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Date: 28th February 2024

**INDIVIDUAL CABINET
MEMBER DECISION**

Dear Sir/Madam,

The Cabinet Member for Planning and Regulation (Councillor R. Smith) is to consider the following report and make a decision on **Thursday 7th March, 2024** at **10.00 a.m.** in the Committee Room B, Town Hall, Nuneaton.

Yours faithfully,

BRENT DAVIS
Chief Executive

A G E N D A
PART 1
PUBLIC BUSINESS

1. **EVACUATION PROCEDURE**

A fire drill is not expected, so if the alarm sounds, please evacuate the building quickly and calmly. Please use the stairs and do not use the lifts. Once out of the building, please gather outside Lloyd Bank on the opposite side of the road.

Exit by the door by which you entered the room or by the fire exits which are clearly indicated by the standard green fire exit signs.

If you need any assistance in evacuating the building, please make yourself known to a member of staff.

Please also make sure all your mobile phones are turned off or set to silent.

2. **PUBLIC CONSULTATION** - Members of the public will be given the opportunity to speak on specific agenda items, if notice has been received.

Members of the public will be given three minutes to speak on a particular item and this is strictly timed. The chair will inform all public speakers that: their comments must be limited to addressing issues raised in the agenda item under consideration: and that any departure from the item will not be tolerated.

The chair may interrupt the speaker if they start discussing other matters which are not related to the item, or the speaker uses threatening or inappropriate language towards Councillors or officers and if after a warning issued by the chair, the speaker persists, they will be asked to stop speaking by the chair. The chair will advise the speaker that, having ignored the warning, the speaker's opportunity to speak to the current or other items on the agenda may not be allowed. In this eventuality, the chair has discretion to exclude the speaker from speaking further on the item under consideration or other items of the agenda.

3. **DECLARATIONS OF INTEREST** - To receive declarations of Disclosable Pecuniary and Other Interests, in accordance with the Members' Code of Conduct.

Declaring interests at meetings

If there is any item of business to be discussed at the meeting in which you have a disclosable pecuniary interest or non-pecuniary interest (Other Interests), you must declare the interest appropriately at the start of the meeting or as soon as you become aware that you have an interest.

Arrangements have been made for interests that are declared regularly by members to be appended to the agenda (**Page 4**). Any interest noted in the Schedule at the back of the agenda papers will be deemed to have been declared and will be minuted as such by the Committee Services Officer. As a general rule, there will, therefore, be no need for those Members to declare those interests as set out in the schedule.

There are, however, TWO EXCEPTIONS to the general rule:

1. When the interest amounts to a Disclosable Pecuniary Interest that is engaged in connection with any item on the agenda and the member feels that the interest is such that they must leave the room. Prior to leaving the room, the member must inform the meeting that they are doing so, to ensure that it is recorded in the minutes.

2. Where a dispensation has been granted to vote and/or speak on an item where there is a Disclosable Pecuniary Interest, but it is not referred to in the Schedule (where for example, the dispensation was granted by the Monitoring Officer immediately prior to the meeting). The existence and nature of the dispensation needs to be recorded in the minutes and will, therefore, have to be disclosed at an appropriate time to the meeting.

Note: Following the adoption of the new Code of Conduct, Members are reminded that they should declare the existence and nature of their personal interests at the commencement of the relevant item (or as soon as the interest becomes apparent). If that interest is a Disclosable Pecuniary or a Deemed Disclosable Pecuniary Interest, the Member must withdraw from the room.

Where a Member has a Disclosable Pecuniary Interest but has received a dispensation from Audit & Standards Committee, that Member may vote and/or speak on the matter (as the case may be) and must disclose the existence of the dispensation and any restrictions placed on it at the time the interest is declared.

Where a Member has a Deemed Disclosable Interest as defined in the Code of Conduct, the Member may address the meeting as a member of the public as set out in the Code.

Note: Council Procedure Rules require Members with Disclosable Pecuniary Interests to withdraw from the meeting unless a dispensation allows them to remain to vote and/or speak on the business giving rise to the interest.

Where a Member has a Deemed Disclosable Interest, the Council's Code of Conduct permits public speaking on the item, after which the Member is required by Council Procedure Rules to withdraw from the meeting.

4. PERMIT TO WORK POLICY– report of the Safety and Environmental Health Manager, attached **(Page 5)**.

Councillor R. Smith – Schedule of Declarations of Interests 2023/24

	Name of Councillor	Disclosable Pecuniary Interest	Other Personal Interest	Dispensation
	R. Smith		Chairman of Volunteer Friends, Bulkington; Trustee of Bulkington Sports and Social Club; Director of NABCEL; Member of the following Outside Bodies: <ul style="list-style-type: none"> • A5 Member Partnership; • PATROL (Parking and Traffic Regulation Outside of London) Joint Committee; • Building Control Partnership Steering Group • Bulkington Village Community and Conference Centre West Midlands Combined Authority and Land Delivery Board	

Cabinet/Individual Cabinet Member Decision

Report Summary Sheet

Date: 7th March 2024

Subject: Permit to Work Policy

Portfolio: Planning and Regulation

From: Assistant Director – Environment and Enforcement

Summary:

This report is to present the revised Permit to Work Policy for consideration and approval.

Recommendations:

That the revised Permit to Work Policy (Appendix A) is approved.

Options:

1. Approve the policy, which will ensure that high risk work activities are adequately controlled.
2. Do not approve the policy, which could expose the Council to health and safety risks.

Reasons: Nuneaton and Bedworth Borough Council (NBBC) has obligations to ensure the health, safety and well-being of every employee and others that may be affected by the organisations activities so far as is reasonably practicable. This Permit to Work Policy will ensure that the Council has adequate systems for control of potentially more hazardous work.

Consultation undertaken with Members/Officers/Stakeholders

Internal Consultation has taken place with relevant employees, management and trade unions.

External contactors have been consulted.

Subject to call-in: Yes

Ward relevance: All

Forward plan: No

Building a Better Borough Aim: 1

Building a Better Borough Priority: 1

Relevant statutes or policy:

Health and Safety at Work etc. Act 1974 and regulations made under this Act.

Equalities Implications: None.

Human resources implications: None

Financial implications: None

Health Inequalities Implications: None

Section 17 Crime & Disorder Implications: None

Risk management implications: None

Environmental implications: None

Legal implications: None

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Assistant Director – Enforcement and Environment

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AGENDA ITEM NO. 4

NUNEATON AND BEDWORTH BOROUGH COUNCIL

Report to: Councillor R Smith - 7th March 2024

From: Assistant Director – Environment and Enforcement

Subject: Permit to Work Policy

Portfolio: Planning and Regulation (Councillor Richard Smith)

Building a Better Borough Aim: 1

Building a Better Borough Priority: 1

1 Purpose of Report

- 1.1 The purpose of this report is to present the Council's Permit to Work Policy for consideration and approval.

2 Recommendations

- 2.1 That the Permit to Work Policy at Appendix A to this report is approved.

3 Background

- 3.1 The original Permit to Work Policy was put in place in February 2021. It was felt necessary to review the policy to ensure that the Council has adequate systems for control of potentially more hazardous work.

- 3.2 For most work activities procedures or instructions are adequate, but some require extra care. A 'permit to work' is a more formal system stating exactly what work is to be done and when, and which parts are safe. A responsible person should assess the work and check safety at each stage.

- 3.3 Permits are effectively a means of communication between site management, plant supervisors and operators, and those who carry out the work. It is also a means of coordinating different work activities to avoid conflicts. Examples of high-risk jobs where a written permit to work will be required are given in the policy, these include:

- Asbestos removal.
- Work which may cause significant disruption to the building and/or its users. Including work in public areas.
- Works affecting compartmentation, fire doors, fire alarm system, fire escape routes/exits.

- Hot works.
 - Working at Height, work on scaffold towers, mobile elevated working platforms (MEWPs), high roof access.
 - Access to lofts.
 - High Voltage electrical work.
 - Excavation works.
 - Demolition works.
 - Poor Access - Work in isolated locations, areas with difficult access and or working in confined spaces.
 - Work in the proximity of, or involving, explosives or highly flammable substances. Including gas works.
- 3.4 The permit to work policy provides a simple and clear process for managing the highest risk activities. They allow us to ensure that risks and hazards are listed and dealt with properly managed through effective control measures, and provide a record of this process.
- 3.5 The policy establishes what managers and employees need to do to comply with the Council's requirements and ensure that high risk work is undertaken in a safe manner.

4 Consultation

- 4.1. Internal Consultation has taken place with the Corporate Health & Safety team, Responsive Repairs Manager, Repairs Team Leaders, Inspection Team Leader, Voids & Planned Team Leader, and the Senior Clerk of Works
- 4.2 External contactors have been consulted. No comments were received.
- 4.3 Senior managers have been consulted. No comments were received.
- 4.4 The Policy was put to the Health and Safety Co-Ordinator's Group (HASCOG) and agreed on the 26 October 2023.
- 4.5 Following HASCOG, the Permit to Work Policy was sent to the unions for consultation. No comments have been received.

5 Conclusion

- 5.1 To approve the Permit to Work Policy.
- 5.2 Once approved the documents will be circulated to all employees and made available on the DASH and Delta systems.
- 5.3 The staff who are authorised to issue 'Permits-to-Work' on behalf of Nuneaton and Bedworth Borough Council to their contractors/staff are detailed in section 5.4 of the Policy. A training session will be held with

these staff by the Housing Health and Safety Team to explain the policy and the requirements

- 6 Appendices
Appendix A – Permit to Work Policy
- 7 Background Papers none

Alastair Blunkett

Assistant Director – Environment and Enforcement



Permit to Work Policy.

POLICY MANAGEMENT

Policy Title:	Permit to Work	
Author's Position:	Health and Safety Technical Officer	
Policy Version:	Version Two	
Has this Policy been consulted upon?	Yes	Jun-2023 – January 2024 for internal staff Sep-Oct 2023 – externally
If yes, by whom and when?	Corporate Health & Safety team Responsive Repairs Manager Repairs Team Leaders Inspection Team Leader Voids & Planned Team Leader Senior Clerk or Works External contactors	
Has an Equality Impact Assessment been completed prior to approval?		
Approved by;		
Date Approved:		
Review Date:	Every three years, when a change of legislation is received or when modernisation is required	
Amendment Date: (this date could be different from review date if, for example, there was a change in legislation)	Sept 2023	
Created by:	Adam Rawson Health and Safety Technical Officer. Jen Hawkins Health and Safety Administrator	
Cross referenced to: (linked policies/strategies etc.)		
Date Policy placed on Clip and Trim:		
Trim reference No		

Total number of pages: (please page number Policy, e.g. page 1 of 2)	16
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Appendix A – Permit to Work Requirement flow chart.

Appendix B – Process flow.

Appendix C - Permit to Work application form.

Appendix D – Hot works form.

1.0 Policy and Purpose

This policy aims to achieve the following:

- 1.1 To layout procedures in relation to NBBC's Permit to Work process to ensure that adequate safe controls are implemented and maintained.
- 1.2 Ensure that Permit to Work documents are easily accessible for all Contractors/stakeholders and are used and completed correctly and in line with this policy.
- 1.3 To ensure the safety elements of a building are maintained and left in good order, preserving the fire compartmentation in the fabric of the building.
- 1.4 To set out the responsibilities and duties placed upon anyone using the Permit to Work process. This applies to all managers, employees, and Contractors where a Permit to Work is required.

2.0 Definitions

- 2.1 Permit To Work – (PTW) – A safe system of work which provides written permission for specific tasks, particularly concerned with tasks of a hazardous nature where additional controls are required.

Authorising Officer (AO) – The representative of NBBC authorising the Permit to Work and the work to be undertaken.

Permit Requestor (PR) – The person in charge of the work being performed on site

Permit Inspector (PI) – Person who signs off the completed works.

- 2.2 The Permit to Work document will contain information on work required to be done, the relevant precautions that will need to be adhered to, the responsibilities of the Permit Requestor, the consequences of non-compliance and show evidence of the works as completed.

3.0 Typical works/activities requiring a Permit to Work

- 3.1 Areas / work activities that should be covered by a permit include:

- Asbestos removal.
- Work which may cause significant disruption to the building and/or its users. Including work in public areas.
- Works affecting compartmentation, fire doors, fire alarm system, fire escape routes/exits.
- Hot works - Please use Appendix C – Hot Works Permit.
- Working at Height, work on scaffold towers, mobile elevated working platforms (MEWPs), high roof access.
- Access to lofts.
- High Voltage electrical work.
- Excavation works.
- Demolition works.
- Poor Access - Work in isolated locations, areas with difficult access and or working in confined spaces.

- Work in the proximity of, or involving, explosives or highly flammable substances. Including gas works.

4.0 The Process

4.1 NBBC acknowledges that an effective Permit to Work process is extremely important to ensure, safe working controls are in place for all our staff, Contractors and stakeholders so we can effectively manage and maintain our assets.

4.2 The authorising officer must decide if a Permit to Work is appropriate for works being undertaken.

Some Contractors may operate their own safe system of work and Permit to Work for Hot Works, evidence of this system must be submitted to NBBC and agreed before work commences.

If a Permit to Work is required, it must be in place before any work commences.

The Permit to Work must be always available on site during the work. This can be either a physical copy or a digital copy.

4.3 The Authorising Officer must, as much as possible, make Independent Living Officers aware of the work being completed at their site and when work has been completed.

4.4 Refer to Appendix A and B for the process and flow chart on how a Permit to Work is requested and monitored.

5.0 Permit-to-Work Authorising Officers

5.1 To ensure continuity and compliance only one person per project/contract will normally be able to authorise permits.

The only exception will be where the authorising officer is absent, and an appropriate substitute person is nominated to complete the Permit to Work process. This can be supported by the Housing Health and Safety Team when necessary.

5.2 Authorising officers are appointed as they are classed as a competent person and have received or have a reasonable working knowledge of the work processes due to be carried out by the requestor. A person is defined as competent when that person:

“Has sufficient training and experience or knowledge as to enable them to assist in securing compliance, on the part of the employer, with the necessary safety legislation and maintenance procedures.”

5.3 Where the Authorising officer is unsure as to whether a Permit to Work is sufficient to make safe the work that is to be completed, they are to contact the Housing Health and Safety Team with a view to putting in more controls to make the works safe.

5.4 The following staff are authorised to issue a relevant ‘Permit-to-Work’ on behalf of Nuneaton and Bedworth Borough Council to their Contractors/staff;

- Capital Projects Service manager
- Principal Building Surveyor

- Senior Building Surveyor
- Construction Project Manager
- Mechanical and Electrical Clerk of Works
- Building Surveyor
- Clerk of Works
- Responsive Repairs Manager
- Voids & Planned Team Leader
- Repairs Team Leader
- Inspections Team Leader
- Plant, Maintenance & Energy Officer

5.5 These competent persons have been provided with clear guidance on how the Permit to Work process works and will be responsible for the following:

- Validating, issuing, denying, monitoring, and closing Permit to Work applications including ensuring the works have been independently checked where necessary.
- Allocating every application with a unique serial number for ease of monitoring and archiving. Closed permits will be kept indefinitely (for at least 21 years).
- Discussing the work to be undertaken with the requestor and other stakeholders/Council officers so that the identification and confirmation of any hazards can be addressed ensuring the relevant control measures are implemented and adhered to by the requestor. They should also alert the users of the building or area to any kind of disturbance that may occur during the works.
- Monitor the completion of the works to ensure compliance to any noted control measures have been adhered to.
- Inspecting the area of work to ensure all areas are still compliant in regard to fire safety elements of the structure. For example, fire compartmentation is intact.
- Recalling the Contractors and/or raising rechargeable repairs in the event the Permit to Work controls have been breached.

6.0 Permit to Work Requestor

6.1 The Permit to Work requestor must be able to demonstrate to NBBC that they are fully competent to undertake the nature of works. NBBC must request certified documentation to support this which must be uploaded at the time of the application request to the Authorising Person. This is part of the procurement process for Contractors during which evidence of qualifications and accreditation is provided.

6.2 The requestor must agree, understand, and adhere to any conditions imposed on them if their Permit to Work application is approved.

6.3 The requestor must ensure that a copy of the Permit to Work is available on site should inspection be requested. This can be digital but must be able to be produced instantly on site as and when requested.

6.4 The Permit to Work requestor will also be responsible for the following:

- Ensuring all persons employed, contracted, or being supervised by them working on the site have had the full scope of works for which the Permit to Work relates and any conditions imposed fully explained to them as part of the site induction working practices.

- Ensuring all persons employed or contracted or being supervised by them working on the site hold the appropriate relevant qualifications to undertake the scope of work due to be completed.
- Ensuring that their Risk Assessments and/or Method Statements are revised to ensure the control measures are considered and implemented.
- Ensure that their Risk Assessments and/or Method Statements are up to date at the time of the Permit to Work being requested.
- Ensuring that all persons employed, contracted, or being supervised by them working on the site are trained to use any relevant specialist equipment.
- Ensuring the site is left clean and tidy at the end of each working day. Ensuring that any welfare and site compounds are left locked and secure preventing any resident or member of the public to access these areas.
- Ensuring that all persons employed, contracted, or being supervised by them working on the site are working in accordance with all Health and Safety Legislation, to include Construction, Design and Management Regulations 2015.
- Where the Permit Requestor finds they are working in a space alongside another Contractors with a Permit to Work, they are to contact their Authorising Officer and have NBBC dictate who is the Principal Contractors and who is to take precedence in this instance.
- Where the Permit Requestor begins work and finds (or finds upon arrival) that the site has preexisting deficiencies or has found damage to NBBC property not caused by them, they are to contact their Authorising Officer and flag these issues as preexisting.

7.0 No Exemptions – Planned Work

- 7.1 There are no exemptions for planned work or maintenance for this policy.
- 7.2 Reactive emergency work or out of hours work will require a post Permit-to-Work within 24hours (48hours if occurs over a weekend or bank holiday) to ensure the area is left clean, clear and compliant.

8.0 Audits

- 8.1 NBBC's Housing Health & Safety Team can carry out site audits annually with the Contractors to ensure they meet working practices expected. Audits can also be completed by Building Surveyors, Clerk of the Works, and any other relevant competent person within NBBC on an ad hoc basis.
- 8.2 Each Contractor will supply the following documentation, this is to be reviewed and updated annually:
- Product specification, detail and certification of any proposed fire stopping to cable or pipe penetrations.
 - Process and method of working within loft spaces to ensure area is left compliant.
 - A schedule of documented toolbox talks with operatives, evidence to be provided.
 - Documentation of sites worked, available on request, to include, but not limited to; date and time on site, operative carrying out the work; areas worked in; work carried out; photo evidence of before and after.
- 8.3 All Requestors will accept full responsibility for the area, including the reporting of defective areas in regard to loft spaces and fire breaks. For example if a breach in fire breaks is

found following a maintenance visit, the Contractors assumes responsibility for this and will rectify, or reimburse NBBC for works required to make safe and bring the space back up to the appropriate standard.

9.0 Duration of Permits to Work

- 9.1 The duration of the Permit to Work will be clearly shown on the Permit to Work notice.
- 9.2 One Permit to Work will be accepted for the duration of a project at one site. Separate Permit to Works will be required and issued for each different working site.
- 9.3 If the work covered by a Permit to Work has not been finished within the agreed time frame or if at any time it is felt that the existing permit does not adequately cover the actual work needed then an extension must be requested from the original Permit Requestor and work cannot continue until it has been agreed.
- 9.4 If work is to take longer than the dates advised, due to any unforeseen circumstances, such as additional works or weather implications etc then the Contractors must apply for a new Permit to Work from their Permit Requestor. See 5.1 if the Permit Requestor is not available.

10.0 Works in progress

- 10.1 NBBC will appoint a Clerk of Works to oversee the scope of works carried out by an external Contractors to ensure the works are being completed to the agreed Permit to Work.
- 10.2 Works carried out by the DLO will be overseen by Inspections Team Leaders, Repairs Team Leaders, Void, and Planned Team Leaders who will manage the scope of works carried out to ensure the works are being completed in accordance with the agreed Permit to Work.
- 10.3 If NBBC identify any health and safety breaches during the scope of works being completed the site can be shut down immediately until issues have been resolved and appropriate investigations have been completed.

11.0 Signing off a Permit to Work – hand back procedure

- 11.1 When the scope of work is completed then the requestor must inform NBBC so that the work can be post inspected and signed off.
- 11.2 NBBC and the requestor must sign off the works and confirm that any noted conditions have been fully met and works have been completed successfully in accordance with the Permit to Work.
- 11.3 A council officer (Permit Inspector) must attend site to inspect works and ensure the property is left compliant. This should be completed within 30 days of the close of the work and must be done prior to any new Permit to Work being issued for the site and before any other kind of work is performed on site.
- 11.4 For minor jobs photo evidence sent to the authorising officer (or person signing off the works) will be sufficient and a site visit is not required unless the evidence is insufficient.

11.5 Failure to adhere to conditions set out in the Permit to Work application will result in the requestor being issued an improvement notice which could result in a termination of contract and re-charges for any repairs.

12.0 Damage by Unauthorised Entry to the Roof Voids

12.1 NBBC will seek immediate recompense from the Contractors involved if they have accessed a roof void without a Permit to Works and damage is discovered. This will be by means of an initiated survey and any found damage will be charged for at the repairing cost incurred.

13.0 Monitoring of Permit-to-Works

13.1 As far as is reasonably practicable, the senior member of staff responsible for the department carrying out the work shall be responsible for ensuring the work is monitored at regular intervals and that the work is signed off and Permit-to-Work closed in line with this policy.

14.0 Complaints

14.1 If a requestor is not satisfied by the way in which their application has been dealt with, or in the way in which their work may be criticised. The requestor can submit a formal complaint, this will then be dealt with in accordance with NBBC's Customer Feedback Procedure. Their complaint should be submitted to the Senior Health and Safety Officer in Housing.

15.0 Equalities

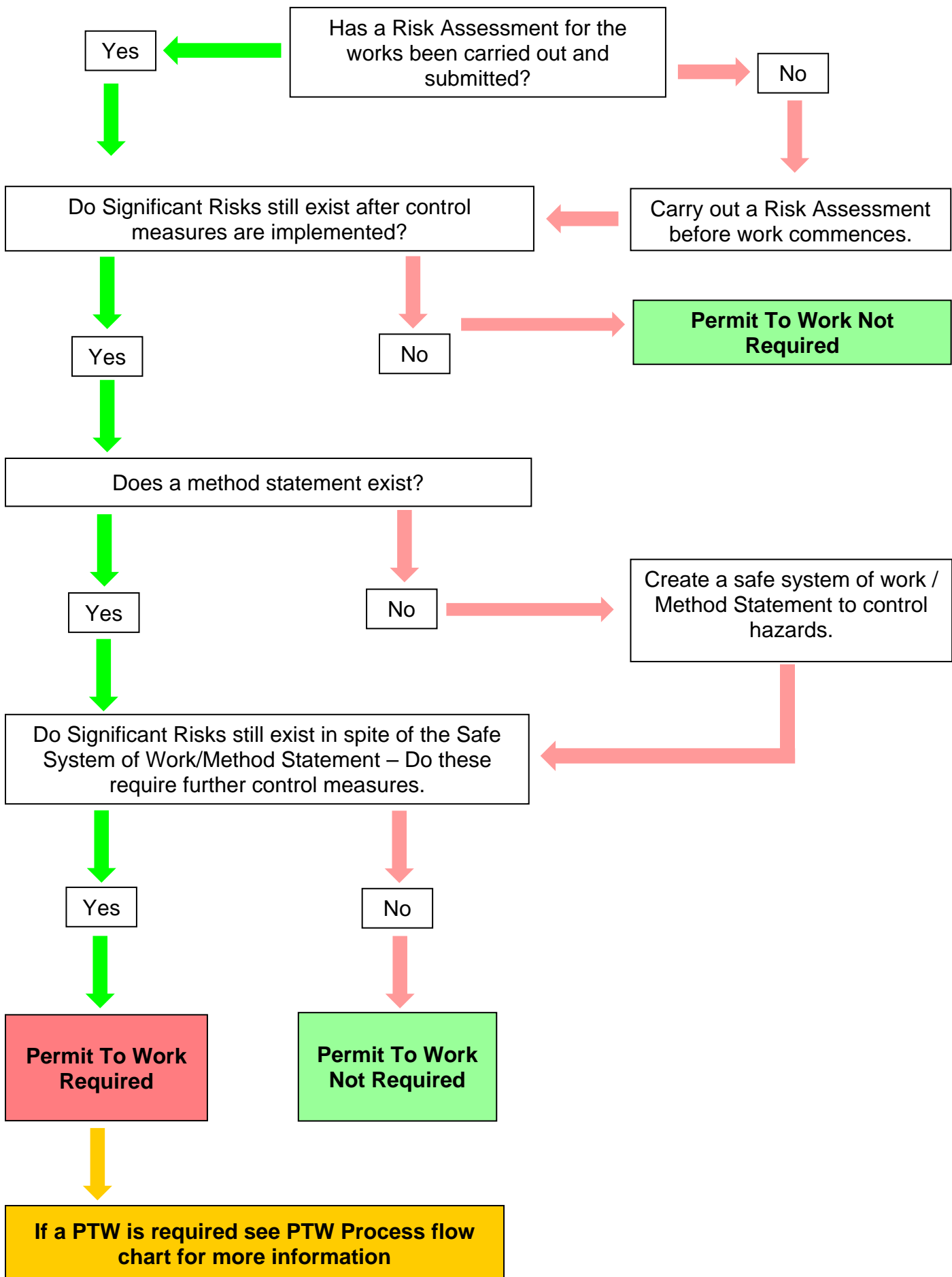
15.1 All Council policies aim to address the general duty of the Public Sector Equality Duty (A requirement on Public Bodies within the Equality Act 2010) to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010;
- Advance equality of opportunity between people from different groups; and
- Foster good relations between people from different groups.

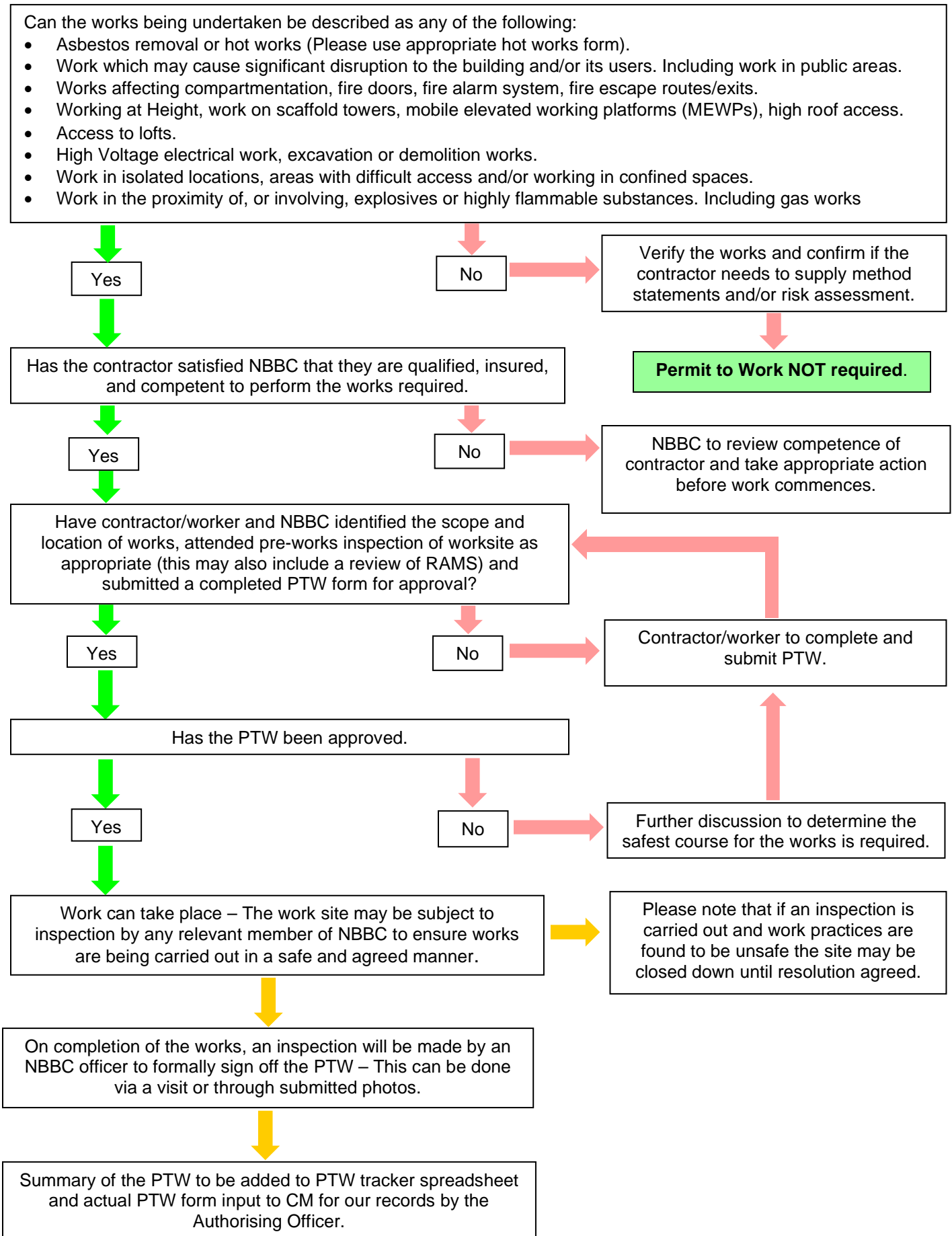
16.0 Review Date

16.1 This policy will be reviewed every 3 years, or when a change in relevant Legislation is received.

Appendix A – Permit to Work Requirement Flow Chart



Appendix B – Permit to Work Process Flow Chart



Appendix C – Permit-to-Work application form

Permit to Work Permit Number:				
Name of Requestor:				
Company Name:				
Company Full Business Address:				
Address of work:				
Specific location of the works at the above noted address:				
Scope of works:				
Permit valid from:		Time:	Date:	
Permit valid to:		Time:	Date:	
The following services have been isolated to assist with works – if applicable				
Yes / No	Point of Isolation:	Name (print)	Name (signature)	Date
Electricity			Water	
Gas			Fire Alarm System	
Type of controlled work to be performed – Please tick as necessary and add comments below				
Asbestos		Compartmentation		Fire Doors
For hot works see appendix C		Working at height – Scaffolding, MEWPs, Roofing		Access to lofts
High voltage		Gas		Excavation
Demolition		Poor Access and confined spaces		Work near flammable substances
Impact on fire alarm		Impact on escape routes		
Will there be any significant disruptions to tenants?				
Any Other access implications which need to be noted:				
Is compartmentation including Fire Doors going to be compromised by the work?:				
Conditions to be applied:				
Tools & Equipment to be used: (e.g. Scaffold, PPE, Welding sets, 110V Tools etc.)				
Before work starts: requestor to provide a copy of their RAMS Copy of RAMs must be supplied to ensure any conditions are being implemented.				
Date RAMS received: RAMS Cannot be more than 3 years old.				
Requestor / Contractors Site Supervisor	Name:	Signature:	Contact Number:	
Council Authorising Officer	Name:	Signature:	Position:	
Completion of work Work has been completed, all isolations reinstated, and all control conditions have been met and the site has been left in an acceptable condition.				
Inspected and signed off by				
Contractors Site Supervisor	Name:	Signature:	Date:	

Council Authorising Officer	Name:	Signature:	Date:
Permit to Work follow up action if necessary:		Permit to Work date closed:	
Space for photo(s) of completed works – Evidence of site left safe, secure and in an acceptable condition.			
NBBC happy with works being closed based on photos supplied?		If not, then Clerk of Works/Trade Officer to visit and report to be submitted following this.	

Responsibilities of the Permit holder.

Ensure all persons employed or contracted or being supervised by them working on the site hold the appropriate relevant qualifications to undertake the scope of work due to be completed and that they comply with all relevant Health and Safety legislation.

If there is a conflict of work with another Contractors, you are both to contact your Authorising Officer and find out who is the 'Principal Contractors' in this instance as their work will take precedence.

If after the time allotted by this Permit to Work has elapsed the work has not been completed, then an extension to the Permit must be sought from the original Permit Requestor.

Compartmentation – All surround walls of a flat need to be preserved as much as possible. Any compromise to compartmentation must be flagged during the work and summarised during the hand back of the Permit.

Any other issues caused as a result of these works must be flagged during the hand back procedure and an explanation of why this was unavoidable is to be given.

Any issues that are identified after work has been completed will be escalated in line with Point 11.4 of the Permit to Work Policy. This includes leaving a site in an unacceptably safe condition for NBBC staff or its tenants.

If a requestor is not satisfied by the way in which their application has been dealt with, or in the way in which their work may be criticised. The requestor can submit a formal complaint, this will then be dealt with in accordance with NBBC's Customer Feedback Procedure.

Appendix D – Permit-to-Work application form (Hot Works Only)

For all operation involving flame, welding, **generation of sparks** and hot cutting.

This permit is valid only for the job described and the timescales provided

Description of work

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Location of Work

Building	Floor	Room	Location
Date required (max duration 1 day)	Valid From (time)	To	

Contact Details (method of Contact)

Mobile No.	Site's No.	Company No.	
NBBC Contract Administrator	Contact Number	Fire Eng.	

Potential Hazards	<input type="checkbox"/> Oxygen enrichment <input type="checkbox"/> Oxygen depletion <input type="checkbox"/> Toxic Gas <input type="checkbox"/> Explosive Gas <input type="checkbox"/> Bio Hazard <input type="checkbox"/> Poor lighting <input type="checkbox"/> Heat <input type="checkbox"/> Noise <input type="checkbox"/> Tripping/falling/striking objects <input type="checkbox"/> Other- provide details			
Control Measures	<input type="checkbox"/> Hazard / equipment Isolated <input type="checkbox"/> Department staff informed <input type="checkbox"/> Protective equipment required - specify:			
Other Identified Hazards	<table style="width: 100%; border: none;"> <tr> <td style="width: 40%;"></td> <td style="width: 20%; background-color: #cccccc; text-align: center;">Controls Measures</td> <td style="width: 40%;"></td> </tr> </table>		Controls Measures	
	Controls Measures			

Mandatory Safety Requirements *(See reverse for further guidance)*

Actioned

All areas to be checked and combustibles removed or protected before commencement of work	
All areas to be screened, protected, roped off as necessary and warnings signs displayed	
All systems associated with the work to be isolated, inclusive of smoke alarms	
Assistant to standby with fire extinguisher suitable for task. (Competent in use)	
Responsible Person notified	
Area to be checked/inspected for combustion 1 Hour after completion of work	

Person entering work area

Permit issued by		Date		Time	
Permit Received by		Date			

Permit cancellation (Estates Dept.)

Name		Date		Time	
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What is 'Hot Works'?

All temporary operations involving open flames or producing heat and/or sparks, this includes, but is not limited to, Brazing, Cutting, Grinding, Soldering, Thawing, and Welding.

VALIDITY

Hot works permits are only valid for a maximum of 1 working day.

HOT WORKS CHECKLIST: The Permit form guides you through the requirements, this is additional guidance.

Sprinklers and hose streams in service/operable. (Where applicable)

Hot Work Equipment in good condition (e.g., power source, leads, torches, etc. must be inspected prior to use to ensure they are fit for purpose)

Multi-purpose fire extinguishers (2) readily available.

Operative must be competent to use the fire extinguisher

Contact to be made with the Plant, Maintenance / Energy Officer (John Sweeney 02476 376582) to ensure the fire alarm system is protected / isolated as appropriate. At least a two working day notice is required.

NBBC may request or appoint a 'Fire Watcher' to represent NBBC on site and aid in keeping the site of work safe.

REQUIREMENTS WITHIN THE WORK AREA

Area to be checked for combustible materials which must be removed before work can commence, this can include paper, cardboard, dust, lint, debris, flammable liquids and oily deposits. Floors swept clean.

Combustible flooring and other combustible surfaces must be protected with heat protection mats, or other suitable materials.

All wall and floor openings covered.

Walkways protected beneath hot work.

Explosive atmosphere in area eliminated.

Flammable liquids / gas cylinders removed from work area or stored appropriately

Area to be screened, protected and safety signs displayed

WORK ON WALLS OR CEILINGS

Combustibles moved away from other side of wall.

FIRE WATCH/HOT WORK AREA MONITORING

Fire watch must be provided during and for a period of 1 hour after work, including any coffee or lunch breaks, remember that adjacent surfaces need to be checked. (Walls, ceiling voids etc.)

COMPLETION OF WORKS AND FIRE WATCH

Ensure that any fire alarms protection devices have been removed and returned.

NB: In the event that it is not possible to reset the fire alarm system, and or remove covers for the fire alarm detector heads (covers should be numbered and a record kept), then a site specific assessment must be carried out and appropriate controls measures implemented. N&BBC's Project Manager for the works must be made aware.