

# Russell Scott Primary School

## CONTRACTORS' "PERMIT TO WORK" SYSTEM

### AIMS

To ensure that all persons entering Council/School Premises for the purposes of carrying out authorised scheduled work, or services, are under the control and supervision of The Manager thus reducing the potential accident situation and associated fire risks.

The protection of our employees whilst at work against risks to health and safety arising out of, or in connection with the activities of persons employed by external contractors, who are required to visit and carry out work or maintenance services on Council/school premises.

To enable the Manager to record and control the activities of contractors' working on their premises.

### APPLICATION

When things go wrong our objective is to put them right as quickly as we can. In an organisation of this size and complexity, technical faults and human errors do occur.

This inevitably leads to contractors' appearing on site, completing the work authorised by a Service Unit i.e. Architects, or in some instances the Diocese, and then leaving the premises without contacting The Manager.

It is therefore essential in the interests of health, safety and welfare to establish a control system whereby each technician or trades person entering the premises to carry out repair or maintenance work, reports and identifies the work activity.

In view of such circumstances it is required that the Manager introduces a "Permit to Work" system. The permit will be issued to contractors prior to any work commencing in or on the building,

### PLEASE NOTE

Contractors must provide written confirmation that they are in possession of suitable and adequate Public Liability insurance cover, including coverage of Hot Work operations.
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**If you do not have this in place you may be violating your insurance policy. Please contact Risk Management or Health and Safety if you have any queries regarding your contractor's insurance cover.**

Risk Management 0161 342 3859 or Health and Safety 0161 342 3671

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## PERMIT TO WORK

Date:.....Time of entry:.....

Name of employer:.....

Telephone no:.....

Number of persons involved:.....

Location and description of work to be carried out:

.....

.....

Time of exit:.....

I have carried out risk assessments for the work, taking account of potential hazards and environment and have identified controls e.g. personal protective equipment, handling methods, training, and complied with my duty under the health & safety at work act 1974 and associated regulations, including the control of asbestos at work regulations 2012 (CAR).

I have been informed of known locations of asbestos in the building.

**I have Public Liability insurance cover, including coverage of Hot Work operations and have provided written proof of this to the permit issuer.**

Yes/No      Signature of contractor:.....

Special precautions to be taken:

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.....

.....

I have been made aware of the emergency evacuation

procedure/first aid and will report to:.....

I am aware of my legal responsibility under section 7 of the Health and Safety at Work Act 1974

Signature of contractor..... Print name:.....

Signature of duty holder:.....

Name printed:.....

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Entry approved by:.....date:..... time:.....

Vehicle registration no.....

## Part 2

### To be completed by the contractor before leaving the site

#### Permit cancellation

This permit is cancelled. The work is / is not complete. Safety precautions have / have not been removed.

Permit controller:

Signed .....

Date ... Time

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#### Completion of work final check by contractor / employee

I declare that the work described above is complete all work equipment, persons and materials under my control have been withdrawn. All safeguards have been reinstated and the work area returned to a safe status and service.

Competent person:

Signed: .....

Date ..... Time

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#### Completion of permit - Permit controller

I declare that the permit is now closed and I have received copies of the permit back from the competent person. The area has been inspected and is free from risk and all fire protection systems have been reinstated to their normal operating status.

Competent person:

Signed: ..... Date:

.....

Time: .....