

Control of Contractors Policy

PERMIT TO WORK CHECKLIST

This checklist is to be used by UoG staff only, to identify whether any permits are applicable.

Description of work:	Contractor Company:
UoG Representative name and contact number:	Contractor contact name and number:
If the answer to any of the following questions is “Yes” the work is NOT low risk. Contractor will be required to obtain the appropriate permit to work from the Estates office prior to commencement of the work. (Circle all applicable permits)	
Will the works last for more than 12 hours in one area?	2*
Does the activity create noise or dust?	2*
Will the works involve movement of vehicles in pedestrian areas?	2*
*NOTE: Permits 3 – 12 below take priority over, and therefore supersede, Permit 2 above;	
Is any access equipment required for the works other than small hop up platforms or step ladders?	3
Does the work involve any work on roofs or near any unprotected edge (including excavation)?	3
Will the works require isolation of any electrical supplies or live electrical work?	4
Is any of the work in an attic or basement area, tunnel or other confined space?	5
Do the works involve storage of flammable fuels, oils or other hazardous substances or use “hot works methods” or works creating sparks such as angle grinding?	6
Is the work in a hall of Residence, lab area, switch room, boiler house, or any area with high voltage equipment?	7
Will the works require interruption or isolation of any services, electric, gas, steam or water supplies?	8
Will any of the works affect existing escape routes within occupied buildings, block any fire routes or interfere with any fire safety systems?	8
Is work being undertaken on the fire alarm / life safety systems including any work likely to cause smoke, dust or fume vapours, which could affect personnel or activate smoke detectors?	8
Does the work involve any pressurised systems?	8
Will any lifting equipment be required to undertake the works?	9
Does the activity involve a source of radioactivity or explosive substances being brought to and taken from campus?	10
Will the works involve more than one contract company? i.e. Electrical and Carpentry N.B. not required to be on site at same time	11
Use of Pesticides on University grounds	12
If no to all of the above, the work is considered low risk and may proceed without permit, provided you are satisfied that all of the below requirements have been met:	
All operatives must have completed a University of Greenwich induction within the last 12 months	
Contractor must check the asbestos register in the EFD Office prior to start of work (and area must be clear of known asbestos)	
Suitable and sufficient Risk Assessment(s) / Method Statement(s) must have been submitted for the works	
Lighting in the area must be adequate for the work to be undertaken safely	
Contractors must have PPE in accordance with RAMS (and it must be in good condition)	
Portable electrical appliances must operate at 110v and have a current test sticker	
Applicable COSHH assessments must be available in the work area	
Contractor must be aware that they are responsible for waste disposal, including chemicals, unless specifically agreed otherwise.	