

ELECTRICAL PERMIT TO WORK - Only the work specified and agreed should be carried out - Work area should be left in a safe and tidy condition at all times - Work should be done in line with all relevant Health and Safety legislation and the company's own Health and Safety guidelines - Copies of current Public and Employees' Liability Insurance and a Method Statement should be provided on request Provide list of equipment, tools and PPE (Personal Protective Equipment) required to complete job: * Faulty equipment must not be brought on site *		Job Details: Location of work: List known hazards at this location: * Ensure risks are reduced in line with your assessment *	Permit No:
Detail who could be affected by work?		Tick to confirm all those potentially affected are notified before starting work? <input type="checkbox"/>	

This Risk Assessment is to be carried out immediately prior to the start of work as is reasonably practicable
ALL QUESTIONS MUST BE ANSWERED BY DELETING THE ANSWER THAT DOES NOT APPLY

1. Are you qualified / trained to undertake this work?	Yes	No
If YES proceed to Q2 - If NO work cannot proceed		
2. Have the relevant departments been advised of isolation?	Yes	No
3. Has the electricity supply been switched off?	Yes	No
4. Have any flammables / combustibles been removed?	Yes	No
5. Is the fire procedure understood?	Yes	No
6. Is the isolator locked off / tagged off?	Yes	No
7. Are sprinklers in service?	Yes	No
8. Are heat resistant screens in place?	Yes	No
Providing questions 2-8 above have been answered YES proceed to Q9. If NO, work may not proceed until necessary action has been taken		
9. Are fire extinguishers or fire blanket required?	Yes	No
10. Is a fire blanket required?	Yes	No
11. Is a voltage-detecting instrument required?	Yes	No
12. Is earthing required?	Yes	No
13. Are circuit breakers required?	Yes	No
14. Are caution / danger signs required?	Yes	No
15. Are insulating mats / screens required?	Yes	No
16. Are insulating gloves required?	Yes	No
17. Is containment of sparks required?	Yes	No
If Questions 9-17 above have been answered YES you must ensure that this is properly carried out		
Number in team:	If you answered one, is it safe to work alone on this job? If it is not declared safe to work alone, you must not do so at any time	Yes No

AUTHORISATION & ACCEPTANCE	PERSON IN CHARGE: "I confirm that I have verified the job detailed on this form and ensured that all necessary precautions have been taken. The work will be undertaken in a safe manner. All risks and precautionary measures have been explained to all workers involved. I accept responsibility for carrying out this work."			
	Print Name:		Position:	
	Signature:			
	Company:		Tel No:	
	PERSON AUTHORISING WORK: "This permit will be issued on the understanding that all agreed safe systems of work will be adhered to and that any risk or hazard shall be maintained at a level as low as is reasonably practicable."			
	Print Name:		Position:	
	Signature:			
	Valid from	Time:	Date:	Valid to
				Time:
				Date:

HANDBACK & CANCELLATION	PERSON IN CHARGE: "I confirm that the work is COMPLETE / PARTIALLY COMPLETE " (delete as appropriate). "I have checked the work and confirm the work area is left in a safe and tidy condition."			
	Print Name:		Position:	
	Signature:			
	PERSON AUTHORISING WORK: "I have inspected the work. I confirm that it is COMPLETE / PARTIALLY COMPLETE (delete as appropriate) and that the work area is left in a safe and tidy condition."			
	Permit cancelled at:		Cancelled by:	
	Time:		Position:	Signature:
	Date:			
TICK TO CONFIRM CANCELLED PERMIT HANDED BACK AND ALL SERVICES RESTORED? <input type="checkbox"/>				
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