

Guidance for Control of Contractors September 2015

Policy Statement

The City of Bradford Metropolitan District Council (CBMDC) will ensure where practicable, that no work shall be undertaken on any of our sites, by any appointed Contractor, until the work has been properly planned, co-ordinated and all relevant safety control measures introduced and approved by A CBMDC Supervising Officer. The Council will ensure the work activities of Contractors are carried out in such a way as to minimise any risks from their undertaking to an acceptable level, and to protect CBMDC employees, other persons on site, members of the public from harm and guard against any incurred and unnecessary damage or damages to ours and any neighbouring properties.

General Arrangements for Securing Health, Safety and Welfare

These arrangements are being put in place to ensure the safety of CBMDC and Contractors staff during works at properties or work sites under our control. To ensure that the Council and its staff are not put unduly at risk through Contractors activities the following arrangements will apply:

- All work to be carried out is classified as “construction work” and it falls within the requirements of the Construction Design and Management Regulations 2015 (CDM 2015). The requirements of these regulations and all other statutory requirements must be contractually fulfilled. This will be instructed at placement of the order where the CDM 2015 Regulations apply
- Only Contractors on a Council Approved Contractors Framework, other Authorities frameworks or those who have demonstrated due diligence and competence will be appointed to carry out work on any CBMDC schemes and premises. Contractors shall have a registered membership with Safety Schemes in Procurement (SSIP), for example Contractors Health and Safety Scheme (CHAS), as a minimum hold public liability insurance of £5m and Employers Liability Insurance of £10m.
- All CDMDC works will be planned and co-ordinated by an appointed Supervising Client Officer this will be determined by the section or department placing the order or procuring the work. Where required the authority will appoint a Principal Designer who will fully co-ordinate all safety issues of the planning and implementation of the works. This does not negate any legal responsibility of the Contractor.
- CBMDC will appoint a nominated Contractor as Principal Contractor, in writing where the circumstances and CDM Regulations 2015 require it.
- The appointed Contractor and the Supervising Officer must Ensure at all times that two way communication is in existence by the means of :-
 - Emails/or other written correspondence
 - Pre contract meetings
 - Site meetings
 - A robust communication log
 - Pre-Construction Information plan
 - Site Construction Phase plan actively managed for the duration of the project
 - Site Specific Inductions

NB All communication / instructions must be formally recorded at all times.

- All Contractors shall supply a robust and comprehensive site specific Construction Phase plan and, task, environmental and individual Risk Assessments and Method Statements (RAMS) for all operations undertaken.
- The Construction Phase Plan and site specific RAMS shall be available to the Supervising Officer before commencement of works; usually 5 working days. These shall be checked and authorised by the Supervising Officer, they will need to be satisfied that the Risk Assessments and Method Statements supplied will mitigate any accident or incident. Works may not commence until the Supervising Officer has approved the Construction Phase plan. If these documents are not satisfactory then they shall be returned for amendment by the Contractors. Guidance can be sought through the CDM Unit or the Occupational Safety Team of CBMDC
- Contractors shall be made aware of any health and safety issues likely to expose the Contractor's employees to risks from our operations. This will be done by Pre Construction risk information provided by the Supervising Officer to the Contractor.

Where any Contractor is found to be in breach of any of the requirements of the Regulations, safety guidance or instructions, or the requirements of these arrangements, CBMDC will take appropriate actions to enable the works to be brought back within the requirements. These actions may include one or all of the following:

1. Stoppage of the works and instructions to rectify the relevant situation.
2. Requested removal and/or exclusion from site of any identified poorly performing member of the Contractors staff or their Sub-Contractor.
3. Cancellation of the works and the immediate removal of the Contractor from site.
4. Suspension of the Contractors ability to quote and carry out any works for CBMDC for an identified period of time
5. Removal of the Contractor from the Approved List of Contractors permanently.

CBMDC also reserve the right to seek recovery of any reasonable costs associated with any intervention for identified safety breaches actioned against any Contractor or his staff and Sub Contractors.

Policy

Under Sections 2 and 3 of the Health & Safety At Work Etc Act 1974 (HASAWA), and the Management of Health & Safety At Work Regulations (MHSWR) 1999 and the Construction (Design and Management) Regulations (CDM) 2015 all employers have a "duty of care" to protect employees, visitors and members of the public who may be exposed to danger or risk of harm to their health and safety from work activities. The Supervising Officer shall ensure all Contractors are provided with comprehensive information on:

- The specific risks to Health & Safety arising out of activities and proposed works on the site.
- Measures to taken to ensure compliance with all statutory requirements (this information is laid down in the CBMDC's Health & Safety Policy).
- The Occupiers Liability Act puts the onus on the Occupier to ensure that the premises are left in a safe secure manner so as not to expose anyone to risk of injury by negligence. "Anyone" means employees, visitors, members of the public including children, Contractors (who may be on site to perform specific tasks) and even including trespasser(s).
- The term "without direction" is important to the relationship between the Occupier and Contractor meaning the Contractor will not be told how to undertake his work.
- An independent Contractor can be a large company or an individual engaged to perform specific work by the Occupier "without direction".

Insurances

The Contractor shall be solely liable for and shall indemnify CBMDC in respect of any liability, loss, claim or proceeding under any Statute of Common Law for the works they are directed to undertake. A minimum value of £10 million Employee Liability and £5 million Public Liability is required.

A copy of the Public Liability and the Employer's Liability Insurance Certificate must be produced to the Supervising Officer prior to a commencement of work. Should the nature of the operation being undertaken be such that it presents unduly high risks, then CBMDC may request a further increase in indemnity insurance. All items of tools, plant or materials on any construction site or work location are the sole responsibility of the Contractor. CBMDC has no responsibility for these and are not covered on any insurance policy held by the Council

Fire Safety

All Council premises are fitted with an operational fire alarm system which must be maintained in a working order at all times. All necessary steps must be taken to prevent fires starting or spreading from any areas within the identified Contractors works area. Any costs incurred by the Contractors actions, either from the Fire Authority or lost production will be charged to the Contractor if negligence of the Contractor or his representatives is proven.

Sub-Contractors

The Contractor at the time of tendering is to notify the council of the work he proposes to sub-contract, together with the names of each Sub-Contractor. The control of Sub-Contractors is the Principal Contractor's responsibility. It is the Principal Contractor's liability that sub-contract work is carried out in accordance with the General Conditions of Contract and the Specification to the reasonable satisfaction of the Supervising Officer or his representative. The Principal Contractor shall at all times have a directly employed supervisor on site, who is familiar with the project, to manage the control of sub-contractors.

Note: Sub-letting any part of any contract is not permitted.

The Principal Contractor shall provide a copy of this document to all of his Sub-Contractors. Should any person arrive on site or work location to carry out works without first having read and agreed to abide by the detail of these notes, they shall be refused access to the site.

Safety Arrangement Requirements for Council Works

Supervision and Training

To ensure that our duties can be undertaken without undue risks Contractors shall ensure that their employees are suitably managed by a competent supervisor and have, or are obtaining, suitable and sufficient skills, experience, and training to ensure all work carried out does not present a significant risk to the health and safety of all concerned. Contractors shall ensure that evidence of experience and training is recorded and able to be provided when requested.

Permits to Work

Where a permit to work is required the Contractor will be responsible for issuing the appropriate permit and monitoring the works carried out on all areas, The CBMDC Supervising Officer will approve the necessary works and the issue of the permit. If the work is not under their control then a representative for the Contractor needs to be appointed as the supervising officer for the management of the said permits..

A selection of specific operations that require a permit are defined below

- o Hot works
- o Confined spaces
- o Asbestos
- o Restricted access
- o Working on electrical equipment
- o Working at height
- o Trenching or trenches
- o COSHH
- o Explosive Environments
- o Working on or near water
- o Working on or near overhead or underground cables

NB All necessary RAMS/ Rescue Plans, Safety Equipment, Trained Personnel, Proof of Qualifications/ Competencies must be in place and checked prior to a permit being issued.

Under no circumstances should any of the above works be undertaken by any Contractor who is not in receipt of a Permit to Work that has been approved by the Supervising Officer. All inspections/checks need to be carried out by the Contractor undertaking the works and signed off by the designated Supervising Officer

Asbestos

All construction and maintenance works in areas suspected of containing asbestos materials including works to electrical and mechanical services are to be carried out in accordance with The Control of Asbestos Regulations and shall be the subject of a Permit to Work. Only licensed and approved Contractors selected and managed by our own Asbestos Management Unit are allowed to undertake any works to remove or secure any Asbestos Containing Materials (ACMs)

All CBMDC premises management are in possession of an up to date Building Asbestos Report, the reports are Asbestos Management Surveys. Within the surveys are Premise Asbestos Registers, this register forms part of the buildings management plan. The register contains information identifying the location/type and risk category of any known ACMs, including a marked up plan. All contractors planning to carry out work in the building must check the Asbestos Register and sign the Record of Contractors Attendance on Site form to certify that they understand the contents.

All information regarding any asbestos within our premises will be given to the Contractors within the Pre Construction Information.

Where, during the design, the need has been identified by the Designers and Asbestos Officer for an Intrusive Refurbishment/Demolition Survey to be carried out, this will be organised pre-construction and where practicable the required removal works shall be completed prior to the commencement of the construction works. The Contractor will receive written detailed confirmation from the Supervising Officer of the asbestos removal and shall not start his works until he has received these written instructions.

There may be additional items of asbestos materials present in the buildings, over and above those identified in the Management or the Refurbishment/Demolition Surveys. The Contractors attention is drawn to those parts not specifically accessed by the surveyor for the purpose of producing the report, in particular such concealed spaces as may exist within the structure and those items of plant or equipment which for any reason the surveyor was unable to examine e.g. live mechanical and electrical equipment or similar installations. Any asbestos or suspected asbestos materials not identified in the asbestos reports that are discovered or located within the structure during the construction phase must be handled and treated as Asbestos. Works must stop in the vicinity of suspect materials and the area sealed off from further access and the Supervising Officer immediately informed.

All items of works that are to be undertaken close or adjacent to any existing ACMs that remain within our premises will be subject to a general Permit to Work. All Contractors staff will be fully briefed prior to the works starting as to where and what ACMs are in the immediate area and all will be required to sign the Permit to Work and attach a relevant Method Statement that details what safety controls are to be in place and all necessary procedures in the event of any ACM being disturbed.

If any person suspects any ACM has been disturbed they should immediately stop work, seal the area of damage then vacate the area and inform the Contractor and Building Management immediately.

Welfare

It is the duty of the Contractor to ensure that before any work commences that the following welfare arrangements are in place, these will be monitored and checked by CBMDC

Sanitary conveniences

Suitable and sufficient sanitary conveniences and washing facilities must be provided at readily accessible places. They and the rooms containing them must be kept clean and be adequately ventilated and lit. Washing facilities should have running hot and cold or warm water, soap and clean towels or other means of cleaning or drying.

Drinking water

An adequate supply of high-quality drinking water, with an upward drinking jet or suitable cups must be provided. Water must only be provided in refillable enclosed containers where it cannot be obtained directly from a mains supply.

Accommodation for clothing and facilities for changing

Adequate, suitable and secure space should be provided to store workers' own clothing and special clothing.

Facilities for rest and to eat meals

Suitable and sufficient, readily accessible rest facilities must be provided, including facilities to heat and eat food and boil water. Seats with backs should be provided for workers to use during breaks.

Note: Full details of proposed welfare provision shall be included within the Construction Phase Plan for the works. Plans will be rejected if there are no, or insufficient detail on facilities within them.

Times of Working

All work is to be carried out at times to be arranged with CBMDC, normal working hours are 8.00am to 4.30pm Monday to Friday out of hours working to be arranged with the Supervising Officer. Some Council managed properties have restrictive hours, eg Schools, that means operations will be affected. A full set of agreed working hours will be agreed with the Supervising Officer prior to start on site and shall be strictly adhered to.

Fire Safety

A full fire safety plan will be drawn up by the contractor and agreed with the Building Occupiers where relevant. All necessary fire protection and additional detection and notification measures shall be in place at the start of any works. All Contractors and Sub-Contractors must adhere to site fire evacuation plans and fire procedures

PPE

All CBMDC construction sites have a minimum requirement for personal protective equipment (PPE); Compulsory PPE is:-

- Hard Hat
- Hi-Visibility vest or coat
- Suitable safety footwear

Storage of Equipment

Reasonable facilities may be available on some sites, however the safe and secure storage of all tools, materials, scaffolding, etc is the sole responsibility of the Contractor.

Equipment and tools

All equipment either owned or hired shall be fit for purpose and designed for the tasks to be undertaken, for example; ladders should be Class 1 and marked up for commercial use.

Under no circumstances must Contractors, or sub-contractors, use any plant or equipment belonging to CBMDC without authorisation. This includes;

- Step ladders;
- Ladders or other forms of access equipment
- Cleaning equipment
- Chairs and desks

This is not an exhaustive list

N.B. Any equipment found not conforming to the relevant safety standards will be removed from site at the Contractor's expense.

Electricity

There shall no working on live electrical mains systems, all electrical works are required to run with a permit to work system and comply with the relevant CBMDC Safe System of works information. All portable electrical power tools and leads are to be 110v maximum or battery powered tools.

Control of Substances Hazardous To Health (COSHH)

Hazardous substances shall only be considered if they are essential for the project and all safer options have been exhausted.

Full details of all the safety aspects and the emergency procedures relating to the application and use of any such product must be provided and agreed with the CBMDC Supervising Officer before the commencement of any work, in the form of COSHH risk assessment completed by the Contractor and accompanied by the manufacturers data hazard sheet.

Protection

The Contractor is to allow for all necessary dust protection and screening to completely protect the work area including, carpets, furniture, fixtures, partitions painted and tiled surfaces as a result of any operation. Dust covers may require to be carefully removed after each shift. Any dust created by the Contractor must be cleared away before the removal of the protective screens.

Portable Radios and Mobile Technology

The use of site radios or personal MP3 Type players for entertainment purposes is not permitted. The use of Mobile phones, PDA's, Blackberry's and Tablets are not permitted in the workplace. Any requirement to relax this must be sought through CBMDC or their Representative.

General

- No smoking is allowed in any area of a council property.
- An authorised Security Officer or City of Bradford Metropolitan District Council representative will have the right to request to search any employees of the Contractor or Sub-Contractor or any vehicle belonging to them brought onto our premises.
- The Contractor's Supervisor should present themselves at Reception/Security, if there is one provided, on entry to a site and obtain authority to enter the premises. On completion of the site visit the Supervisor should return to Reception/Security, if there is one provided, and report departure time
- The removal and disposal of specialist or hazardous waste shall be recorded and the documentation provided for site records.
- The Contractor must identify and cordon off his working area by barriers, hoardings and restrict the work activities to within this area.
- The Contractor must leave the site in a clean, tidy, and safe condition each day/night and also on completion of work.

The Contractor is required to ensure that all staff in his employment receive as much information, instruction, training and supervision as is necessary to achieve these aims.

CBMDC will be pleased to assist Contractors in any practical way to facilitate the execution of their work in a safe manner.

All Contractors are encouraged to consider their site safety procedures and where possible encouraged to improve them above our standards and these will be recognised and fully approved.

CBMDC regard these requirements as the minimum standards to be implemented on our construction works sites and shall take swift and resolute safety enforcement action against any Contractor found to be working outside these requirements or unsafely in any way.

Site Arrangement Requirements

Contractor Responsibilities

Once Contractors have completed all the necessary pre-construction duties and documentation they should prepare correctly for their works on site, they must:

- Ensure that they carry out Site Specific Risk Assessments of the work they carry out and ensure effective measures are taken to reduce all risks.
- Contractors who are self-employed shall carry the same duties to make proper provision for health, safety and welfare during their activities on site.
- Ensure a programme of their works is prepared, no work will be allowed on any site or location without the prior knowledge of CBMDC. The information needs to be given to the person placing an order or setting up the contract to include dates and times for the commencement of work.

Prior to Arrival on Site

Contractors shall have:

- Read this document and signed and returned copies of this Confirmation of Control of Contractor's (Appendix A).
- Supplied the CBMDC representative with a copy of their Company's Construction Phase Plan and any other relevant documentation.
- Made any necessary arrangements for welfare facilities for their site staff

On Arrival to Site

All Contractors must:

- Provide a suitably qualified and skilled Site Supervisor to manage all safety aspects on site and to provide any relevant site safety assessments and information to the site staff
- Confirm details of how and when the work is to be carried out in the form of site specific Risk assessment and method statements (RAMS). Their Site Staff must have read, signed, and understood a copy of them..
- Provide any additional information which may affect the health and safety of any party.
- Undertake a site induction and sign to confirm they have accepted and understood this. A site induction must be a written document and verbally explained with feedback from the individual receiving the induction to prove they have understood this. Re-read and sign CBMDC Safety Policy Appendix A and brief all their staff.

Site Supervisory Personnel Should

- Provide their site staff with a comprehensive site induction which will include all information already compiled by the Contractor. The Supervisor will keep evidence from all staff who have received an induction that they understand and will comply with its requirements.
- Retain on site a signed copy of the Bradford Council Health & Safety Policy Guidance.
- Provide and display on site a set of site specific safety rules which will include some or all of the requirements of CBMDC as appropriate.
- Ensure that where work does require a Permit to Work that one is obtained e.g. electrical, hot works, Confined spaces, working at height etc.
- Make periodic checks on the areas in which Contractors are working to ensure site safety rules are being adhered to and that no unauthorised equipment is being used by the Contractors.
- Inspect the completed work to ensure that this work has been left hazard free.
- Ensure all Contractors sign in/out of the building and return all passes/badges.

Inspection of Works

Availability is to be made for a CBMDC representative to inspect materials, preparation and finishes during the progress and on completion of the work.

The Contractor is advised that the inspection of night work may be carried out during the day.

The whole of the work, progress, programme and completion is subject to the approval of the CBMDC and executed to our satisfaction.

Commissioning

Work completion and commissioning certificates or Service Engineers job sheets should be made available during normal hours. Authorisation and acceptance will be carried out by the CBMDC representative. Copies of authorised job sheets/completion certificates should be provided with the invoice for payment.

Appendix A

I/We have read, understood and agreed to the conditions set out in the attached Contractors Arrangements, the Conditions of Contract and Preliminaries Including Contractors Health And Safety Information.

PROJECT.....

LOCATION.....

ORDER NO

SIGNED (FOR THE CONTRACTOR)

.....

DATE

NAMETITLE:

SIGNED (FOR THE SUB-CONTRACTOR)

.....

NAME:TITLE:

COMPANY NAME & ADDRESS

.....

.....

.....

DATE

This document, inclusive of the Conditions Of Contract And Preliminaries including Contractors' Health And Safety Information, is for both all Contractors and any Sub-Contractors to sign. It may be copied for individuals or Sub-Contractors in the event they may not have seen the original.

Appendix B

PERMIT TO WORK AND SAFE SYSTEM OF WORKS ARRANGEMENTS

Permit to Work Certificates must be used when any of the following hazardous tasks are carried out as part of a Safe System of Work:

- Hot Works
 - Entry into Confined Spaces
 - Excavating ground or floors (Permit to Dig)
 - Work on Roofs
 - Work on Electrical Mains Equipment
 - Work on Highways and Roads
 - Works in Areas with Asbestos Containing Materials (ACM)
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- Only authorised personnel may issue a Permit to Work. The Permit to Work Certificates give the job title of these authorised employees.
 - The Certificates should be completed by the person undertaking the work who will complete the relevant Sections and it will be checked and signed authorised person before the works commence
 - The employees leading the team that will work on the job will complete the relevant sections only if they are satisfied that all the conditions specified on the site specific Risk Assessment and a relevant Permit to Work Checklist have been met.
 - When the work is finished, the relevant completion section should be completed by both the person leading the team working on the job and the authorised person.
 - If, for any reason, a Permit to Work Certificate is cancelled by an authorised person, they should write cancelled across the front of the Certificate which should then be filed.
 - The Permit to Work Certificate should be given to the employee leading the team of workers. When the works are complete the Certificate should be kept on file for a period of 3 months or when 20 Certificates have been filed for each type of activity completed, whichever is the greater.

Sample Permits to Work

Hot Works Permit

- 1, The Contractor must use this form, to ensure that he has obtained the written permission of the Building Custodian or the Project Manager, prior to commencing any works which involves the use of any equipment which uses a flame, produces heat or creates sparks and is capable of causing a fire.
- 2, Prior to approving any hot work the Fire Safety Supervisor, Building Custodian or the Project Manager or their appointee shall inspect the area and confirm the precautions as listed below have been taken TO PREVENT FIRE.
- 3, A Hot Work Permit must be obtained on each and every occasion that Hot Work occurs.
- 4, The Authorising Officer must check each item carefully prior to Authorising the work.


<p style="text-align: center;"><u>PRECAUTIONS.</u></p> <p>Sprinklers and other Fire Fighting Systems and Equipment in service where possible. Hot Work Equipment is in good serviceable condition. Gas containers/flammable liquid containers to be changed/filled in the open. Suitable Fire Extinguishers located adjacent to the works. <u>WITHIN 15 METRES OF THE WORKS</u> Floors swept clean of combustibles and wetted down or covered with non-combustible material were necessary. Combustible materials, hazardous or flammable liquids have been removed or are protected with non-combustible curtains, sheets or shields. All walls and floor openings and gaps through which sparks can fall have been covered with non-combustible curtains or sheets. Non Combustible covers suspended beneath the works to collect sparks.</p>	<p style="text-align: center;"><u>WORK ON WALLS OR CEILINGS</u></p> <p>Any combustible material has been protected against sparks or Heat Combustibles moved away from other side of walls and away from metal through which heat can be transferred.</p> <p style="text-align: center;"><u>WORK ON ENCLOSED EQUIPMENT</u> (Tanks, containers, ducts, dust collectors etc.)</p> <p>Equipment cleaned of all combustibles and dust. Containers purged of flammable liquids and vapours.</p> <p style="text-align: center;"><u>FIRE WATCH.</u></p> <p>To be provided during and 30 minutes after operation. Supplied with extinguishers and/or hose reel Trained in the use of fire fighting equipment and in sounding the fire alarm</p> <p style="text-align: center;"><u>FINAL CHECK UP.</u></p> <p>To be made 60 minutes after completion of any operation</p>
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This section to be completed by the Authorising officer with the assistance of the contractor.

<p>Works Detail.....</p> <p>.....</p> <p>Building.....</p> <p>Detailed location of work.....</p> <p>.....</p> <p>.....</p> <p>Work involved and heat source</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>Date of work.....</p> <p>Start time of Permit.....</p> <p>Finishing time of permit.....</p> <p>The proposed work location has been examined, the necessary precautions as indicated above have been taken and permission has been granted for the above hot works</p> <p>Comments.</p>
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Signed Authorising Officer	Name	Date
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<u>This section to be completed by the site operative.</u>	
Date.....	I have inspected the work area and all adjacent areas to which sparks and heat might have spread (including floors above and below and on the other side of walls) at 30 minutes and 60 minutes after the Hot Work was completed and found it fire safe.
Time work commenced.....	Signed site operative.
Time work completed.....	
Time of 30 minute inspection.....	
Time of 60 minute inspection.....	
	Name. Date.

 www.bradford.gov.uk	ELECTRICAL WORK PERMIT-TO-WORK	Permit No: Additional Permit Reference:
<p>This permit-to-work (PTW) is to be retained by the employee/ Contractor while work is in progress and must be displayed within the working area. A copy of this PTW must be retained by the Authorised Person. After completion/cancellation of the work this PTW must be returned to the Authorised Person for the hand-back procedure.</p>		
Date:	Start (Time):	Finish (Time):
Exact location of work:		No. of persons working on site:
Description of work and its limitations:		
Name of Department/ Contractor Company conducting the work: Manager/ Supervisor in charge: Name of SubContractor(s):		
<u>Type of electrical work being undertaken (please specify):</u>		
<u>Hazards associated with the work:</u> <i>(Residual hazards and hazards introduced by the work)</i>		
Points at which the equipment is isolated:		
Safety locks have been fitted at the following points:		
Potential tests have been carried out at:		
The equipment is efficiently connected to the earth at the following points (if applicable):		
Signage/ notices have been posted at:		
Other procedures:		
<u>Electrical isolation:</u> <input type="checkbox"/> I the Authorised Person hereby declare that the equipment has been made dead, isolated from all live connections and earthed (if applicable). All personnel involved have been informed. <input type="checkbox"/> Safety locks are held by personnel conducting the work. Signature Date..... Time		
<u>Precautions required for the work (please list):</u>		

Equipment required (please list):

Protective Equipment required (please list):

Authorisation

- I the Authorised Person declare that the above work has been discussed with the person(s) in charge of the work, the risk assessment(s)/method statement (if applicable) have been reviewed and all safety precautions/ actions required are in place and have been inspected by myself in accordance with the requirements of Walsall MBC's PTW Safety Management Standard.
- I declare that it is safe to work on the equipment which is dead, isolated from all live conductors and is connected to earth (if applicable).

Signature Date..... Time

Acceptance of PTW

- I have read and understood the above hazards involved and necessary precautions to be taken for this work. I will ensure that all workers involved understand the requirements of this PTW and adhere to them.
- I hereby declare that I accept responsibility for carrying out the work on the equipment detailed above and that no attempt will be made by myself, or personnel under my control, to carry out work on any other equipment.

Work to be performed by: Print name: Signature:

Completion/ Hand-back of PTW

Contractor/employee (person in charge of the work):

- I certify that the work specified on this PTW has been completed. All persons under my supervision, materials and equipment have been withdrawn, and the site has been left clean and tidy.
- All persons under my supervision have been warned that it is no longer safe to work on the equipment specified on this PTW, and that all tools and earthing connections (if applicable) have been removed and are all clear.

Print name: Signature: Date.....Time

Authorised Person:

- The work covered by this PTW is complete and the earth connections (if applicable) applied at the points indicated above have been removed and the area has been left safe, clean and tidy.
- The plant is now ready for testing and commissioning.

Print name: Signature: Date.....Time

Extension of the PTW (same day only)

- The work has not been completed and permission to continue has been requested.
- I the Authorised Person have re-examined the work and work area detailed above and confirm that this PTW may be extended to expire at: Date: Time:


Signed (Authorised Person):

Cancellation of PTW

- I the Authorised Person declare that the work is complete and has been tested. The area is safe for normal working to resume.
- I the Authorised Person declare that the work has not been completed. The plant has been tested, and the area is safe for normal working to resume.
- The work has not been completed and a new PTW will be required.

This PTW (and any other PTW in relation to this work) are hereby cancelled.

Signature: (Authorised Person) Date..... Time

 <small>www.bradford.gov.uk</small>	General Works PERMIT-TO-WORK	Permit No:
<p>This permit-to-work (PTW) is to be retained by the Contractor while work is in progress and must be displayed within the working area. A copy of this PTW must be retained by the Authorised Person. After completion/cancellation of the work this PTW must be returned to the Authorised Person for the hand-back procedure.</p>		
Date:	Start Time:	Estimated Finish Time:
Exact location of work:		No. of persons working on site:
Description of work :		
Name of Contractor undertaking the work: Supervisor in charge:		
<u>Type of permit work being undertaken (please specify):</u>		
<u>Hazards associated with the work:</u> <i>(Residual hazards and hazards introduced by the work)</i>		
Signage/ notices have been posted at:		
Other Site Specific procedures:		
<u>Safety Precautions required for the work (please list):</u> <u>Equipment required (please list):</u> <u>Protective Equipment required (please list):</u>		

Authorisation

- I the Authorised Person declare that the above work has been discussed with the person in charge of the work, the risk assessment and method statement have been reviewed, a copy of which are attached, and all safety precautions and actions required are in place and have been checked by myself in accordance with the requirements of our PTW Safety Management Standard.
- I declare that it is safe to work, that the works area has been suitably prepared and safety procedures put in place correctly.

Signature Date..... Time

Acceptance of PTW

- I have read and understood the above hazards involved and necessary precautions to be taken for this work. I will ensure that all workers involved understand the requirements of this PTW and adhere to them.
- I hereby declare that I accept responsibility for carrying out the work detailed above and that no attempt will be made by myself, or personnel under my control, to carry out any other work.

Work to be performed by: Print name: Signature:

Completion/ Hand-back of PTW

Contractor/employee (person in charge of the work):

- I certify that the work specified on this PTW has been completed. All persons under my supervision, materials and equipment have been withdrawn, and the site has been left clean and tidy.
- All persons under my supervision have been warned that it is no longer safe to work in the area specified on this PTW, and that all tools and equipment and restrictions on movement have been removed and are all clear.

Print name: Signature: Date.....Time

Authorised Person:

- The work covered by this PTW is complete and restrictions in places have been removed and the area has been left safe, clean and tidy.

Print name: Signature: Date.....Time

Extension of the PTW (same day only)

- The work has not been completed and permission to continue has been requested.
- I the Authorised Person have re-examined the work and work area detailed above and confirm that this PTW may be extended to expire at: Date: Time:

Signed (Authorised Person):

Cancellation of PTW

- I the Authorised Person declare that the work is complete. The area is safe for normal working to resume.
- I the Authorised Person declare that the work has not been completed, and the area is not yet safe for normal working to resume.
- The work has not been completed and a new PTW will be required.

This PTW (and any other PTW in relation to this work) are hereby cancelled.

Signature: (Authorised Person) Date..... Time