



Issue Date: July 2023

Review Cycle (Years): Annually

Next Review Date: 11th July 2024

Person Responsible: Head of Estates & Facilities

CONTROL OF CONTRACTORS POLICY

APPROVAL/CONSULTATION REQUIREMENTS

WHO BY	REQ?	DATE	WHO BY	REQ?	DATE
SLT	Y <input checked="" type="checkbox"/>	11-07-23	Corporation	Y <input type="checkbox"/>	
Health-Safety Comm.	Y <input checked="" type="checkbox"/>	04-07-23	Finance-Resources Comm.	Y <input type="checkbox"/>	
Trades Union	Y <input type="checkbox"/>		Audit Comm.	Y <input type="checkbox"/>	
Education-Standards Comm.	Y <input type="checkbox"/>		Remuneration Comm.	Y <input type="checkbox"/>	
POLICY LOCATION: Internal <input checked="" type="checkbox"/> (Sharepoint) External <input type="checkbox"/> (Specify options)					
Related Documents:		<ul style="list-style-type: none"> Estates Maintenance Policy Health and Safety Policy 	<ul style="list-style-type: none"> Asbestos Policy Fire Policy 	<ul style="list-style-type: none"> Water Hygiene Policy 	

1. INTRODUCTION

- 1.1 Coventry College acknowledges the need to provide effective selection and management of competent contractors. It is committed to providing and maintaining a healthy and safe working environment for its staff, Learners and visitors including contractors visits buildings. This involves a robust formalised contractor management approach to minimise risk/incident by implementing contractor management processes in accordance with the Health and Safety at Work etc Act 1974 for managing contractors working on sites and elsewhere.

2. PURPOSE AND SCOPE

- 2.1 The policy is designed to be a continual commitment by the organisation involving ongoing management and review of contractors undertaking duties on behalf of Coventry College and the health and safety legislation. The purpose of this procedure is to provide information on the way in which both staff and contractors must work in order to prevent incidents and accidents related to contractor's work activities. All contractors and Sub contractors will have the knowledge skills, training and experience.
- 2.2 This policy will apply for all types of contractor and therefore all those person employing contractors are required to follow this procedure. Staff who employ a contractor provide and maintain safe and healthy working conditions and to provide such resources, information, and supervision as needed for this purpose.
- 2.3 All contractors and sub-contractors will have the knowledge, skills, training and experience to comply with a particular statutory requirement such as Confined Space or High Voltage work but also to have the necessary experience of applying their skills and knowledge to manage and lead health and safety effectively.

3. POLICY DETAILS

- 3.1 **Attendance to Coventry College Premises**

- 3.1.1 All staff working to employ contractors for any activities must follow Coventry College procedure. Those Services who engage/employ contractors will provide sufficient resources to ensure that this procedure is understood, communicated and implemented.
- 3.1.2 Before any contractor commences work they will provide all their documentation and complete an induction (safety pack) in order to minimise any risks of injury to persons or damage to property.

3.2 Contractor Safety Induction

- 3.2.1 Prior to carrying out works or services on Coventry College premises, contractors will undergo a site safety induction. On completion of safety induction, the safety induction completion must be confirmed via email to the H&S advisor. A registration will be kept on file in the Estates Dept. Once an induction has been completed this is valid for 12 months and the contractor must complete induction on an annual basis OR sooner if legislation/standards/operational practices are updated.

3.3 Documentation

- 3.3.1 Contractors will be requested to confirm documentation to ensure compliance with statutory and regulatory requirements. These include:
- Employers Liability Insurance
 - Public Liability Insurance
 - Health and Safety Policy
 - Method Statements/Risk Assessments – task specific NOT generic
 - Notification of any HSE prosecutions or improvement notices
 - Qualification or industry body affiliation certificates
 - Training Records
 - First Aid provisions
 - Material Safety Data Sheets (MSDS) and COSHH assessment
 - Equipment List and PAT testing results
 - GAS SAFE Registration
 - REFCOM Registration (air con/cooling)
 - Confirmation of Disclosure and Barring Service (DBS) Check
- 3.3.2 Contractors shall provide all the documentation prior to the commencement of any work, this will be requested by H&S and assessed. Safety instructions will be issued to all contractors prior any works, additional instructions will be in place according to RAMS and information provided by contractors. Work involving asbestos and/or asbestos-bearing materials is strictly controlled by legislation and Coventry college asbestos policy.

3.4 Contractor Control Access.

- 3.4.1 Local sign in/out procedures must be monitored for compliance by the management team by the staff who appointed the contractor. Sign in at Reception on arrival and sign out on departure. (Appendix 1)
- 3.4.2. All contractors must report to the reception to sign in electronic system and request a contractor I.D pass.

- 3.4.3 All contractor passes must always be worn and be visible and be returned at the end of the visit. The Contractor must sign out and return any loaned keys and ID contractor pass at the end of each day/service visit.
- 3.2.4 Any work falling under the CDM regulations will be approved well in advance of the day it is due to commence, project needs to be approved by Head of Estates and Facilities and H&S advisor.

4.5 Permit to Work

- 4.5.1 Coventry College Estates operates a permit to work system (Appendix 2) Designed to ensure that safe methods of working are adopted where there is a potential hazard to those carrying out the work or to building users. Appropriate permits to work are to be obtained from Estates prior to commencing work of this nature and must be signed off once the work has been completed. Once issued the conditions of the permit must be adhered to. Where deviations are identified, the staff who employed the contractor will stop all work immediately and the site Safety Advisor will be contacted.

Permit to work should be display in the working areas, other copy will be in estates Office.

- 4.5.2 Examples of work requiring permits are:

- Fire Detection Systems
- Generic activities.
- Electrical work - Low/High Voltage Installations (including testing)
- Demolition Removal of Asbestos (Licensed Contractor only)
- Access to roof areas
- Working at heights
- Confined spaces
- Fire/Hot activities.
- Lone working
- Work with compression air

5.6 Contractor Risk Management

- 5.6.1 The Curriculum managers and engaging a contractor is responsible for ensuring that risks associated with the works are adequately controlled. The measures needed to achieve this will depend on the nature and complexity of the work being done. Only on submission of method and risk assessments *bespoke* to the task by the appointed contractor, will works be allowed to commence.
- 5.6.2 It is the responsibility of the staff contact to ensure that their contractor complies with all site health and safety requirements, to include wearing the correct PPE.
- 5.6.3 All out of hours working must be notified in advance to the Head of Estates and Facilities and H&S (73 hours) and provision made for all relevant safety requirements to be met.
- 5.6.4 All Contractors must ensure that rubbish or excess equipment and materials are not allowed to accumulate in the immediate work area, and in no circumstances is material for disposal to be stored outside the working area unless in the Head of Estates and Facilities authorised skip. All materials and/or rubbish should be cleared from the site on completion of the contract.

- 5.6.5 Any activities who affect pedestrian areas must be guarded using appropriate signs, rails, traffic cones and lights etc.
- 5.6.4 The Contractor is responsible for providing the personal protective equipment for his employees. PPE must also comply with the statutory requirements or equivalent guidance appropriate to the circumstances.
- 5.6.5 Contractors must not bring hazardous substances (COSHH specific substances) onto the site without informing site contact. The substance may only be utilised once the appropriate documentation presented, for example, Safety Data Sheets (SDS) and relevant COSHH assessments have been presented to the H&S advisor.
- 5.6.6 The contractor must share all accidents and near misses information to the site contact and H&S advisor. If an incident/Accident requires a RIDDOR report and follow up investigation, it is essential that this is carried out by the contractor in accordance with relevant HSE Legislation. This needs to be shared with the head of the area and H&S advisor.
- 5.6.7 Starbucks/canteen and washrooms may be made available to use by Contractors, as defined by staff who appointed the contractor. The Contractor should be suitably dressed and observe normal standards of hygiene when using all the facilities.

6. FIRE SAFETY

- 6.1 Contractors must ensure that they are aware of the emergency evacuation procedure and assembly points, the location of the fire alarm activation systems and fire exit routes.
- 6.2 The contractor shall inform the Head of Estates and Facilities / Maintenance Supervisor or/and H&S advisor before using any equipment, materials or substances that may be likely to cause fire or dust.
- 6.3 A 'Hot Work' Permit (appendix 3) will be issued by the staff who employs a contractor for all such work (24 hours' notice is normally required).
- 6.4 Contractors should ensure fire escapes must be kept clear at all times, where they form part or are near the area of proposed works.

7. SAFEGUARDING

- 7.1 To ensure contractors are compliant with our Safeguarding Policy.
- The safeguarding and welfare of our Learners is paramount. Contractors working within our buildings have to be aware of safeguarding issues and the need to work in an open and transparent way.
 - Ensuring that the appropriate boundaries are kept in place to protect the younger learners, but also to protect adults from allegations of abuse.
 - On induction, safeguarding and the reporting of concerns around safeguarding will be reiterated to the Contractor including the process for reporting concerns.

8.1 Implementation

- By implementing the Control of Contractors Policy, Coventry College commits to the following objectives:
- To minimise incidents and effectively manage contracted maintenance activities within all the College buildings and grounds.
- To protect the health, safety and welfare of Coventry College staff, learners and visitors affected by contracted construction work and/or maintenance activities.
- To provide a structured approach to health, safety and welfare for duties and activities which are undertaken on College premises.
- To ensure that before contracts are finalised the competence of contractors is assessed in relation to health and safety matters.
- To ensure that adequate information is provided to all contractors engaged to work on Coventry College premises.
- To ensure that all hazards that could affect contractor's personnel are clearly defined and controlled.

9. ROLES AND RESPONSIBILITIES

9.1 Principal/CEO:

- Has the overall day to day responsibility for health and safety matters at the College?
- The Principal/CEO delegate's responsibility for undertaking aspects of these duties through line management and identified roles.
- The Head of Estates and Facilities are identified as having responsibility for management of contractor safety issues on College premises.

9.2 Director(s) of Faculty:

- Ensure All staff are aware of the policy and systems in place;
- Ensuring that: People who may be commissioning and/or managing contractors for works controlled by the faculty are competent to do so.
- Where the required competency to manage specific contractors or projects is not available within the faculty or Directorate then a suitably competent person is engaged to manage these works on their behalf.

9.3 Curriculum Managers:

- Have delegated responsibility for approving and overseeing all works on College building and services.
- All applications to carry out work on College building, fabric, services or infrastructure are considered in a timely manner by a suitably competent person.
- All duty holder appointments required by the CDM Regulations are made for relevant approved projects and that the appointed duty holders are competent to fulfil their appointed role.
- All projects subject to Estates' approval are managed by a suitably competent person in accordance with legislative and policy requirements.

- Faculties, Departments and Directors are provided with adequate information about routine works that Estates' contractors will be carrying out in their areas. This will include giving sufficient advanced notice of when, where and how such works will be carried out and ensuring adequate communications with local management about matters which could affect the health, safety or welfare of members of the campus community whilst the works are delivered.
- Ensuring that there are arrangements in place for monitoring incidents linked to Contractor management and that there are regular reviews of the effectiveness of this policy.

9.3 **All staff:**

- Employees are required to take reasonable care of themselves and others affected by their work and to co-operate with Coventry College in meeting their legal obligations.
- Ensure they report any dangers or potential dangers they identify in respect of Contractors to their line manager.

10. **TRAINING**

- 10.1 H&S advisor will on an annual basis assess the competency of contractors through audit to ensure they still have the relevant accreditation e.g. REFCOM/Gas Safe etc. and to ensure their staff undertake statutory/mandatory training and demonstrate competency by certification e.g. asbestos awareness.

11 **REFERENCES**

- 11.1 Relevant legislation, guidance and standards are set out below (list is not conclusive).
- Health and Safety at Work etc. Act 1974,
 - The Management of Health and Safety at Work Regulations 2002
 - Control of Asbestos Regulations 2012
 - All related and relevant Approved Codes of Practice and Health and Safety Executive Guidance Notes.

12. **IMPLEMENTATION OF THE POLICY**

- 12.1 It is the responsibility of the Health and Safety Committee to monitor the implementation and impact of the control of Contractors Policy. The Group will meet at least quarterly and will operate to terms of reference that will be reviewed, amended if necessary, and re-approved annually.
- 12.2 This policy will be made publicly available and will be provided to all members of staff and communicated widely to the student body via the Intranet.

13. **MONITORING AND EVALUATION OF THE POLICY**

- 13.1 The implementation of the Control of contractors Policy will be monitored by the Health and Safety Committee, which will report its deliberations to the Senior Leadership Team on a termly basis.

13.2 It will be necessary at frequent intervals to assess the effectiveness of the Management of Contractors Policy and its implementation. There are several established systems in place to measure compliance, i.e.:

- Competency evaluation completion
- Induction completion
- Health and Safety inspections and audits

13.3 It will be necessary to assess the effectiveness the control of Contractors Policy and implementation, at least on an annual basis by the Health and Safety Committee.

14. REVIEW OF POLICY

14.1 The above policy will be reviewed by the relevant parties annually, or as required.

15. ENVIRONMENTAL IMPACT ASSESSMENT

15.1 The College is fully committed to the sustainability agenda.

15.2 All policies take into consideration, at the time of writing and approval with the Senior Leadership Team, their impact on the agenda.

15.3 Policies may not be approved or be amended if they impact significantly on our commitment to improving our carbon footprint and our corporate social responsibility.

16. GENERAL DATA PROTECTION REGULATION (GDPR)

16.1 All policies which are approved by the Senior Leadership Team are in line with our GDPR suite of policies and procedures.








11. LIST OF APPENDICES







Appendix 1: Contractor Safety Rules

Appendix 2: General Permit to Work

Appendix 3: Procedure for Hot Works Permit

CONTRACTOR SAFETY RULES

  	<p>FIRE AND EMERGENCY</p> <p>FIRST AID</p> <ul style="list-style-type: none"> Please report all accidents, Incident and Near Misses to your site contact immediately no matter how trivial and seek attention from a site first aider where necessary. <p>FIRE</p> <ul style="list-style-type: none"> On arrival make yourself familiar with the location of the nearest fire exits to your work area. <p>IF THE FIRE ALARM SOUNDS</p> <ul style="list-style-type: none"> Leave the building/site immediately using the nearest safe exit route, Do NOT stop to collect personal belongings Do NOT use lifts Close ALL doors behind you, evacuate the building and go to the assemble point Do NOT re-enter the building/site until authorised to do so. <p>IF YOU DISCOVER A FIRE</p> <ul style="list-style-type: none"> Operate the nearest fire alarm call point immediately If you have been trained to do so and without putting yourself at risk, attack the fire with suitable extinguishing equipment. Fire alarm Tested every Friday 8:45am (Approx. 15 seconds)
  	<p>PPE (Personal Protective Equipment)</p> <p>Contractors should have access to the following Personal Protective Equipment (the list is not conclusive)</p> <ul style="list-style-type: none"> Safety Helmet Eye Protection Ear Protection Foot Protection Hand Protection Dust Mask PPE on site is essential as identified within the Risk Assessment and will not be supplied by the College for Contractor
	<p>ADDITIONAL REQUIREMENTS Energy Isolations</p> <p>Lock Out Tag Out (LOTO)</p> <ul style="list-style-type: none"> Required on all forms of power/motion before performing any form of servicing/repairs LOTO locks must be applied when accessing the equipment even for short duration tasks

	<p>POTENTIAL HAZARDS ON SITE</p> <ul style="list-style-type: none"> • Hight & Low Temperature, pressure systems, confined spaces, chemicals, both HV & Electricity, falls from height, slip, trip and falls, vehicular movements. • AREAS NEEDS TO BE ASSESS BEFORE ANY ACTIVITY
	<p>RISK ASSESSMENT (RA) AND RISK ASSESSMENT METHOD STATEMENTS (RAMS)</p> <ul style="list-style-type: none"> • Must be submitted for approval before any work can commence. • A Risk Assessment and the Method Statement should be provided for each activity (as not generic), and must cover all risks associated with the work, and how it will be managed for the area of work. • The RA and RAMS must be presented to the College's H&S Committee for approval, prior to any works commencing.
	<p>NO SMOKING AND NO VAPING</p> <ul style="list-style-type: none"> • Not permitted anywhere on site. • Ask at Reception for assigned areas.
	<p>TOOLS AND EQUIPMENT</p> <ul style="list-style-type: none"> • All tools and equipment must be in a good working order with valid certificates/passes where necessary i.e. PAT's tests.
	<p>CHEMICALS AND COSHH ASSESSMENT</p> <p>MSDS (Material Safety Data Sheets)</p> <ul style="list-style-type: none"> • Must be presented before the start of any site contact activity <p>COSHH (Control of Substances Hazardous to Health) Assessments</p> <ul style="list-style-type: none"> • Must be completed for each chemical/substance/preparation to be used during the work activity before bringing them on site
	<p>PERMIT TO WORK</p> <ul style="list-style-type: none"> • A Permit to Work will be issued by your site contact for the duration of your project at Coventry College • You will be required to sign the Permit on a daily basis for the duration of the activity. • Please note that adherence to Permits, Risk Assessments and Method Statements are regularly audited

I have read and understood the Coventry College Contractor Safety Rules

CONTRACTOR RESPONSIBILITIES

1. Contractors shall comply with all relevant Health and Safety Laws and Company Health and Safety rules.
2. Provide copies of current Public & Employer Liability Insurance and a Method Statement before the job they are contracted for starts.
3. A copy of the Risk Assessment for the work you are carrying out needs to be passed on to our H&S Advisor.
4. Suitable Personal Protective Equipment shall be worn when necessary, in line with your risk assessment. PPE must also be properly maintained.
5. All persons within your control shall be competent to undertake their work safely.
6. Contractors are responsible for making sure that all persons under their control know the fire procedures for the premises and the location of the appropriate type of portable fire appliance nearest to their work place.
7. The following “high risk” activities are subject to a permit to work: Hot work, Demolition, Excavation, Asbestos, confined spaces, electrical work, overhead work, other specified work.
8. Faulty tools and equipment must not be brought onto our site.
9. 110v CTE (Centre Tap Earthed) electrical tools are preferred. If 240v tools are used, they must be double insulated and RCD (Residual Current Device) protected. All extension leads must be properly terminated with the appropriate plugs / sockets and be otherwise unjointed.
10. All portable and transportable electrical equipment, pressure systems and climbing and lifting safety equipment shall be within their current safety certification period.
11. Please observe the one-way system in operation in the car park. Under no circumstances should you take a shortcut through this gap with your vehicle without consulting the EHS advisor first.
12. Copies of licenses for access equipment's must be produced prior to commencement of work.

I have read and understood the Coventry College Contractor Responsibilities



GENERAL Permit to Work Permit No:

Contractors must comply with all relevant Health & Safety Law and the Company's Health & Safety rules, and have provided copies a risk assessment and a Method Statement on request. Only the work specified is to be carried out and your work area must be left in a safe and tidy condition at all times, with all rubbish removed from site.

JOB DETAILS:	<p>ALL EQUIPMENT THAT IS USED ON COVENTRY COLLEGE PREMISES SHOULD BE INSPECTED AND FIT FOR PURPOSE BEFORE USE. ELECTRICAL ITEMS SHOULD ALSO BE P.A.T TESTED</p> <p>Have all contractors undertaken a site H&S induction? <input type="checkbox"/></p> <p>Is there any lone working? <input type="checkbox"/></p> <p>Has an Insurance and DB8 form been provided and been received? <input type="checkbox"/></p>
STATE LOCATION OF WORK: Cite any known hazards at this location and ensure that the risks are reduced, in line with the questions below:	<p>WHO COULD BE AFFECTED BY THE WORK? Assess & reduce risk and confirm notification</p>

This RISK ASSESSMENT is to be carried out as immediately prior to the start of work as is reasonably practicable				
1.	Are you qualified/trained to undertake this work?	YES	NO	
2.	Has a Risk Assessment and Method Statement been received	<input type="checkbox"/>	<input type="checkbox"/>	
If you answered YES to Q2, proceed to Q3		If you answered NO to Q2, work cannot proceed		
3.	Scaffolding/ladders checked? And area safe (Cordoned off)	NA	YES	NO
4.	Has the works been approved by Estates and Facilities Manager?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Has the electrical supply been switched off AND Locked off?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Has the pipeline been drained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Is the plant or system isolated and free from every source of danger? LOTO Applied?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Has the area been roped off and considered safe?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If you answered YES to ALL the above (Q3-Q8), proceed to Q9		If you answered NO to ANY of the above (Q3-Q8), work cannot proceed until necessary action taken		
9.	Does the fire alarm system need to be isolated?	NA	YES	NO
10.	Have all feed valves been closed and locked?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	Have staff who work in that area been informed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IF YOU ANSWERED YES TO ANY OF THE ABOVE (Q9-Q11), YOU MUST ENSURE THAT ALL ACTIONS ARE PROPERLY CARRIED OUT/MADE SAFE BEFORE COMMENCING WORK				
PPE REQUIRED:	Goggles <input type="checkbox"/>	Gloves <input type="checkbox"/>	Ear Defence <input type="checkbox"/>	Helmet <input type="checkbox"/>
				Harness <input type="checkbox"/>

NUMBER IN TEAM:	IS IT SAFE TO WORK ALONE ON THIS JOB?
YES <input type="checkbox"/>	NO <input type="checkbox"/>
IF IT IS NOT DECLARED SAFE TO WORK ALONE, YOU MUST NOT DO SO AT ANY TIME	

COSHH	YES	NO	N/A
Has COSHH data been supplied with substances?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has COSHH data been identified and implemented?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

HOT WORKS	YES	NO	N/A
Are at least two fire extinguishers available (contractor supplied) implemented?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have flammable liquids/ materials been removed from areas (J100)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have gas cylinders been properly secured?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is safe access and egress confirmed in event of fire?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Area personnel trained in use of fire extinguisher?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

FIRE WATCH	Duration (Hrs)				
Name:	Date:	1/2	1	2	4
Position:	Signature:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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, and all risks and precautionary measures have been explained to all workers involved. I accept responsibility for carrying out this work"			
Print Name:	Signature:	Position:	
Company Name:		Contact Tel. No.:	

Person Authorising Work: This Permit is issued on the understanding that all risks will be reduced to a level as low as is reasonably practicable, and that the Risk Assessment and Method Statement be adhered to at all times			
Print Name:	Signature:	Position:	
PERMIT ISSUED:	Date:	PERMIT VALID TO:	Date:

Handback and Cancellation Permit: "I confirm that the work is: COMPLETE <input type="checkbox"/> PARTIALLY COMPLETE <input type="checkbox"/>			
I have checked the work and confirm that the area has been left in a safe and tidy condition			
Person In Charge Signature:	Date:	Time:	
Permit Cancelled on: (Date)	at: (Time)	Signature: (Person Authorising Work)	

PROCEDURE FOR HOT WORK PERMIT



The completed form should be returned to the issuer and retained for future reference to H&S .
The hot work permit system should be regularly audited to ensure compliance with procedures.

A copy to be displayed in the work area and another in the issuing office.

PERMIT NUMBER		OTHER RELEVANT PERMIT DETAILS	
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SECTION A - PROPOSAL (to be completed by the Permit Issuer).

COMPANY NAME & SITE ADDRESS			
EXACT LOCATION OF PROPOSED WORK			
NATURE OF WORK TO BE UNDERTAKEN/TYPE OF HOT WORK/ITEMS WORKED ON			
NAME OF HOT WORK OPERATOR & COMPANY			
NAME OF PERSON SUPERVISING THE WORKS (PRINT NAME)			
PERMIT VALID ON DATE		START TIME EXPIRY TIME	
NAME OF FIRE WATCHER(S) (PRINT NAME(S))			
ANTICIPATED EARLIEST TIME OF FINAL FIRE WATCH CHECK	CONTINUOUS FIRE WATCH		INTERMITTENT FIRE WATCH

SECTION B - ISOLATIONS & IMPAIRMENTS

DETAILS OF SYSTEMS AND AREA(S) ISOLATED			
NAME & POSITION OF PERSON COMPLETING ISOLATION/REINSTATEMENT			
DATE & TIME OF ISOLATION		DATE & TIME OF REINSTATEMENT	

SECTION C - ISSUE

I confirm the work area and other areas that may be impacted by the works have been inspected and checked for the presence of combustible materials. I have reviewed and completed the attached checklist and I am satisfied that all appropriate precautions and risk controls are in place.

PRINT NAME	
SIGNATURE OF PERMIT ISSUER	
DATE & TIME	

SECTION D – ACCEPTANCE

I understand the scope of work and precautions to be taken and will adhere to the safe method of work and report any problems or difficulties to the Permit Issuer, in safely completing the works.

	SIGNED	DATE
HOT WORK SUPERVISOR		
FIRE WATCHER		
FIRE WATCHER		

SECTION E - FOLLOWING COMPLETION OF WORK (Contractor responsible for the work must ensure this section is completed)

The work area and all adjacent areas to which sparks and heat might have spread (such as floors below and above and areas on other sides of walls) have been inspected and found to be free of smouldering materials and flames.	<input type="checkbox"/>	
Stub ends of welding rods and other hot waste materials have been removed and disposed of safely.	<input type="checkbox"/>	
All equipment, including gas cylinders, has been removed to a safe area.	<input type="checkbox"/>	
	SIGNED	DATE & TIME
HOT WORK OPERATOR		

CONTINUOUS FIRE WATCH (The permit should then be returned to the issuer)

TIME INSPECTION COMPLETED (this must be at least 60-minutes after work has been completed as determined by the fire risk assessment for the task):		
	SIGNED	DATE & TIME
FIRE WATCHER		
FIRE WATCHER		

INTERMITTENT FIRE WATCH CHECKS (Should be one of the Fire Watchers)

Intermittent Checks (every 20-minutes for at least a further 1-hour)					
TIME	INITIALS	TIME	INITIALS	TIME	INITIALS

All fire protection systems are in service and operable and equipment isolated has been reinstated where safe to do so. (Check Section B has been completed fully).

	SIGNED	DATE & TIME
PERMIT ISSUER		

SECTION F – CANCELLATION (SIGN OFF BY ISSUER OF PERMIT)

I have inspected the works area and all tools, equipment and waste has been removed.

The fire watch has been completed in accordance with the risk assessment and thermal images taken of the work area and other areas that may have been affected by the works.

The area has been returned to a condition which is safe for normal/planned occupancy and operations.

SIGNED		DATE/TIME	

The following checks should be carried out by the Permit Issuer prior to hot work commencing. The person carrying out these checks should tick the appropriate boxes and retain this with the permit.

ISSUING COMPANY		PERMIT NUMBER	
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GENERAL

Wherever practicable the use of hot work should be avoided, and a safer way employed. If you cannot comply with the following points, do not go ahead with the hot work.

Risk assessments and method statements have been provided and reviewed prior to authorisation of the works.	<input type="checkbox"/>
Evidence of appropriate Public Liability Insurance has been provided.	<input type="checkbox"/>
All fire protection systems are in service and operable (if not complete Section B on the permit).	<input type="checkbox"/>
Competence of operatives have been reviewed and confirmed.	<input type="checkbox"/>
The works area and any other areas which could be affected have been investigated for the presence of combustible materials. This includes the identification of any voids.	<input type="checkbox"/>
Hot works will not take place on/or affecting combustible composite panels or other materials known to be combustible.	<input type="checkbox"/>
There are no other permits to work in operation or other planned activities that will be adversely impacted by these works.	<input type="checkbox"/>

PRECAUTIONS WITHIN 10-METRES (MINIMUM) OF THE WORK AREA:

Combustible materials have been cleared from the area. Where materials cannot be removed, protection has been provided by non-combustible or purpose-made blankets, drapes or screens.	<input type="checkbox"/>
Flammable liquids and gas cylinders have been removed from the area.	<input type="checkbox"/>
Floors have been swept clean. Combustible floors have been covered with overlapping sheets of non-combustible material or wetted and liberally covered with sand. All openings and gaps (combustible floors or otherwise) are adequately covered.	<input type="checkbox"/>
Protection (non-combustible or purpose-made blankets, drapes or screens) has been provided for: Walls, partitions and ceilings of combustible construction or surface finish; and All holes and other openings in walls, partitions and ceilings through which sparks could pass.	<input type="checkbox"/>
Where work is being carried out on building panels, an assessment has been made of insulating or other materials behind or forming the core of the panels which confirms they are non-combustible.	<input type="checkbox"/>
Combustible materials have been moved away from the far side of walls or partitions where heat could be conducted, especially where these incorporate metals.	<input type="checkbox"/>
Enclosed equipment (tanks, containers, dust collectors, etc.) has been emptied, purged and tested, or is known to be free of flammable concentrations of vapour or dust. Where there is a possibility of such, atmosphere air sample monitoring must be in place.	<input type="checkbox"/>
Unauthorised access to the work area has been prevented.	<input type="checkbox"/>
Equipment for hot work has been checked and found to be in good repair. Gas cylinders have been properly secured and any gas cylinders not in use have been removed at least 15-metres away from the work area.	<input type="checkbox"/>

FIRE PROTECTION:

Where sprinklers are installed, they are operative. In sprinklered premises, hot work should not be carried out when the water supply to the sprinkler system is shut off.	<input type="checkbox"/>
Where an automatic fire detection system has been installed, it will be kept operative. Only the zone where the hot work is being carried out will be isolated for the period whilst hot work is in progress.	<input type="checkbox"/>
A trained person not directly involved with the work will provide a continuous fire watch during the period of hot work. Following completion of each period of work, the continuous fire watch will remain in place for at least 60-minutes, with further checks at regular intervals for at least a further 60-minutes, or a period as determined by the fire risk assessment, after completion, to ensure that the working area and all adjacent areas, including the floors below and above, and areas on the other side of walls, screens, partitions and above false ceilings, are free of smouldering materials and flames.	<input type="checkbox"/>

At least two appropriate fire extinguishers are immediately available. The personnel undertaking the work and providing the fire watch are trained in their use.			<input type="checkbox"/>
Personnel involved with the work and providing the fire watch are familiar with the means of escape and method of raising the alarm/calling the Fire Brigade.			<input type="checkbox"/>
SIGNED		BLOCK CAPITALS	
DATE		TIME	

Please Note

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