including the exact location and the nature of the work.
- The permit should be signed by the relevant Project Manager (person in control of works), and those authorised to undertake the work and are accepting the permit (e.g. the Contractor or in-house maintenance staff).
- The Permit to Work shall be issued to the person accepting the permit (e.g. contractor or in-house maintenance staff undertaking the work) authorising them to commence work.
- A copy of the permit is to be displayed prominently at the work location.
- The precise time limits for which the permit is valid are to be indicated and observed at all times.

7.4 Handback, Re-Instatement and Cancellation

- 7.4.1 The Permit to Work can then be signed off by all parties once the contractor or in-house maintenance has safely completed all the work authorised within the agreed timescale. The Project Manager should be notified so that arrangements can be made to inspect the work area if necessary and for the permit to be cancelled.
- 7.4.2 Upon the completion of the work those authorised to undertake the work should return all keys, passes and other items issued as part of the permit to work.
- 7.4.3 The Permit to Work can be cancelled at any time by the Project Manager (person in charge of works) if operational activities demand it, or if there are significant safety shortcomings in the way the works are being carried out. It is possible however that cancelling the permit at a specific stage of the works may be dangerous for the safety of persons or the integrity of plant and equipment. On these occasions, the permit would be cancelled as soon as it can be done in a safe manner.
- 7.4.4 The Permit to Work should then be returned to the Project Manager and kept for at least 30 days before archiving for a minimum of 3 years.

7.5 Monitoring the Work

- 7.5.1 As far as is reasonably practicable, the Project Manager (person in control of works) shall be responsible for monitoring the work at regular intervals, to ensure that the operatives are adhering to the conditions of the permit.

7.6 Completed Work

7.6.1 When the work has been completed the Project Manager (person in control of works) will inspect the site to ensure that:

- The works have ceased.
- All tools and equipment have been removed.
- The work area has been left in a satisfactory and safe condition. Where appropriate, fire-stopping is installed so that adequate fire resistance is maintained.

7.6.2 When the Project Manager (person in control of works) is satisfied that the conditions have been met, the Permit to Work will be cancelled.

7.7 Out of Working Hours

7.7.1 Whenever possible, work that requires a Permit to Work should be carried out during normal working hours. However, there will be occasions when this is not possible and the Project Manager (person in control of works) must ensure that they or a designated deputy is available to monitor contractors or staff compliance throughout the duration of the Permit to Work irrespective of when it takes place.

8. Record Keeping

8.1 Permits to work, certificates and risk assessments should be filed with the contract documents (if appropriate). These records should be retained for a minimum of 3 years to enable an effective monitoring and audit process. (Note: Once Technology Forge is implemented, the above records shall be saved onto this database.)

9. Monitoring and Review

9.1 Permit to Work monitoring checks should be undertaken by permit issuers, site management and supervisors to ensure compliance with instructions and control measures. These checks should be used to reinforce safe working practices on site.

9.2 The Permit to Work procedure should be reviewed and audited at least every 26 months by the Corporate Health and Safety Team.

10. Training

10.1 All Haringey Council employees who actively take part in and contribute towards the permit to work system shall be familiar with the Permit to Work system via course attendance provided by the Council.

11. Approval of the Procedure

- 11.1 This safety procedure was reviewed by the Corporate Health, Safety and Wellbeing Board and approved by the Council's Head of Organisational Resilience on 12th May 2020. Any required variations from this safety procedure should be brought to the attention of the Council's Head of Organisational Resilience.

Approved by (print name): Andrew Meek

Signature:

A handwritten signature in black ink, appearing to read "AM", written over a light grey rectangular background.

Date: 19/06/20

Appendix 1

PERMIT TO WORK – GENERAL

Permit Ref number		
Contracting company undertaking works		
Task or work operation		
Permit valid from	Time:	Date:
Permit valid to	Time:	Date:
This permit to work is issued for the following work. No work other than that detailed must be carried out		
Is work to be carried out when plant, equipment or systems are in operation?		
Yes <input type="checkbox"/> No <input type="checkbox"/>		
Location of work		
Description of work		
Existing hazards		
Hazards introduced by work		

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Method of isolation/making safe	
Protective equipment	
To be completed by client Authorising Person (e.g. Project Manager/Person in charge of works)	
Name of person issuing permit	
Designation	
Signature	
Time	
Date	
Receipt to be completed by contractor site supervisor undertaking works	
I hereby declare that no work other than that stated above will be carried out, and all precautionary measures will be adhered to	
Name of competent person undertaking work	
Designation	
Signature	
Company	
Cancellation of Permit to be completed by client Authorising Person (e.g. Project Manager/Person in charge of works)	
I hereby declare that the work stated above has <input type="checkbox"/> has not been <input type="checkbox"/> completed. Give details if not completed.	

Appendix 2**PERMIT TO WORK – HOT WORKS**

Part A – Before work starts		
Permit Ref number		
Contracting company undertaking works		
Permit valid from	Time:	Date:
Permit valid to	Time:	Date:
Task or work operation		
This permit to work is issued for the following work. No work other than that detailed must be carried out		
Location of work		
Description of work (specific hazards)		
Method of isolation or making safe		
Precautions <ul style="list-style-type: none"> • Ensure hot work equipment is suitable for use and in good order. • Check location and means of raising alarm. • Ensure location extinguishers/hose reels. • Inspect nearby areas. • Remove any combustible material from work area. • Remove any flammable liquid containers from work area (whether full or empty). • Provide suitable and adequate protections against sparks and hot particles. • Follow up inspection ([Enter number of hours] hours [Enter number of minutes] minutes later). 		
Extra precautions to be taken if plant, machinery or systems		

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are in operation		
To be completed by client Authorising Person (e.g. Project Manager/Person in charge of works)		
Name of person issuing permit		
Designation		
Signature		
Time:		Date:
Receipt to be completed by contractor site supervisor undertaking works		
I hereby declare that no work other than that stated above will be carried out, and all precautionary measures will be adhered to		
Name of competent person undertaking work		
Designation		
Signature		
Company		
Precautions Checklist – to be completed before work starts		
This checklist must be completed and signed by the client Authorising Person (e.g. Project Manager/Person in charge of works following their personal detailed inspection of the work area		
1. Will the proposed work disturb the fabric of the building? If No, go to Question 2.	Yes	No
a) Has the asbestos management plan been consulted?	Yes	No
b) Is the asbestos information within the asbestos register sufficient for the works required?	Yes	No
c) Should another asbestos survey be undertaken prior to works?	Yes	No
d) Has asbestos been identified	Yes	No
e) I confirm I have examined and understood the asbestos survey and acknowledge it is a sufficient asbestos survey for the work I am undertaking	Yes	No
f) I acknowledge my works will not disturb any asbestos contaminated material	Yes	No
2. I confirm that I have physically checked the work area in order to ensure that the following safeguards have been provided for, prior to issuing this work permit.	Yes	No
a) Are floors and surrounds swept clean and clear of rubbish?	Yes	No
b) Has all combustible stock, plant, insulations, etc been relocated 12m from the operation or the remainder protected from heat	Yes	No

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and sparks with non-combustible curtains, metal guards or flame-proofed covers (not ordinary tarpaulins)?		
c) Has any floor or wall opening or open mesh flooring within 12m of the cutting and welding operations been covered over tightly?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
d) Has a responsible person, with authority to stop the work, been assigned to watch for dangerous sparks in the area, as well as floors above and below in adjacent areas?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
e) Has ample fire protection equipment, e.g. hose reel, extinguishers, water/sand buckets, fire blanket, etc, been provided and is a responsible person, who has been trained in their use, standing by while the work is in progress?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
f) Have warning notices been posted adjacent to and, where necessary, below the work area?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3. Has at least one trained, responsible person (e.g. watcher) with authority to stop the work and to regularly check the area, particularly during lunch and rest periods, been appointed?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4. Are all gas cylinders safely secured in upright positions, and gas pipes and cables in good condition, properly secured and kept as short as possible?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
5. Is suitable equipment provided to ensure safety of workers and method of operation?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
6. Do the workers know where the nearest fire alarm break glass call point is located, and have they been told what to do in the event of fire?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
7. Are facilities available in the work area, in order to summon assistance in the event of an emergency, e.g. telephone, portable radio, alarm system?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
8. Will the area be periodically checked by a competent person, during the work and for 60 minutes after completion of the work?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
9. Is the work permit clearly displayed at the job location?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
10. Add any additional precautions deemed to be necessary here.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Name of client Authorising Person		
Status		
Signature		
Date:	Time:	
Part B – On completion of work		
Permit Ref number		
Duration of permit		
Clearance to be completed by contractor site supervisor undertaking works I hereby declare that the work stated above has <input type="checkbox"/> has not been <input type="checkbox"/> completed. Give details if not completed.		
Signature of competent person undertaking work		

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Company		
Cancellation to be completed by client Authorising Person (e.g. Project Manager/Person in charge of works) All copies of this permit to work are hereby cancelled		
Signature of competent person		
Date:		Time: