

Permit to Work

Permit for hot work, work at height, confined space entry and other high risk jobs: precautions, isolations, authorisation, hand-back and close-out.

1. The job

One permit covers one job, in one place, for a set time.

Project

Filled in from the project in SiteSurvey.

Permit number

Site *

Site address

Type of permit * (choose one)

- ☐ Hot work
- ☐ Work at height
- ☐ Confined space entry
- ☐ Electrical work
- ☐ Excavation
- ☐ Other high risk work

What is the work? *

Exactly where? *

Company doing the work

Number of people

Date the permit is valid *

From

To

Issue a new permit if the work, the place, the people or the day changes. A permit covers the steps it names. Work on those steps should not start until the permit has been issued.

Risk assessment and method statement reference

Has the person issuing the permit read them?

☐ Yes ☐ No

If applicable: Do not issue the permit until the risk assessment and method statement have been read and agreed.

2. Precautions

What must be in place before the work starts.

Does anything need isolating?

Electricity, gas, water, steam, machinery, alarms.

☐ Yes ☐ No

What is isolated, where, and how is it locked off? (if applicable)

Is the area barriered off and signed?

☐ Yes ☐ No

Protective equipment needed (tick all that apply)

- ☐ Hard hat
- ☐ Eye protection
- ☐ Gloves
- ☐ Hearing protection
- ☐ Respiratory protection
- ☐ Harness
- ☐ Flame-resistant clothing
- ☐ Hi-vis
- ☐ Other: _____

Other permits linked to this job

Could the job be done without heat, or away from the building? (if applicable)

☐ Yes ☐ No

If applicable: Do it that way. Hot work on site should be the last choice.

Combustible materials near the work (if applicable; choose one)

- ☐ Removed from the area
- ☐ Covered with fire-resistant sheets
- ☐ Cannot be removed or covered

If applicable: Do not issue the permit. Find another method or another place for the work.

Have the other side of walls, the floor below and any voids been checked? (if applicable)

☐ Yes ☐ No

Do any fire detectors or sprinklers need isolating for the work? (if applicable)

☐ Yes ☐ No

Which, and who has been told? (if applicable)

Is a suitable extinguisher at the work area? (if applicable)

☐ Yes ☐ No

Who is keeping the fire watch? (if applicable)

Fire watch after the work stops (minutes) (if applicable)

If applicable: Many insurers and site rules ask for a fire watch of at least 60 minutes after hot work stops. Check the site's own rule before you issue the permit.

Can the work be done safely without working at height? (if applicable)

☐ Yes ☐ No

If applicable: Work at Height Regulations 2005, regulation 6. Work must not be carried out at height where it is reasonably practicable to carry it out safely another way.

How will the work be reached? (if applicable; choose one)

- ☐ Scaffold
☐ Mobile tower
☐ MEWP or scissor lift
☐ Podium steps
☐ Ladder or stepladder
☐ Roof with edge protection
☐ Harness and lanyard
☐ Other: _____

Has the scaffold been inspected in the last 7 days? (if applicable)

☐ Yes ☐ No

If applicable: A working platform used for construction work, from which a person could fall 2 metres or more, must not be used unless it has been inspected in that position within the previous 7 days. Work at Height Regulations 2005, regulation 12.

Is any roof or surface in the work area fragile? (if applicable; choose one)

☐ No: confirmed by a competent person ☐ Yes ☐ Not confirmed

If applicable: HSE says all roofs should be treated as fragile until a competent person has confirmed they are not. Fragile rooflights are a particular hazard: some are hard to see and others may be hidden by paint. Record the covers, barriers or staging to be used.

How would someone be rescued after a fall? (if applicable)

Planning work at height includes planning for emergencies and rescue.

Is the weather suitable? (if applicable)

☐ Yes ☐ No

Can the work be done without anyone going in? (if applicable)

☐ Yes ☐ No

If applicable: HSE says that wherever possible you should avoid carrying out tasks in confined spaces. Do the work from outside.

Which risks are foreseeable in this space? (if applicable; tick all that apply)

- ☐ Fire or explosion
- ☐ Loss of consciousness from gas, fume, vapour or lack of oxygen
- ☐ Drowning
- ☐ Asphyxiation from a free-flowing solid
- ☐ Loss of consciousness from heat

Has the atmosphere been tested? (if applicable)

- ☐ Yes ☐ No

Oxygen (%) (if applicable)

Flammable gas (% of lower explosive limit) (if applicable)

Toxic gas readings (if applicable)

Monitoring during the work (if applicable; choose one)

- ☐ Continuous personal monitors ☐ Repeat tests at set times ☐ None

Ventilation (if applicable)

Who stays outside to keep watch? (if applicable)

How do they keep in contact? (if applicable)

Emergency and rescue arrangements (if applicable)

Who raises the alarm, how the person is brought out, what equipment is at the entry point.

If applicable: The Confined Spaces Regulations 1997 cover this work. HSE guidance is to assess the risks of the particular space, plan how to control them, and have emergency arrangements in place before anyone goes in. Calling 999 is not a rescue plan on its own.

3. Issue and acceptance

Signed before the work starts.

Permit issued by

Position

Signature of the person issuing

I have read this permit and the risk assessment and method statement. I understand the precautions, I will brief everyone doing the work, and I will stop and report if conditions change.

Person in charge of the work

Signature of the person in charge of the work

4. Hand-back and close

Completed when the work stops, finished or not.

The work is (choose one)

☐ Complete ☐ Stopped, not complete ☐ Suspended: permit to be reissued

Time the work stopped

Has the area been left safe, clean and clear of tools and materials?

☐ Yes ☐ No

Isolations (choose one)

☐ Removed and systems back in service ☐ Still in place ☐ None were used

What is still isolated, and who knows? (if applicable)

Time of the final fire check (if applicable)

Have detectors and sprinklers been put back in service? (if applicable)

☐ Yes ☐ No

If applicable: Detection is still isolated. Tell the person responsible for fire safety before you leave.

Handed back by

Signature of the person in charge of the work

Permit closed by

Signature of the person closing the permit



HSE guidance on permits is that there should be a formal procedure for handing plant and equipment back, in a safe condition, when the work is completed or the permit is cancelled.