

WORKING AT HEIGHTS PERMIT TO WORK		Job Details:		Permit No:	
<ul style="list-style-type: none"> - 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 attached to the permit 		Location of work: List known hazards at this location:			
Provide list of equipment, tools and PPE (Personal Protective Equipment) required to complete job: * Faulty equipment must not be brought on site *		* Ensure risks are reduced in line with your assessment *			
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 as 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 trained / qualified to carry out the work?		Yes		No	
2. Are the weather conditons acceptable?		Yes		No	
If YES proceed to Q2 - If NO work cannot proceed					
3. Are appropriate signs to be erected?		Yes		No	
4. Is area to be barricaded?		Yes		No	
5. Are crawl-boards with handrails and roofing ladders to be used?		Yes		No	
6. Is scaffolding and / or harnesses required? If YES, confirm that they are in place and checked:		Yes		No	
7. Are there any ducts or outlets on the roof?		Yes		No	
8. Any risks from fumes? If YES, state risk reduction measures in place:		Yes		No	
9. Is there any risk from falling objects? If YES, state risk reduction measures in place:		Yes		No	
10. Are there any exisiting overhead services crossing or adjacent to proposed working heights? If YES, state location:		Yes		No	
11. Are edge protection / toe boards in place? If YES, roof or scaffold?		Yes		No	
12. Are guard rails in place?		Yes		No	
13. Is a license required for scaffolding? (If YES, a copy must be displayed)		Yes		No	
Providing questions 3-13 above have been answered YES you must ensure that this is properly carried out / made safe before commencing work					
Number in team:		If you answered one, is it safe to work alone on this job?		Yes	
		If it is not declared safe to work alone, you must not do so at any time		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:		Signature:
	Time:		Position:		
Date:					
<input type="checkbox"/> TICK TO CONFIRM CANCELLED PERMIT HANDED BACK AND ALL SERVICES RESTORED?					
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