



SAFE MANAGEMENT OF CONTRACTORS CODE OF PRACTICE

Policy agreed by:	
Date of policy:	
Review frequency:	
Date of next review:	



Safe Management of Contractors Code of Practice

Introduction

Red gates School accept the statutory responsibility for maintaining the health, safety and welfare at work of its pupils, employees, visitors and others by the way it conducts its undertakings. Likewise, all activities undertaken for or on behalf of the School must be carried out in accordance with all relevant legislation and all reasonably foreseeable risks reduced as low as is reasonably practicable.

Red Gates School is not absolved of their duty of care where external contractors are appointed to perform tasks. On the contrary the both parties must ensure that all appointed contractors carry out their activities in a safe manner.

This policy covers all Red Gates employees involved in the selection, monitoring and review, of contractors and sub-contractors and all those in agreeing and planning the work of a contractor.

Legislation

Red Gates School acknowledges the requirements and recommendations of:

- The Management of Health and Safety at Work Regulations 1999
- The Control of Asbestos Regulations 2006
- The Health and Safety (Display Screen Equipment) Regulations 1992
- The Manual Handling Operations Regulations 1992
- The Provision and Use of Work Equipment Regulations 1998
- The Control of Substances Hazardous to Health Regulations 2002
- The Construction (Design and Management) Regulations 2007
- The Lifting Operations and Lifting Equipment Regulations 1998
- The Noise at Work Regulations 2005
- Health and Safety (First Aid) Regulations 1981

- The Reporting of Injuries Diseases and Dangerous Occurrences Regulations 1995
- The Regulatory Reform (Fire Safety) Order 2005 which supplements the general obligations contained within the Health and Safety at Work etc. Act 1974. Section 3.1 of this Act deals with the general safety responsibility of employers towards other persons who are not in their employment. Recent case law has reinforced the need for close liaison and agreement between both the client and the contractor's employees as regards the systems and methods of work adopted by the contractor.

Scope

This policy applies to all persons engaging the services of a contractor. The scope of the contract should be clearly defined and all contracts must be made in accordance with the schools /Local Authority procurement rules.

Definition of Terms

Contractor: Any person(s) that Red Gates School/ Local Authority engage to undertake work who is not an employee of the school or Croydon Council.

Sub-Contractor: any person(s) that the main contractor engages to undertake work who is not an employee of the main contractor. The relationship between the main contractor and the sub-contractor will be governed by the contractual arrangements into which they have entered.

Client:

The person for whom a project is carried out, whether it is carried out by a contractor or department from within Croydon Council.

Construction Work:

The carrying out of any building, civil engineering or engineering construction work and includes: -

- The construction, alteration, conversion, fitting out, commissioning, renovating, repair, upkeep, redecoration, maintenance (including cleaning involving the use of water/abrasive at high pressure or corrosive /toxic substances), de-commissioning, demolition or dismantling of a structure.

- Preparation, site clearance, exploration, investigation (but not site survey), excavation, foundation work and some highway maintenance systems
- Assembly or disassembly of prefabricated units forming a structure
- Removal of structures or part of a structure or waste resulting from demolition, dismantling or disassembly of structures or parts of structures
- Installation, commissioning, maintenance, repair removal of mechanical, electrical, gas, compressed air, hydraulic, telecommunications, computer or similar services which are normally fixed within or to a structure.

Non Construction Work:

There are many different types of contractor employed by Red gates School that do not undertake construction work e.g. window cleaners, grounds maintenance, transport work etc. The principles of this policy must be applied to all contractors.

Competence:

For the purpose of this policy a competent person can be described as a person shall be regarded as competent where he/she has sufficient training, experience, knowledge and other qualification to enable them to properly undertake the activity without any assistance.“

Standard DBS Check:

To be eligible for a Standard DBS check the position must be included in the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975.

An Enhanced DBS Check

To be eligible for an Enhanced DBS check, the position must be included in both the ROA Exceptions Order and in Police Act Regulations.

An Enhanced check with Barred List Check for regulated activity

To be eligible to request a check of the Children's or Adults' Barred lists, the position must meet the new definition of Regulated Activity. This check is the highest level of disclosure and barring check.

Risk Assessment:

A risk assessment is the procedure for identifying the level of risks and hazards, which may exist in order to introduce procedures to eliminate, reduce or control the risk to injury.

Method Statements:

A method statement should be based on the assessment of the risk to the health and safety of employees and others who could be affected by the work. The method statement is a step-by-step guide of how the works to be undertaken in a safe manner.

Policy

In recognition of the fact that the number of contractors operating within our workplace is continually increasing, this policy will assist in the safe management of those contractors.

It is the policy of Red gates School that: -

All contractors conduct their activities in such a manner that conditions and methods used are safe for the contractor's employees, Red Gates School employees and any other person who may be affected.

Only competent contractors are to be employed to carry out work for or on behalf of Red gates School.

Suitable checks of the contractor's health and safety competence must be made before employing any contractor. This can be achieved by requesting copies of all appropriate qualifications and relevant training documentation, copies of the method statements for the tasks to be carried out and all relevant risk assessments.

Good practice is to use a Health and Safety Questionnaire to establish competence and upon completion of the questionnaire develop an approved list of contractors. An example of a basic contractors Health and Safety Questionnaire can be found in **Appendix 1**

All relevant health and safety information must be communicated between the school and the appointed contractor.

Responsibility for safe working cannot be left entirely to the Contractor or sub-contractors. The client has the duty to ensure, as far as is reasonably practicable, that contractors have safe working procedures, risk assessments and method statements and also adhere to them. **(Appendix 2: Method Statement Evaluation Form)**

This policy does not in any way relieve the contractor of his responsibilities or duties under statute and common law.

No matter how small the job or activity is, or how quickly it needs to be done, health and safety must be considered from the moment the need for the job is identified. Successful control and management of contractors may be achieved in five steps:

- I. Planning the work or task
- II. Selecting a competent contractor
- III. Control of contractors
- IV. Supervising and monitoring
- V. Review

Planning the Work or Task

Successful use of contractors requires effective management and planning. Health and safety aspects need to be considered at the planning and design stage.

Risk assessments will still be required even though the department of the initiating manager will not carry out the work. This is to be interpreted using the following guidance:-

- The manager's own department is to carry out the work that department is responsible for the risk assessments
- Another department is to carry out the work-that other department should carry out the risk assessment.
- A contractor is to carry out the work-the contractor should carry out the risk assessment.

Hazards identification will form an integral part of the risk assessment process and as a minimum the following should be considered: -

- Asbestos materials
- Chemical storage and the safe use of
- Noise and disturbance
- Working at heights
- Working in excavations
- Underground, overhead and other hidden services e.g. gas, electricity and fuel supply
- People including employees, contractors, visitors, pupils, clients, residents and members of the public
- The use of plant and equipment
- Safe access and egress for personnel, plant and equipment
- The provision of effective safety signage
- Clear separation between the work area and others
- The emergency procedures
- The provision of training, information, instruction and supervision for those affected.
- The above list is non-exhaustive.

The above and any other hazards identified should be discussed with the contractor at the design and planning stage to ensure that the risks are reduced to an acceptable level. Contractors must ensure that all relevant information is brought to the attention of all employees and sub-contractors affected by the work.

Risk assessments must be produced as a minimum for every job or task which is contracted and may be accompanied by detailed method statements for all work processes. The detail must be proportionate to the risk involved in the task.

Selecting a Competent Contractor

All Red Gates staff appointing contractors must be satisfied that the contractor is competent and has, so far as is reasonably practicable, considered all potential health and safety issues and secured adequate provision for their control. The staff appointing contractors shall stipulate that the school and local authority shall exercise their rights to suspend any activity, which it feels endangers the health and safety of any employee, contractor, visitor, pupil, clients or member of the public.

Where contractors will be deployed to work activities that enable them to have unsupervised access to children the contractor and all persons who will be employed by the contractor must be the subject of a Disclosure and barring Service check (DBS).

The following health and safety information must be obtained from the contractor prior to the commencement of any activity

- Ensure that the contractor is competent and that if sub-contractors are to be used how does the main contractor ensure the competence of his sub-contractors
 - Specific risk assessments for the tasks
 - Method statements detailing how the activity will be carried out in a safe manner must be provided if identified by the risk assessment process.

The above list is the minimum standard. Additional health and safety information may be requested at the discretion of the department appointing the contractor and should be commensurate to the risks associated with the project. If the contractor is to perform the same tasks in a similar environment within the department then generic risk assessments may be satisfactory and will not be required every time they undertake that task.

Control of contractors

The contractor is the responsibility of the individual who commissioned them to carry out the work. If the work is raised via Croydon council then the duty to ensure that the person(s) appointed to the work is competent remains with the manager requesting the work.

In addition to this the Croydon council has a key role in the Approval of Contractors for Health and Safety competence as well as other competencies, for and on behalf of Croydon Council.

From the first day at each school to the completion of the works, contractors can present risks to staff, pupils, clients, visitors and members of the public. By implementing the following guidelines these risks can be effectively reduced:

- All contractors must sign in and out of each school's premises and a visitor or contractor pass shall be issued along with any required permits to work (**See Appendix 3: Standard Site Induction format and Appendix 4: Permits to Work**).
- The school staff should confirm that any contractor entering the Academy who may have unsupervised access to children during their time on site has the required DBS clearance before they are allowed access.
- Managers shall liaise with the relevant contractor and monitor their health and safety standards. The level of supervision must be provided on a risk priority basis.
- Managers should also liaise with the Facilities & Premises Management at Croydon Council when health and safety advice is required in the work undertaken by the contractor.
- Details of all known asbestos and the information contained within the asbestos register and completed surveys must be communicated to all contractors whose work may involve the breaking of the surface fabric of a building.
- Ensure that the manager and the contractor keep each other informed about hazards and changes to plans or systems which may affect health and safety.
- Ensure good communications are maintained between staff e.g. if the manager responsible is unavailable (sick, on holiday etc.), who will liaise with the contractor?
- Ensure that the school rules are communicated to all contractors e.g. No smoking, fire procedures, hazardous substances etc.

- Ensure that all accidents to contractors working on Red Gates projects or premises are reported using the Accident Reporting System.
- Frequency of visits to contractors' sites should be determined by:
 - The nature of the work
 - The degree of hazard and risk
 - The perceived expertise of the contractor and willingness to follow agreed procedures.
- Records of supervisory visits should be maintained, a copy of any adverse comments concerning the contractors work or working practices should be passed to the contractor as soon as practicable.
- Appointed staff must not ignore breaches of safe working practices; they are obliged to notify contractors of any deficiencies and require remedial actions forthwith. If supervisory staff consider the practice poses imminent danger then the contractor should be ordered to cease working.

There are obviously times when the control of contractor is extremely difficult e.g. where specialist knowledge is required, equipment that is specific to the contractor's area of work, callout to reactive repairs and burst pipes in the middle of the night etc. It is advised that the manager consults with the Facilities and Premises Management team at Croydon Council For the control of contractors within a School environment **please see Appendix 1.**

Supervising and Monitoring Contracts

Although contractors are responsible for supervising their own work and ensuring they carry out their activities in a safe manner, the school still has a legal duty to monitor and supervise the work. This step is absolutely critical in the management of contractors. The work must be adequately monitored and supervised to ensure that safe methods of working are being adopted and to ensure the work is progressing appropriately. Any changes or unforeseen circumstances need to be assessed and the appropriate control measures implemented to resolve the situation. A competent person must carry out all monitoring.

Where monitoring identifies an unsatisfactory situation, immediate actions must be taken to rectify the situation and if necessary suspend work until the situation is rectified. The person carrying out the monitoring must be

empowered to suspend the work. All actions taken must be recorded and work should not recommence until it can be carried out safely and in accordance with their method statements and risk assessments.

Review

A completion visit, with the contractor, to ensure the work has been properly completed and that the site has been left in a safe condition is essential.

A review of the work and the contractor's health and safety performance should be conducted. The contractor should be involved in the review, they should know if they have to improve.

The results of the review should be recorded for future reference.

Frameworks/Consultants

Where contractors are appointed via Croydon council, they have the responsibility to ensure that those contractors are competent to carry out the specific work, are aware of hazards and are monitored accordingly.

It is strongly recommended that the school seek advice from Croydon Council when they are initiating Cleaning and M&E contracts.

The School will seek guidance from the local authority/ an Independent Catering Consultant who can assist with the tendering of catering contracts as well as auditing existing catering operations to monitor contractor performance and training.

Checklist

This checklist can be used as a quick guide to ensure that you are complying with Legislation and fulfilling all requirements of this policy.

Appointing

- 1) Have you appointed a competent contractor and sub-contractors, using **Appendix 2** to obtain all relevant documentation?
- 2) Have you followed all processes in the policy?
- 3) Have you notified your appropriate H&S Team?
- 4) Does the manager of the project have the appropriate competence?

Managing Contractors Managing Contractors

- 1) Do you have an appropriate signing in and out process for contractors?
- 2) Do the contractors have the required DBS clearance?
- 3) Do you have a nominated competent person to liaise with the contractor and monitor activities?
- 4) Has all relevant information been communicated to the contractors e.g. asbestos documentation, prohibited areas, emergency procedures etc.
- 5) Has all relevant information been shared with other building users/other contractors on site to ensure any additional controls have been considered, where applicable?
- 6) Has all relevant information been made available to you e.g. risk assessments, method statement etc.?
- 7) Has all relevant information been communicated to the contractors e.g. asbestos documentation, prohibited areas, emergency procedures etc.?
- 8) Has a completion visit and review of the work been undertaken?
- 9) Have any accidents/incidents/near misses been reported and recorded appropriately?
- 10) If action has been taken to rectify an unsatisfactory situation or unsafe practice, has this been recorded?

Supervision and Monitoring of Contractors

- 1) Have they parked safely outside the building without causing an obstruction?
- 2) Have they signed in on arrival and been issued any appropriate permits to work? **(See Appendix 3)**
- 3) Has their DBS status been checked and confirmed?

4) Have they been given a brief site Health & Safety induction?

(See Appendix 4)

5) Are they wearing an identity badge while on site?

6) Have they liaised with the designated responsible contact person, where applicable?

7) Are they adhering to any building policies and procedures e.g. no smoking, prohibited access etc.?

8) Are they working in accordance with their method statement and have implemented all control measures in their risk assessments, which would include controls in 7, 8, 9 &10 below?

9) Are they using warning notices and barriers where appropriate?

10) Are they using suitable equipment sufficient for the job?

11) Are they using appropriate personal protective equipment where necessary?

12) Are they adhering to building evacuation and emergency procedures?

When work has stopped for the day, have Contractors;

1) Secured fencing/barriers to prevent access?

2) Removed ladders so that they cannot be used.

3) Securely covered or fenced off excavations/openings.

4) Immobilised plant and equipment to prevent unauthorised use.

5) Stacked and stored materials safely.

6) Securely stored and locked away flammable or dangerous materials

7) Are they leaving work areas in a tidy, safe condition removing all waste?

8) Have they handed in any hot work permits and has the area been safely checked?

9) Have they signed and returned any keys or badges before leaving the building?

APPENDIX 1

HEALTH & SAFETY CONTRACTOR APPOINTMENT QUESTIONNAIRE

1	Please provide a copy of your company Health and Safety Policy's statement of Intent. (Statement only not entire policy, signed /dated by Director or Partner)
2	Please provide an organisational chart showing health and safety responsibilities for your company, both nationally and/or, if applicable, detailing local establishment, down to specific site management.
3	Who Provides health and safety advice to your Company? Show whether this is an in-house provision or through external consultants and provide details of their competence (showing qualification and experience of individuals)
4	Please provide details of your health and safety training programme for operational employees. (include a sample of current training records and future programme)
5	Please enclose copies of generic risk assessments
6	Please enclose copies of a recent scheme specific risk assessments
7	Please provide a recent example of a completed site safety inspection form
8	Please provide a copy of your current Contractors Liability Insurance certificates.
9	<p>Please provide a copy of your accident/incident report form. Accident figures for the last three years should be entered below.</p> <p>Accident Figures (last 3 years)</p> <p>Year Ending</p> <p>Total Employees</p> <p>Fatalities</p> <p>Reportable*</p> <p>* All reportable accidents including fatalities, major injuries, dangerous occurrences and over 3 day injuries</p>
10	Has your company been served with an enforcement notice or been prosecuted in the past three years for breaches of health and safety legislation. If YES please provide details:
11	Please provide details of how sub-contractors are Managed?
	<p>The information provided within this questionnaire is accurate at the time of submission.</p> <p>To be signed by the Director or Health and Safety Manager/Officer.</p> <p>Signed:..... Date:.....</p> <p>Position:.....</p>

APPENDIX 2 – RED GATES METHOD STATEMENT EVALUATION FORM

SCHOOL		Location	
SUBCONTRACTOR		Activity	

ITEM		Yes	Part	No	N/A	Key Comment
1	Signing in Procedure					
2	Briefing from Red Gates regarding working in schools					
3	Segregation and barriers required					
4	Out of hours works only/ Supervision by Red Gates required/ DBS checks required					
5	PAT testing					
6	Safe routes and/or areas to be agreed					
7	Asbestos survey required – Management or Refurbishment and demolition					
8	COSHH assessments required					
9	Signage required					
10	Access – Scaffold to be used					
11	Access – Steps to be used					
12	Access – Mobile towers to be used					
13	Access – Podium steps to be used					
14	Access – MEWPS to be used					
15	Access - Other					
16	Traffic Management plan required for access equipment					
17	Skips to be used					
18	Traffic Management plan required for skips					
20	Traffic Management plan required for deliveries					
ACCEPTANCE OF SAFE SYSTEM OF		A ✓ <input type="checkbox"/> B ✓ <input type="checkbox"/> C ✓ <input type="checkbox"/>				
BY:						

Legend: A Status is accepted without comments; B Status is accepted with 5 working days to amend from comments; after 5 days the status will become C Status is rejected

APPENDIX 3 – STANDARD INDUCTION FORMAT

Ref:	Induction Content	Declaration*:	
		Yes	No
1	I have been taken through and understood the content of the Red Gates health and safety policy, building arrangements, working in live schools and asbestos information	Yes	No
2	I confirm that I am competent to undertake my assigned duties to be undertaken while I am on premises for Red Gates School.	Yes	No
3	I confirm that I understand and will work in accordance with the risk assessments, COSHH assessments and method statements pertaining to my duties as provided by my organisation.	Yes	No
4	I confirm that if I suffer an accident whilst on-site, I will inform the Red Gates responsible person immediately and adhere with his/her further instruction.	Yes	No
5	I confirm that any work equipment which I supply will be fit for purpose, be in good condition and be tested where required e.g. PAT testing.	Yes	No
6	I confirm that I will consider the environment during my work activities and thus minimise waste production, segregate waste streams where possible, prevent pollution and consider the needs of the surrounding environment.	Yes	No
7	<p>I confirm that I understand that a safe working environment is more important than project delivery and consequently I will stop work and report to the Site Manager where:</p> <ul style="list-style-type: none"> • I feel that I am being exposed to personal risk • My assigned duties are exposing others to risk • I am not certain what work I should be doing 	Yes	No
I confirm receipt and/or possession of the following PPE items:		Yes	No
Hard Hat <input type="checkbox"/> Safety Specs <input type="checkbox"/> Gloves <input type="checkbox"/> Hi-vis Vest / Jacket <input type="checkbox"/>		Ref:	

Other (please specify)

Red Gates School – Permit to Work



Serial Number (Current)

Previous Permit (if applicable)

Section A

General Information

To be completed for all permits

This permit is only valid on:

Date:

From (time):

To (time):

Site Address:

Location:

Nature of work:

Risk Assessment attached

Yes

If not, don't sign PTW

Method Statement attached

Yes

If not, don't sign PTW

Other permits in force (if applicable)

Permit No:

Permit No:

Permit No:

The following permits are also required:

Hot Work

Roof/Heights

Confined Spaces

Special

Electrical Isolation

Pipes / Ductwork

Section B

Specific hazards to be noted / additional information e.g. asbestos, fragile roof

Section C

Specific precautions to be taken e.g. PPE / Safety equipment / monitoring equipment

Section D

Handover – to be completed for all permits

I have read this permit and accept that I am competent to take charge of the work, have understood the precautions required as noted in section C, understand the emergency procedures and am satisfied that all personnel working on this task are competent, suitably equipped and trained.

Permit Receiver

Permit Issuer

Signed

Signed

Printed

Printed

Contact number

Contact number

Date

Time

Date

Time

Section E

Permit Status – to be completed for all permits

The status of the work detailed in this permit is

Completed satisfactorily

Abandoned

Requires extension

The status of the work detailed in this permit is

Safe for handback

Clear of personnel / equipment

Barriers/Guards and signs in place

Permit Receiver signed		Date		Time	
This permit is now withdrawn					
Permit Issuer signed		Date		Time	

Hot Work Permit

In the event of fire the alarm **MUST** be raised

Work Type

Brazing

Cutting

Filter Testing

Grinding

Smoke Test

Soldering

Welding

Other

The following control measures are required :

Combustible liquids to be removed

Yes N/A

Combustible gases to be removed

Yes N/A

Combustible materials to be removed

Yes N/A

Mark out and secure exclusion zone

Yes N/A

Fire detection system requires isolation

Yes N/A

If "Yes" which devices

Nearby people have been protected

Yes N/A

Nearest break glass unit is located at:

The following **firefighting** equipment is required:

Fire Extinguisher(s) of type

Water

CO2

Foam

Dry Powder

Fire Blanket

Hose Reel

Fire Screen

The above precautions have been put in place

Signed:

Date

Time

Guidance

<p>Precautions</p> <ul style="list-style-type: none">• The location of extinguishers and fire alarm are known• Hot Work Equipment is in good condition• Gas containers/ flammable liquid containers are changed/filled in the open	<p>Work on walls or ceilings</p> <ul style="list-style-type: none">• Any combustible materials have been removed or protected against sparks or heat• Combustibles are moved away from other side of walls and away from metal through which heat can be transferred
<p>Within 15metres of work:</p> <p>The floor area is clear of combustible materials and hazardous/ flammable liquids Non-combustible covers are suspended beneath work to collect sparks</p>	<p>Fire Watch</p> <ul style="list-style-type: none">• To be provided during and 30 minutes after operation <p>Operatives to be trained in use of firefighting equipment and in sounding the fire alarm</p>
<p>Final Check up – All Clear</p>	<p>To be made 60 minutes after completion of any operation</p>

Roof Work/Working at Height Permit

Work Type:							
Roof Work	Scaffold	Tower	MEWP	Ladder	Platform	Other	
Local area occupants have been informed			Reception/Security/Site Manager informed				
Protection from falling been provided			Weather/ground conditions are informed suitable for intended work				
Direct communication available all times			Fragile roofs have been identified				
Notices of work have been posted in			Exclusion zones have been marked out and secured				
Safe means of access/egress have been provided			Any safety equipment to be used has been inspected and is compliant and all operators have been trained in its use				
Debris has been cleared			A second person is present, if deemed necessary				
Emergency plan is in place							
The above precautions have been put in place	Signed:		Date		Time		

Confined Spaces Permit

Hazards	Flammable atmosphere	Toxic atmosphere	Oxygen deficiency	Free flowing solids	Flowing liquids	Other

Is confined space entry required to undertake the task?	Yes	No	If "No" entry is prohibited?
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Incoming services have been isolated	Gas	Water	Steam	Electricity	Fuel	Other
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Installed equipment has been isolated	Mechanically	Electrically	Both
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Equipment and pipes/tanks have been drained and vented	Yes	No
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Possible ingress of fumes or other substances has been evaluated and controlled (e.g. rainwater)	Yes	No	Residues/Sludges have been removed	Yes	No
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Atmospheric testing has been carried out for	Oxygen	Toxic fumes	Flammables	If additional ventilation is required what has been provided?
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Safe access/egress has been provided	Yes	No	Rescue Plan is in place and attached	Yes	No
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Adequate lighting is in place	Yes/No	Suitable tools/equipment have been selected	Yes/No	Suitable communication systems are in place	Yes/No
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What fire prevention measures/precautions have been put in place?

The following personnel are permitted to enter the confined space

The above precautions have been put in place	Signed	Date	Time
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Special Permit

Work Type

--

Personnel

--

Specific Hazards

--

Specific
Precautions

--

Additional
Information

--

The above precautions have been put
in place

Signed

Date

Time

Electrical Isolation Permit

Circuit to be isolated

--

Locking off required

Yes / No

If "yes," record padlock number

Fuse withdrawal required

Yes / No

Physical wire disconnection required

Is circuit connected to UPS?

Yes / No

If "yes" disconnect from UPS

Is circuit connected to emergency generator?

Yes / No

If "yes" disconnect from emergency generator

Residual energy removed

Yes / No

Moving parts have to be secured

Sufficient notices posted

Yes / No

Circuit has been proved dead with voltmeter

The above precautions have been put in place

Signed:

Date

Time

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Pipe and Ductwork Isolation Permit

Work Type

Chilled Water	Cold Water	Compressed Air	Condensate	Drainage	Dust	Helium	HVAC Ducts
Nitrogen	Oil	Oxygen	Steam	Vacuum	Waste	Other	

The pipe / duct has been:

Cleaned	Cooled	Depressurised	Drained	Freed from hazardous substances	Purged
Vented	Other (please specify)				

Valve isolation method

Valves to be isolated

Moving parts secured

The above precautions have been put in place

Signed:

Date

Time