

# Health and Safety Policy Annex O:

# Work Permit – external and internal roof work

|  |  |
| --- | --- |
| Name and address, including postcode, of company undertaking the work |  |
| Telephone number |  |
| Name and address, including postcode, of premises where work is being carried out |  |
| Telephone number |  |

**Important: The precautions listed on page 2 of this document must be adhered to without fail.**

|  |  |
| --- | --- |
| Date |  |
| Building |  |
| Location |  |
| Work involved |  |
| Time work commenced |  |
| Time work completed |  |
| Signature |  |
| Print name |  |

## Post works

All work equipment has been removed and the area is in a clean and hazard-free state.

|  |  |
| --- | --- |
| Signature |  |
| Print name |  |

## Precautions

Prior to approving any external or internal roof work, the contract supervisor or their appointee shall inspect the work area and confirm that precautions as listed below have been taken into account.

Check each item carefully.

### Pre work

* All hot works require an works permit.
* Risk assessment or method statements and safe systems of work must be presented to the permit issuing officer.
* Receive brief on the emergency evacuation procedures including where and who to report to and pass on to your staff.
* Personal protective equipment (PPE) – the following PPE has been identified and must be worn:

|  |  |  |
| --- | --- | --- |
| **PPE** | **Yes** | **No** |
| Protective footwear |  |  |
| High visibility clothing |  |  |
| Gloves |  |  |
| Eye protection |  |  |
| Head protection |  |  |
| Harness(Only trained and competent persons are permitted to pre-inspect and use this equipment) |  |  |
| Lanyard – fall arrest or fall restraint (delete as appropriate)(Only trained and competent persons are permitted to pre-inspect and use this equipment) |  |  |

### During work

* All work must be undertaken within the guidelines of the risk assessment or method statement and safe system of work.
* PPE identified above must be worn at all times.

### Post work

Immediately after work is completed, all work equipment and debris must be removed, and the area left in a clean and hazard-free state.

### Issuing officer’s details

|  |  |
| --- | --- |
| Signature |  |
| Print name |  |
| Date |  |

### Completion officer’s details

|  |  |
| --- | --- |
| Signature |  |
| Print name |  |
| Date |  |

**This form must be on site at all times and handed back to the issuing officer on completion of work.**