

Permit to Work (Except Diving)

1. Details of work

Date of application:		Permit number									
Contractor's name:											
Address:											
Tel:											
Email:											
Type of Permit: (tick)	Hot work		Cranage		Working aloft*		Roof access		Other (state)		
Location of work:											
Start date:						Stop date:					
Start time:						Stop time:					
Work to be carried out:			Person responsible:			Safety measures required:					

* if using harnesses, a rescue plan must be in place.

2. Signature of applicant

By signing this Permit to Work you are confirming that:

- An appropriate risk assessment and method statement exists.
- Adequate control measures will be in place before the task commences.
- All persons undertaking the work are competent to do so, are aware of the risks, have been adequately briefed and have had necessary PPE issued to them.
- If working aloft using a harness, a rescue plan is in place.
- Other harbour users will be kept at adequate distance to keep them safe; if necessary using temporary barriers or cones.
- You will adhere to all site instructions eg parking regulations and directions given by harbour staff.

Name/Signature	
Date/time of application	

3. Authorising signature

Permit to work issued by: (name and signature)	
Date/time of issue:	
Permit expiry date/time:	

See over for guidance/terms.

General Instructions for the Issue of a Work Permit

- A Harbour Authority work permit is required for all high-risk activities where a risk assessment shows robust health and safety controls are required. This includes on board vessels in harbour.
- The work permit is valid only for the particular job, location and times noted thereon.
- Amendments to a work permit once it has been issued are strictly forbidden. If circumstances change, obtain a new permit with updated information.
- If unexpected risks are encountered e.g. asbestos is found, work should stop until a new permit can be issued that captures the emergent hazards.

Guidance for hot-works activities

Ensure that:

- **Hot works on a fuel berth are prohibited**
- There are no combustible liquids, vapours, gases or dusts present.
- All combustible material has either been removed or suitably protected against heat and sparks.
- The contractor will have an extinguisher/hose reel on stand by while the operation is in progress.
- The contractor and his operatives have had the nearest fire alarm/telephone pointed out to them and understand what to do in the event of a fire.

Vehicles and parking (general)

- Vehicles must book onto site unless they have been issued a parking permit.
- The speed limit on the quayside is 5 mph. Vehicles that exceed this speed will be banned.
- Vehicles must park only in marked bays; parking is prohibited on hatched areas or double yellow lines. Vehicles that park incorrectly will have their access rights revoked.

Crane operations

- All crane operations must have an associated lifting plan.
- Crane operations are not permitted when the wind speed exceeds 10 m/s (22 mph).
- Access to the site of crane operations must be restricted eg with temporary barriers or cones.