

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.