King's College London

Operational Safety & Assurance

Directorate of Estates & Facilities

RULES & REGULATIONS FOR CONTRACTORS

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Version	Date	Details	Name
1.0		Original	David Lissah
2.0		Procedure review and formatting	Phil Riley
3.0	29/05/2020	Procedure review, addition of CDM and business continuity plan and formatting.	Luke Huggins

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2. Introduction

This code of practice reflects the requirements contained within the Health and Safety at Work etc Act 1974 and the Management of Health and Safety at Work Regulations 1999. Additionally, the requirements of HSG159 (HSE Management of Contractors Guidance) apply where contractors are engaged.

The purpose of this code of practice is to provide guidance in the use of the Permit to Work Manager (PTWM) system within King's College London (KCL) and covers both the activities of contractors and directly employed labour.

This document covers in detail the use of the PTWM system which supports the fundamental safety requirements needed to control all tasks undertaken by KCL and appointed contractors.

3. Scope

This code of practice is for all works and activities that are undertaken within KCL owned and occupied areas where KCL are the Landlord or Duty Holder. This code of practice does not cover spaces that are managed or are under the responsibility of others, for example NHS properties and PFI buildings.

4. Definitions

"Contractor" is any person or company the university engages to do work of any kind who is not an employee. The activities they can be engaged to carry out include:-

a. construction and demolition work
b. installation of equipment or machinery or its maintenance, including maintenance to buildings and its infrastructure
c. cleaning / decorating
d. moving / dismantling / assembly
e. inspecting, testing and servicing
f. consultancy work requiring access to the estate

A "contractor" is not:

a. a delivery company delivering items such as furniture to the university; (excluding assembly on site)
b. a supplier of goods or equipment (excluding installation on site)
c. temporary workers

All of the above are not considered as contractor but will need to be subject to other checking and competence requirements.

"Construction Work" means any works as defined in Appendix B, and as described within the CDM regulations 2015, as the carrying out of any building, civil engineering or engineering construction work and includes—

a. the construction, alteration, conversion, fitting out, commissioning, renovation, repair, upkeep, redecoration or other maintenance (including cleaning which involves the use of water or an abrasive at high pressure, or the use of corrosive or toxic substances), de-commissioning, demolition or dismantling of a structure;

b. the preparation for an intended structure, including site clearance, exploration, investigation (but not site survey) and excavation (but not pre-construction archaeological investigations), and the clearance or preparation of the site or structure for use or occupation at its conclusion;

c. the assembly on site of prefabricated elements to form a structure or the disassembly on site of the prefabricated elements which, immediately before such disassembly, formed a structure;

d. the removal of a structure, or of any product or waste resulting from demolition or dismantling of a structure, or from disassembly of prefabricated elements which immediately before such disassembly formed such a structure;

e. the installation, commissioning, maintenance, repair or removal of mechanical, electrical, gas, compressed air, hydraulic, telecommunications, computer or similar services which are normally fixed within or to a structure,

but does not include the exploration for, or extraction of, mineral resources, or preparatory activities carried out at a place where such exploration or extraction is carried out;

"Permit Requestor" are persons working for or on behalf of KCL who are instructing an activity/task.

"Permit Authoriser" are those that are deemed competent to issue permits in line with the training matrix within Appendix C.

"Project Manager" are persons working for or on behalf of KCL who are managing an activity/task, this may include planning, execution, monitoring, control, and closure, as well as budget and stakeholder management. The Project Manager may be a team/company, but the named individual must be authorised by KCL to make decisions relating to the requested element of construction activity.

2.1 Listing a Company

Project Manager or King's representatives responsible for appointing contractors (including principal contractors) must ensure that those appointed have the skills, knowledge training and experience to carry out the work in a way that secures the health and safety of others including University staff, students and visitors. If those appointed are an organisation, they must also have the appropriate organisational capability. Those making the appointments must establish that those they appoint have these qualities before appointing them.

The company's insurance documents must also be supplied, they will include:

- Employers Liability: £5million
- Public Liability: £5million[1]

Project managers should identify the need for Professional Indemnity Insurance as appropriate for the activity/task being undertaken.

To add a company, the Project Manager or King's representative must ask the company to complete forms FO3 & FO64 and send the complete forms to assurance-estates@kcl.ac.uk

This information will be reviewed and uploaded to the PTWM system within 5 working days if satisfactory[2].

[1] A basic review of insurance coverage is completed for compliance to the university's minimum standards. It is the responsibility of the Project Manager or King's responsible person to ensure that coverage and exclusions of policies are appropriate for the work which is being instructed.

[2] Please note that this review does not trigger the addition of the company on other College systems including as the P2P purchasing system.

2.2 Campus Inductions

Each attending contractor employee must complete the applicable Contractor Campus Induction, sign & date the induction acknowledgement form. Each induction will expire after 12 months.

At least 2 working days must be allowed for the upload of induction information onto the permit to work system. Completed inductions must be sent to assurance-estates@kcl.ac.uk for review and addition to the system. No works can be conducted by an individual who does not have a valid induction recorded on PTWM.

5. Contractor Asbestos Awareness

Evidence to confirm the provision of asbestos awareness training of contractors whose work could foreseeably disturb the fabric of a building, either intentionally or unintentionally, and expose them to asbestos or to those who supervise or influence the work may be requested following submission of inductions. This includes, but is not limited to:

- Demolition Workers
- Construction Workers
- General Maintenance Staff
- Electricians
- Plumbers
- Gas Fitters
- Painters and Decorators
- Joiners
- Plasterers
- Roofers
- Heating and Ventilation Engineers; Telecommunication Engineers
- Computer and Data Installers
- Fire and Burglar Alarm Installers
- Architects, Building Surveyors and other such professionals.

All contractors working at KCL must complete and return the F064 form. This form acts as a notification and acknowledgement of the presence of asbestos across the King's Estate and lays out the arrangements with respect to asbestos and work activities as well as the requirement for asbestos awareness training to be provided to employees on an annual basis.

It is the contractor's employer who has responsibility to ensure attendance at asbestos awareness training within the last 12 months and that they will maintain this annual throughout the duration of working at and/or the contract.

Further information can be found within the university's Asbestos Management Plan,.

6. Assessing the Task/s

The PTWM system has been designed to assist in the management of construction and contractor activity. Works must be properly planned, and sufficient time must be allocated to prepare for the task.

All activities should be assessed by the project manager and information issued to the contractor before the contract is awarded or work order/instructed.

The Project Manager should arrange access with Security and the relevant department/occupiers before the activity is due to start.

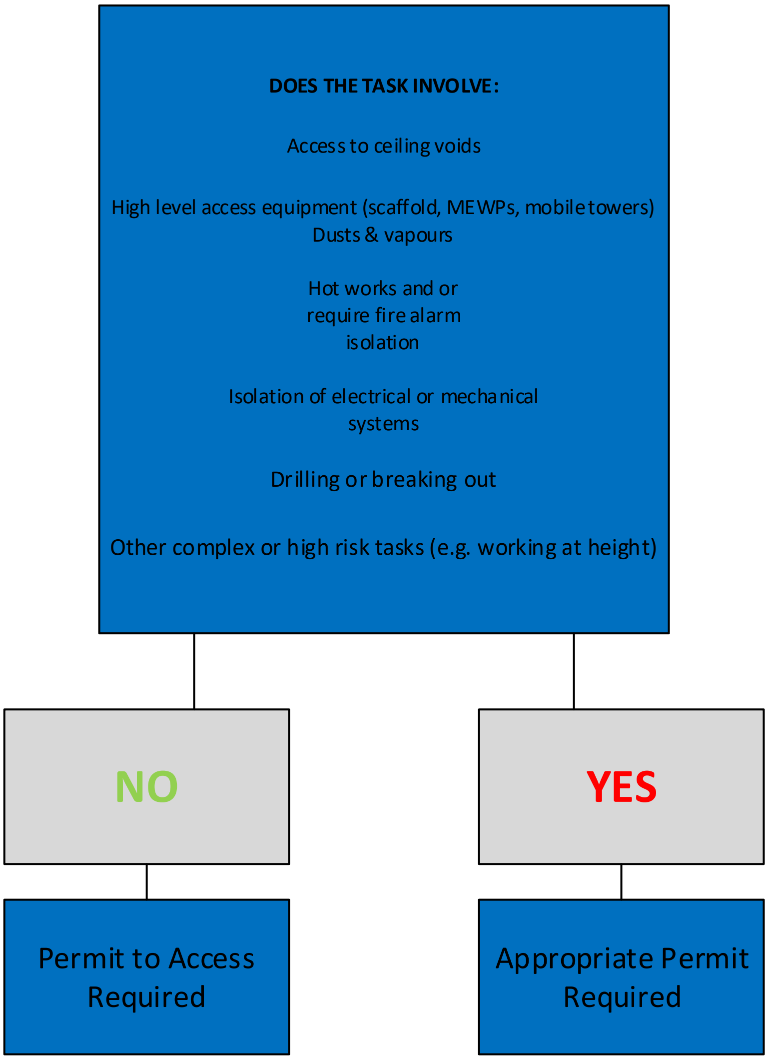
Where a permit has been requested by a Permit Requestor, the Permit Authoriser must verify that the appropriate permit has been requested.

The permits currently in use are:

Type	Max duration	Comments	Final Authorisation
Permission to Access	30 Days	Permission to Access are used for allowing contractors access to college premises and carry out low risk activities which do not include works such as Non-intrusive Works, Quotations, Visual Inspections, PAT testing and works involving no tools, plant, equipment or chemicals etc.	Nominated Permit Authoriser
Work Permit	5 Days	A Work Permit is issued when contractor or directly employed member of staff is required to carry out a task that involves higher risk activities. Works involving accessing the fabric of the building including ceiling voids, all intrusive works (external and internal). General building/maintenance works, asbestos or structural surveys or works etc. Where required, it may be necessary to add other below permits to this Permit.	Nominated Permit Authoriser
Hot Works Permit	1 Day	Hot works may require additional control measures including fire alarm detector isolations (See Fire Alarm Isolation Permit).	Asset Management Nominated Permit Authorisers
Fire Alarm Isolation Permit	1 Day	Special arrangements must be made with KCL Asset Management, H&SS and College Insurers if isolation is beyond 8 hours.	Asset Management Nominated Permit Authorisers
LOTO/Isolation and Line Breaking Permit	31 Days	Must be formally reviewed and re-issued every 31 days if the isolation persists beyond this validity period.	Asset Management Nominated Permit Authorisers
Working at Heights Permit	5 Days	Daily pre-use checks to be recorded separated by the person in control of the works or their nominated deputy.	Asset Management Nominated Permit Authorisers

With the exception Permission to Access, all permits **must** be authorised by the Estates & Facilities Asset Management Team.

Determining which Permit to use:



2.3 Asbestos

Before a Permit is issued, the Permit Requestor / Project Manager must allow for suitable and sufficient assessment in-line with the scope of the planned works/activity.

For planned major maintenance, intrusive works or Projects an F062 is required to be requested, completed and attached to the Permit request.

For reactive or planned minor non-intrusive maintenance where staff have been trained on Planon and Asbestos Register extraction - an extract of the asbestos register corresponding to the work area must be attached to the Permit.

'Before a permit is issued the following must be in place:

- *An appropriate risk assessment has been carried out*
- *The asbestos survey and database information must be consulted to identify any further locations of ACM's in the area that may pose a hazard to the contractor whilst carrying out the work*
- *There is an acceptable written plan of work in place*
- *A Licenced contractor must be used for licensable work*
- *All affected parties have been informed'*

The asbestos register must be checked by the Project Manager or with the assistance of the Operational Assurance team **before** a permit is requested. If there is insufficient evidence on the asbestos register for the location where the activity is due to take place, then an appropriate asbestos survey must be performed. Following receipt of the asbestos survey report, or in the event of known or suspected asbestos on the register in the location of the planned activity, appropriate asbestos remediation or control measures must be implemented, and documented within the risk assessment, prior to the permit request being submitted.

Please see E&F Procedure for Asbestos Management.

The Permit Authoriser/s (as applicable) will perform a final check of the asbestos register as part of the permit issuing process and confirm that the contractor has been issued with the relevant asbestos information.

A permit request will be refused if no asbestos information has been provided by the Permit Requestor to the contractor.

2.4 Embedded Space

Where a building or space is managed by a non-KCL party such as within a hospital building etc. arrangements for manging the contractor and activity being conducted must first comply with access and management systems of the local management including application to their permit system etc. and in addition to this a Permit to Access must be raised within KCL's system to confirm that works are due to happen and confirm safe working arrangements etc.

The purpose of a permit within the KCL management system is to ensure that we retain our responsibility to manage contractors working on our behalf and also ensure there is no conflict of activities being authorised.

2.5 CDM Site

Management of activities to be conducted in a safe manner for workers and the public is a requirement under the Construction (Design and Management) Regulations 2015 (CDM). It is a Clients duty under the CDM Regs to ensure safe access to the site and that competent duty holder are appointed to manage the site/activity.

A CDM Site is a space by which the management of the security and construction activities have been handed to a named Contractor to manage for the duration of the works.

It is a Contractors responsibility to ensure that a Permit System is in place for the duration of the project.

Every CDM Site should be confirmed by means of a Permit to Access being issued/accepted which includes the following details:

- Principal Contractor contact details
- Principal Designer contact details
- KCL Project Manager contact details
- Construction Phase Plan attached
- Pre-Construction Information (PCI) attached
- Drawing demonstrating borders of space handed to the contractor to manage clearly defined

This does not demonstrate all duties under the CDM Regs, and further consideration should be made in relation to the whole project.

7. Permit Requests

All Permit requests must be made at least 5 working days prior to the activity starting, including the acceptance of all documentation associated with the planned activity.

The permit requestor is responsible for ensuring that the relevant building users, Security and Operations Teams have been suitably notified of the planned activity and the necessary approvals have been sought before a permit is applied for.

2.6 Documentation Associated with the Planned Activity

The permit requestor is accountable for ensuring that the correct permit has been applied for and for ensuring that the documentation associated with the planned activity has been supplied and accepted as being suitable and sufficient.

Risk Assessment and Method Statement (RAMS) supplied by the employer of the operatives carrying out the work. They should be supplied along with the request in electronic format.

RAMS should be specific to the activity being requested and developed for the task to be undertaken whilst taking into account hazards from the task/environment and those advised by KCL as a client to ensure the correct control measures are applied.

The RAMS should also include methods of working that are acceptable to KCL and in line with the Contractors Rules & Regulations.

RAMS created by a sub-contractor must be accompanied with evidence that they have been accepted by the Principal Contractor. This may be carried out by a signed statement that they have been reviewed and accepted.

Asbestos information should be provided by the Client to the Contractor for consideration in the RAMS and Construction Phase Plan.

The asbestos register must be checked by the Permit Requestor prior to the submission of RAMS, and if required a management, refurbishment or demolition asbestos survey must be performed and actioned, as necessary.

Relevant asbestos information must be included as part of the permit request application.

Where the Permit Requester is a competent Project Manager working on behalf of KCL, it is deemed that they have checked and accepted all document associated with the planned activity. The Permit Requester in this case would also retain the responsibility of supervising the planned works and post work review commensurate with the activity covered by the permit.

2.7 Requesting a Permits

These must be issued to the relevant Final Authoriser as noted within the table in Section 5 of this document. In order to request a permit from the Asset Management Team, providing the required minimum of 5 working days before the activity is due to start, an email may be sent to the relevant email address:

denmarkhillplanner@kcl.ac.uk	Denmark Hill (Including Champion Hill & Sports Grounds)
guysplanner@kcl.ac.uk	Guy’s Campus (Including Great Dover Street Apartments, Wolfson House & St Thomas’)
strandplanner@kcl.ac.uk	Strand Campus (Including Waterloo & Stamford Street apartments)

Requests should include:

- Building
- Space location

- Scope of activity
- Date/Time of planned activity
- Copy of RAMS
- List of operatives (that should already have been inducted)

8. Permit Process

2.8 Permits Authorisers

All Permit Authorisers should have completed the additional permit management system user request form (Appendix A of this document) and supplied any relevant evidence of competency to be added to the permit system before they can raise permits. The authoriser should have a good knowledge of the building and the area where the works are being carried out. The form can be found in this document appendix A.

If the Permit Authoriser has neither of the above, they should not raise the permit and seek someone who has.

2.9 Issuing

Once the permit details and RAMS, asbestos register and conditions have been agreed, the permit shall be authorised and issued. Contractors will be issued with a system notification to confirm permit approval by the relevant Permit Requestor 24hrs prior to the works.

RAMS must be uploaded to each permit to work issued.

Contractors must adhere to the conditions within the permit and must not deviate from the method statement, any deviation must be recorded and accepted by the Permit Authoriser prior to the deviation occurring.

2.10 Permit Acceptance

Before a contractor may commence any activity, the permit must be accepted by the contractor in charge of the work. This is completed using the "Contractors Zone" tab. For out of hours' works, this can be completed by the relevant Security Teams.

It is recommended at this point that an inspection of PPE and equipment is carried out.

This is a legal declaration stating that the contractor responsible for the permit accepts the conditions within the permit itself and any associated documentation/arrangements. The contractor is then able to commence with the work covered by the permit using the named persons on the permit. **A permit is not valid until the contractor acceptance has been completed.**

2.11

2.12 Access to buildings

Access to KCL areas should be gained from Security by producing a valid permit or permission to access. Security will then grant access via the card system to areas defined within the permit and times specified.

In the case of emergencies section 8 of this document should be followed and security give access on confirmation of the person who has requested the visit, contractors should sign in and out in an 'out of hours' document.

2.13 Inspection of works

Under the best practice set out by the HSE it is recommended states.

'Contractors are responsible for supervising their own work and for ensuring that they work safely. However, you can't just leave them from the start to get on with the job and pay them when they've finished. Too much could go wrong in between.

You do not need to watch them all the time. You have to weigh up what is reasonable. The amount of contact with the contractor must be related to the hazards and risks associated with the job. It needs to be decided and agreed at the beginning of the job. For high-risk jobs, e.g. where a PTW is used, more contact is needed than for jobs which you consider low risk. What are the main areas of risk? What could change and how quickly? Think about their work, how it affects the safety of your employees and vice versa.'

The authoriser has a duty to make sure they are satisfied on how the works are being conducted. There is a section in the authoriser checklist that covers what checks should be carried out.

2.14 Permit Hand Back (from the Permit Receiver)

Once the work/activity is complete/terminated or when the permit expires (whichever is first), the permit must be handed back to the Permit Authoriser prior to the contractor leaving site.

Handing back provides an opportunity for the work/activity to be reviewed by the contractor as well as confirmation that the work/activity has been completed and confirmation that site has been handed back in a safe condition. Any issues with the work area that need to be addressed should be recorded by this process.

To hand back a permit, the following process applies:

1 The 'Contractors Zone – Permit Hand back' of the Permit to Work Management System should be used to record the handing back of the Permit including the works status and relevant feedback to be given and the permit to be signed (by the Permit Receiver) back to KCL in person.

2 Where it is not possible to hand back in person an alternative means should be agreed in advance with the Permit Authoriser:

   2.1. Handing Back section to be completed on the hard copy of the Permit and the hard copy for the Permit to be returned at an agreed location for collection by the KCL Permit Authoriser.

   2.2. Handing Back section to be completed on the hard copy of the Permit and the Permit to be scanned and emailed back to the Permit Authoriser.

This should be duplicated by the Permit Authoriser on to the Permit to Work Management System and records retained of the action for 5 years.

Failure of a contractor to return permits to the applicable issuing Permit Office will be reviewed and may result in corrective action being taken including suspension from works for individuals or companies with multiple non-returns.

2.15 Permit Hand Back – KCL (Final Sign Off)

Upon completion of the permit acceptance and hand back, the permit must be formally closed off electronically by the Permit Authoriser.

For all permits to work (except General Permit to Work) this must include a visual check of the work area.

2.16 Re-issue

A permit must be reviewed and re-issued by a Permit Authoriser in the following situations:

- Any change to or re-issue of the RAMS
- Change to the work start and finish time.
- Change to the work group
- Prior to the extension of any permit due to expire in line with the maximum validity periods e.g. line breaking/isolation.

If a permit is re-issued, the original permit must be handed back and signed off as per sections 7.4 and 7.5 above.

9. Emergency Callouts

Dispensation for the timescales detailed above can be gained in the event of an unplanned emergency such as Laboratory or Catering freezer repairs, Gas emergencies etc., lift breakdowns.

It is advised that contractors utilised for emergency attendances prepare a series of generic risk assessments and method statements for the scope of their contract appointment for rapid submission in the event of a call-out. These would then require on-site review by the nominated contractor engineer at the time of the attendance.

A stock of engineers should be maintained with valid inductions on the PTWM system to ensure site familiarity in the event of an emergency call-out. Suitable and sufficient arrangements must be put in place to ensure the monitoring and supervision of all contractors attending on an emergency basis.

Where emergency call-outs occur during the College's normal working hours, the PTWM system must be used.

10. Record Keeping

2.17 Permits

Once the contractors' task has been completed and the permit is formerly closed, it will be archived and stored electronically for a period of 5 years.

During this time, permits can be recalled for the purposes of auditing, the system will not allow authorised or closed permits to be altered or amended.

2.18 Risk Assessments and Method Statements (RAMS)

All risk assessments and method statements electronically attached to a permit will be available for viewing and auditing until such time the permit archive period expires. All RAMS must be checked to ensure that they are suitable and sufficient for the task by those instructing the works prior to submission to the Permit Authoriser.

RAMS submitted by sub-contractors cannot be accepted. Principal contractors must prepare RAMS which cover off sub-contractor activity and include sub-contractor RAMS as an addendum in order to confirm their acceptance.

Whilst the permit remains on the system so will all associated control and management documents.

Risk Assessments & Method statements for permit to work requests must be submitted by the Permit requestor at least 5 working days prior to works starting.

2.19 Organisation and Contractor Information

Organisation and contractors’ details shall remain on the Permit to Work system for the duration of their employment by KCL.

Organisations or contractors which have not been employed by KCL for a period of more than 18 months may be archived on the system.

Archived organisations will be required to complete the initial registration process as outlined in section 4.1 if re-appointed by KCL. This promotes good housekeeping and will ensure that KCL have the latest company and contractor information when employing their services.

11. Competency for Permit Authorisers

The matrix within Appendix B details the documented training and experience required to be considered as a Permit Authoriser. Evidence must be supplied to the Operational Safety & Assurance Team prior to being allowed to raise a permit on behalf of King’s College London.

12. Continuity Plan – Permit System

In the case of a software / power failure it may be necessary to conduct a paper version of the Permit System. In such case this section highlights the procedure for operating a contractor management system without the aid of Permit to Work software.

Permit Reference Numbering	Keep a record of the permits and number them: Format = Date/Number 20.01.2020-001 20.01.2020-002 etc.
Record of Live Permits	Keep an up to date central record of all active/authorised Permits. Handed Back Permits must be retained.
Conflict of Planned Works	In order to ensure that no works are authorised that may cause avoidable risk to one another or the public, all Permits must be considered in relation to other existing authorised permits by one person/team (located within the Campus Engineering Office). This may be managed through a table recording the Permit number, Permit type, Location, Date/Time of works, Contractor and Project Manager.
Security	Inform Security of the Issue and advise that all permits not following the BCP new temporary numbering system should be declined access and referred to the Estate’s office to ensure a new permit is raised. It may be necessary to consider any activities already permitted.
RAMS	Make sure RAMS are considered, attach RAMS to the permit physically to ensure they may be considered in relation to works when being monitored on site. If RAMS cannot be viewed/accepted by the Permit Authoriser then works may not go ahead.
Retention	All records must be retained indefinitely until otherwise transferred onto the existing Permit System once reinstated.
Asbestos Register	Ensure the risk of Asbestos being found or disturbed has been considered with the

	asbestos register, or asbestos survey where applicable. If this is not available, then please refer to the Operational Safety & Assurance Team. **Do not begin works without knowing the status of the asbestos risk.**

13. Check sheets, KPI's and inspections

2.20 Pre-Contract Check Sheet

The following check sheet should be completed by the project manager before requesting a permit, they can be conducted on iAuditor or in paper form to assist the user in following of this document.

Question	Response	Details
Please refer to the Permit to Work Code of practice or Operational Assurance Team for clarification on the procedure.		
Planning		
Have you produced a scope of works for the prospective contractor?		
The HSE recommends that project managers define the job that is to be undertaken.		
Please refer to the Permit to Work Code of practice or Operational Assurance Team for clarification on the procedure.		
Planning		
Have you produced a scope of works for the prospective contractor?		
The HSE recommends that project managers define the job that is to be undertaken.		
Have you produced a risk assessment for the contractor to inspect?		
The HSE recommends that project managers produce a risk assessment to give to the prospective contractor, so they can assess the risks.		
Has the scope of works and risk assessment been in conjunction with the local teams?		
It is recommended that communication with local teams prior to the Scope of works and risk assessments being completed, as they will have more knowledge of the risks in the areas of the works.		
Pre-works documentation		
Has the contractor completed the FO3 and F064 forms and supplied the insurance documents required in the Permit to Work Code of practice?		
The contractor will not be able to send engineers to site without these documents. Please ensure they are sent to the Assurance team in adequate time.		

Have the engineers attending site read and signed for the KCL induction for the campus/Building that they are to visit?		
Engineers will not be able to attend site until they are put on the Permit System.		
Has the contractor supplied 'suitable and sufficient' Risk Assessment and Method statements?		
Work cannot commence until the Risk Assessments and Method Statements have been accepted by the Permit Authoriser.		

2.21 Permit Authoriser Check Sheet

The following check sheet should be completed by the Permit Authoriser before raising a permit, they can be conducted on iAuditor or in prepare form to assist the user in following of this document.

Question	Response	Details
Permit request		
Has the project manager involved the local teams with regards to the task to be completed?		
It is advised that local teams be included in the awarding of the contract to ensure all the risks of the area are highlighted to the contractor.		
Has the project manager given you all the information required to raise the permit in the timescale identified in the permit code of practice?		
If you have time you can issue the permit otherwise inform the project manager that the permit will not be raised for the date and time of the works.		
Are the RAMS suitable and sufficient?		
Return the RAMS to the project manager highlighting the deficiencies in the RAMS.		
Do the RAMS contain the names of the engineers attending site and have a record of awareness?		
Return the RAMS to the project manager highlighting the deficiencies in the RAMS.		
Issuing the permit		
Does the Permit Authoriser have suitable competency as stated in appendix B in the permit to work code of practice?		
Do not raise a permit, seek another person who does.		
Does the Permit Authoriser have suitable knowledge of the area and the risks that present in that area?		
Do not raise a permit, seek another person who does.		
Has the asbestos register been checked and the contractor supplied with the relevant information?		
Check the register and relate the information required to the contractor.		

Are all contactors named within the RAMS present?		
Do not issue permits until you have identified all contractors are present.		
Are any of the contractors not named on the RAMS?		
Are the contractors in possession of the correct PPE identified in the RAMS?		
Do not issue permit until you are satisfied that they are in possession of the correct PPE.		
Has the contractor signed the for the permit?		
Do not issue the permit as it will not be valid until they have.		
Inspection of works		
An inspection of the works being undertaken should be completed by the PM / Permit Authoriser during the works being undertaken. The Permit Authoriser should decide what is reasonable depending on the hazards and risks associated with the task.		
Has the Permit Authoriser visited the area where the works are being undertaken?		
It is STRONGLY advised by the HSE and KCL that the Permit Authoriser attends the area of the works.		
If the answer to any of the questions in the next section is no, ask the contractor to stop work and rectify any breach of procedure.		
Is there a hard copy of the permit available for inspection?		
Are the contractors working in the correct area as identified by the RAMS and set out on the Permit?		
Are the works being carried out being undertaken as identified in the method statement?		
Are the items that are being used that are covered by PUWER e.g. Ladders, electric tools etc. have sufficient checks on them e.g. ladder tags, PAT labels?		
Are the works being undertaken in a safe manner?		
Are there any persons working that are not named on the permit?		
Are all contractors still wearing the PPE specified in the RAMS?		
Permit handback		
Has the contractor completed the works?		
Close the permit and raise another for the next period of works. If the works have overrun, then please ensure a new set of RAMS are issued to reflect any new engineers attending site and dates.		
Has the contractor signed of the permit electronically?		

Has the contractor signed off the hard copy of the permit?		
Issue a warning to the contractor about this and inform them that they may be banned from site if the permits are not correctly completed.		
Has hot works taken place?		
Has an hour fire watch been carried out by the contractor?		
Do not sign off the permit and inform the contractor that they have to return to the area and completed the fire watch		
Now the works are complete have you (the Permit Authoriser) visited the area for a visual inspection?		
Carry out an inspection of the area before signing off the permit.		
Keep the hard copy for a duration of 5 years if the permit did not involve working with asbestos. If asbestos was in the area or was the task involved keep indefinitely as per the procedure.		

2.22 Key Performance Indicators

Permit to work system KPIs will be reported monthly by the Permit Coordinator.

PTWM KEY PERFORMANCE INDICATORS			
FROM:	DD/MM/YYYY	**TO:**	DD/MM/YYYY
Total Number of LIVE Companies listed			
Live Companies with expired paperwork (Insurance, FO3, F064)			
Live Companies with insurance due to expire in 1 month[3]			
Total Number of permits raised		**Total**	
Number of expired permits at month close		**PTA**	
		PTW	
		Hot Works	
		Fire Alarm	
		LOTO	
		WAH	
		Denmark Hill	
		Guy's & St Thomas'	
		Strand & Waterloo	

[3] This number excludes PFI (Bouygues) and NHS Partners as well as enforcing authorities such as Thames Water and internal departments (such as KCL IT)

		Residences	
		Sports Grounds	

2.23 Issued Permit Inspection Criteria

Each month several permits issued for the previous month will be reviewed against the below criteria by the Operational Assurance and Planning & Compliance Teams. Permits raised by each permit authoriser will be audited at least every three months.

Question	Response	Details
PERMIT HANDBACK & SIGN OFF		
Was the permit the correct type?		
Name of Company/Contractor on permit		
Does the permit contain an authorisation signature?		
Does the permit contain an Acceptance signature?		
Has the Permit been handed back?		
Has the handed back section been completed by the contractor?		
Has the handed back section been signed by the contractor?		
Has the permit handed back section been signed by the Permit Authoriser?		
Has the permit been signed off as completed on the permit system?		

2.24 Site Inspection Criteria

Random site safety inspections on contractor activities will be conducted throughout the academic year. The permit site inspection criteria look at the completion and application of the permit only.

Question	Response	Details
PTWM DESKTOP PERMIT INSPECTION CRITERIA		
Permit No:		
What type of permit does this inspection relate to?		
Is the Permit type suitable for the works?		
Has relevant Asbestos Information been provided?		
Is the work location specified and correct? (Found both on the Permit and the RAMS)		
If applicable, has a room number been detailed or sufficient detail of the location of the works?		
Is the Description of Work sufficient for the tasks being undertaken?		

Has the type of work questions been completed correctly based on the activity being undertaken?		
PTWM ON-SITE INSPECTION		
Are all attending operatives listed/named on the permit?		
Are all listed engineers named on the permit in attendance or accounted for?		
Does the contractor have/hold a hard copy of the permit?		
Are the engineers wearing correct PPE for task?		
Has the equipment been tested and fit for purpose? (E.g. Ladder tags and PAT tested)		
PRE-INSPECTION CHECKS		
Check the Asbestos Register for the room number/s where the work is taking place and provide detail of findings:		
Is the asbestos register information sufficient for the works?		
Has the permit been accepted electronically by the contractor?		
Do all attending engineers/operatives hold a current induction?		
Is there a record that asbestos information has been passed to the contractor?		
Has a risk assessment and method statement been uploaded to the permit?		
Have the 'Precautions to be Taken' been recorded?		
Has the 'Who is at Risk' and severity and likelihood matrix been completed?		
Have all attending engineers read and signed the Risk Assessment?		
POST INSPECTION CHECKS		
Has the permit been signed off on the system?		
Has the Handing Back section of the Permit been completed and signed?		
Has the Permit been signed off by the Permit Authoriser and closed on the system?		
Are there any outstanding issues/actions from the previous audit?		

14. Document Review

This code of practice shall be reviewed at least on an annual basis or more frequently as required. This includes, but is not limited to:

- Audit results
- New information or associated processes
- System changes
- Changes to key personnel

15. References and useful links

Health and Safety at Work etc Act 1974

Management of Health and Safety at Work Regulations 1999

Construction (Design and Management) Regulations 2015

Regulatory Reform (Fire Safety) Order 2005

Contractors Rules & Regulations

KCL Health and Safety Policy

Procedure for Asbestos Management (EF-ASU-02-PR04)

Permit to Work User Guide

APPENDIX A: Additional Permit Management System User Request Form

Additional Permit Management System User Request Form

What is the reason for the request?	
What level does the new user require?	☐ View only ☐ Restricted access ☐ Full access
What permits will the authoriser/requestor be raising/requesting?	☐ Permission to access ☐ Permit to work ☐ Working at height / Roof works / Restricted Access ☐ Hot works permit ☐ Isolation/line breaking ☐ Fire alarm isolation ☐ Confined spaces
What campus' will the user need to raise Permits for?	
What building(s) will they require to raise permits for?	

Name of user	King's number	Contact number	Signature

Name of requestor	King's number	Contact number	Signature

Please send this form along with evidence of competency to assurance-estate@kcl.ac.uk.

APPENDIX B: Definition of Construction Work

Preparation for a structure:

- Site clearance
- Exploration
- Investigations
- Excavation including earthwork, trench, well, shaft, tunnel or
- Clearance or preparation of the site or structure for use or occupation at its

Work activities on a structure

- Construction
- Alteration
- Conversion
- Fitting out
- Commissioning
- Renovation
- Repair
- Upkeep
- Redecoration
- Maintenance
- Cleaning with water or abrasive at high pressure or using corrosive or toxic

Prefabricated elements of a structure

- Assembly
- Disassembly
- Removal of any waste or product resulting from

Removal of a structure

- Decommissioning
- Demolition
- Dismantling
- Any waste or product resulting from structure

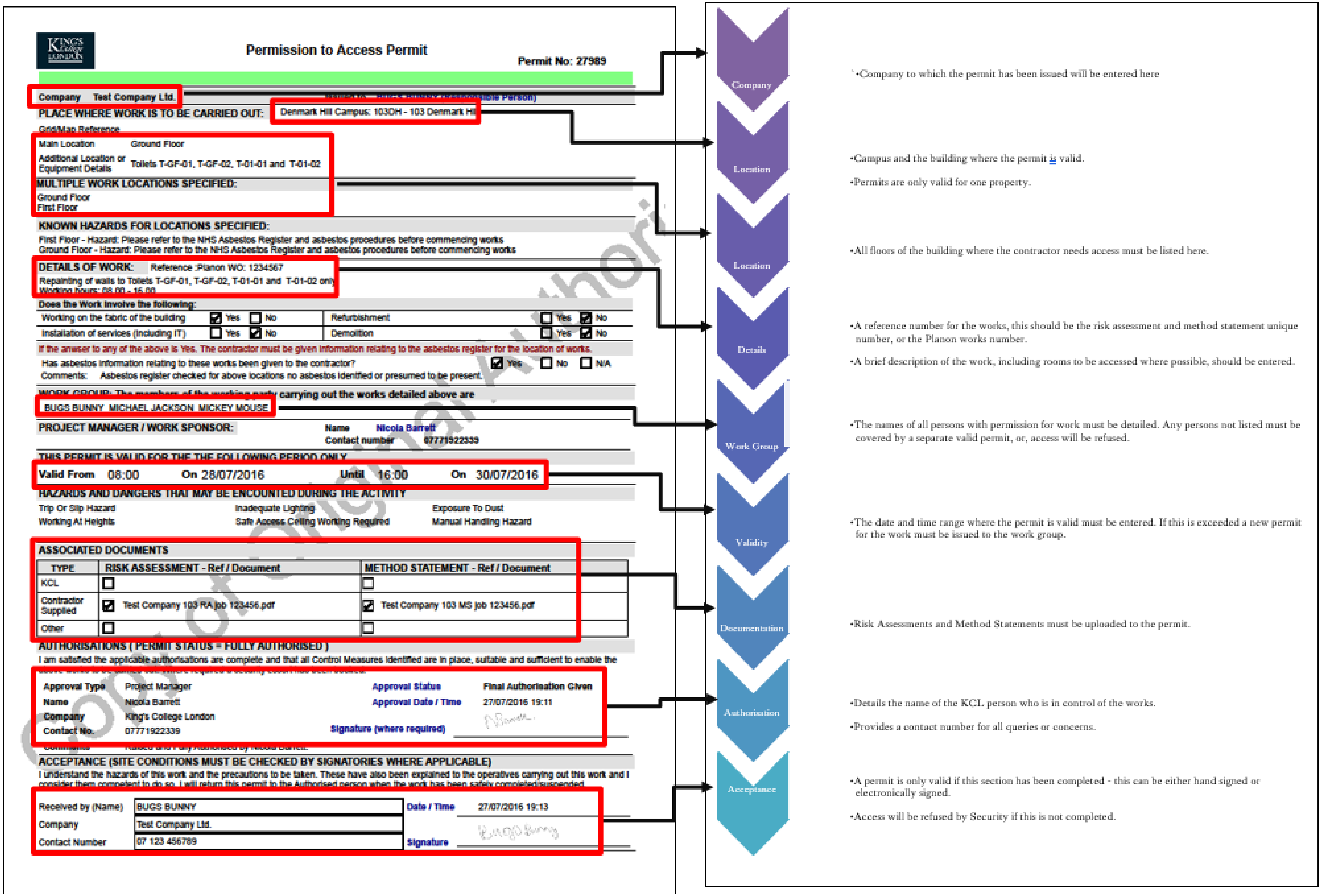
Installation, commissioning, maintenance, repair and removal of:

- Mechanical
- Electrical
- Gas
- Compressed air
- Hydraulic
- Telecommunications
- Computer or similar services which are normally fixed within or to

APPENDIX C: Competency Matrix

MANDATORY REQUIREMENTS	Periodicity (months)	Permission to Access	Permit to Work	Fire Alarm Isolation Permit	Isolation and Line Breaking Permit - Electrical	Isolation and Line Breaking Permit - Mechanical	Working at Heights /Roof Work/Restricted Access Permit	Confined Spaces
College General Risk Assessment Training or equivalent (IOSH Managing Safely, NEBOSH)	36							
Safe System of Work Training	As required							
PTWM Software Training (1-2-1)	As required							
Asbestos Register Induction	36							
Documented familiarity with the property and systems within	N/a							
Fire Panel Training provided by term fire alarm contractor	24							
Confined Spaces Management	As required							
JOB ROLES Subject to the above requirements, those appointed in the below positions can be a Permit Authoriser								
Head of Asset Maintenance & Head of Asset Improvement	N/a							
Asset Maintenance Managers, Compliance Support Managers	N/a							*4
Asset Improvement Managers & Campus Operations Project Managers	N/a							
Asset Maintenance Team Leaders and (Senior) Maintenance Technicians – Electrical Engineers	N/a				*4	*4	*4	*4
Asset Maintenance Team Leaders and (Senior) Maintenance Technicians – Mechanical Engineers	N/a				*4	*4	*4	*4
Other KCL Staff	N/a							

APPENDIX E: Guidance Note



Permission to Access Permit

Permit No: 27989

Company Test Company Ltd. Issued to BUGS BUNNY (Responsible Person)

PLACE WHERE WORK IS TO BE CARRIED OUT: Denmark Hill Campus: 103DH - 103 Denmark Hill

Grid/Map Reference

Main Location: Ground Floor

Additional Location or Equipment Details: Toilets T-GF-01, T-GF-02, T-01-01 and T-01-02

MULTIPLE WORK LOCATIONS SPECIFIED:

Ground Floor
First Floor

KNOWN HAZARDS FOR LOCATIONS SPECIFIED:

First Floor - Hazard: Please refer to the NHS Asbestos Register and asbestos procedures before commencing works
Ground Floor - Hazard: Please refer to the NHS Asbestos Register and asbestos procedures before commencing works

DETAILS OF WORK: Reference :Planon WO: 1234567
Repainting of walls to Toilets T-GF-01, T-GF-02, T-01-01 and T-01-02 only
Working hours: 08.00 - 16.00

Does the Work Involve the following:

Working on the fabric of the building	☑ Yes ☐ No	Refurbishment	☐ Yes ☑ No
Installation of services (including IT)	☐ Yes ☑ No	Demolition	☐ Yes ☑ No

If the answer to any of the above is Yes. The contractor must be given information relating to the asbestos register for the location of works.

Has asbestos information relating to these works been given to the contractor? ☑ Yes ☐ No ☐ N/A

Comments: Asbestos register checked for above locations no asbestos identified or presumed to be present.

WORK GROUP: The members of the working party carrying out the works detailed above are

BUGS BUNNY MICHAEL JACKSON MICKEY MOUSE

PROJECT MANAGER / WORK SPONSOR: Name Nicola Barrett; Contact number 07771922339

THIS PERMIT IS VALID FOR THE THE FOLLOWING PERIOD ONLY

Valid From 08:00 On 28/07/2016 Until 16:00 On 30/07/2016

HAZARDS AND DANGERS THAT MAY BE ENCOUNTERED DURING THE ACTIVITY

Trip Or Slip Hazard; Inadequate Lighting; Exposure To Dust
Working At Heights; Safe Access Ceiling Working Required; Manual Handling Hazard

ASSOCIATED DOCUMENTS

TYPE	RISK ASSESSMENT - Ref / Document	METHOD STATEMENT - Ref / Document
KCL	☐	☐
Contractor Supplied	☑ Test Company 103 RA job 123456.pdf	☑ Test Company 103 MS job 123456.pdf
Other	☐	☐

AUTHORISATIONS (PERMIT STATUS = FULLY AUTHORISED)

I am satisfied the applicable authorisations are complete and that all Control Measures identified are in place, suitable and sufficient to enable the above works to be carried out. Where required a security check has been checked.

Approval Type	Project Manager	Approval Status	Final Authorisation Given
Name	Nicola Barrett	Approval Date / Time	27/07/2016 19:11
Company	King's College London		
Contact No.	07771922339	Signature (where required)	N Barrett

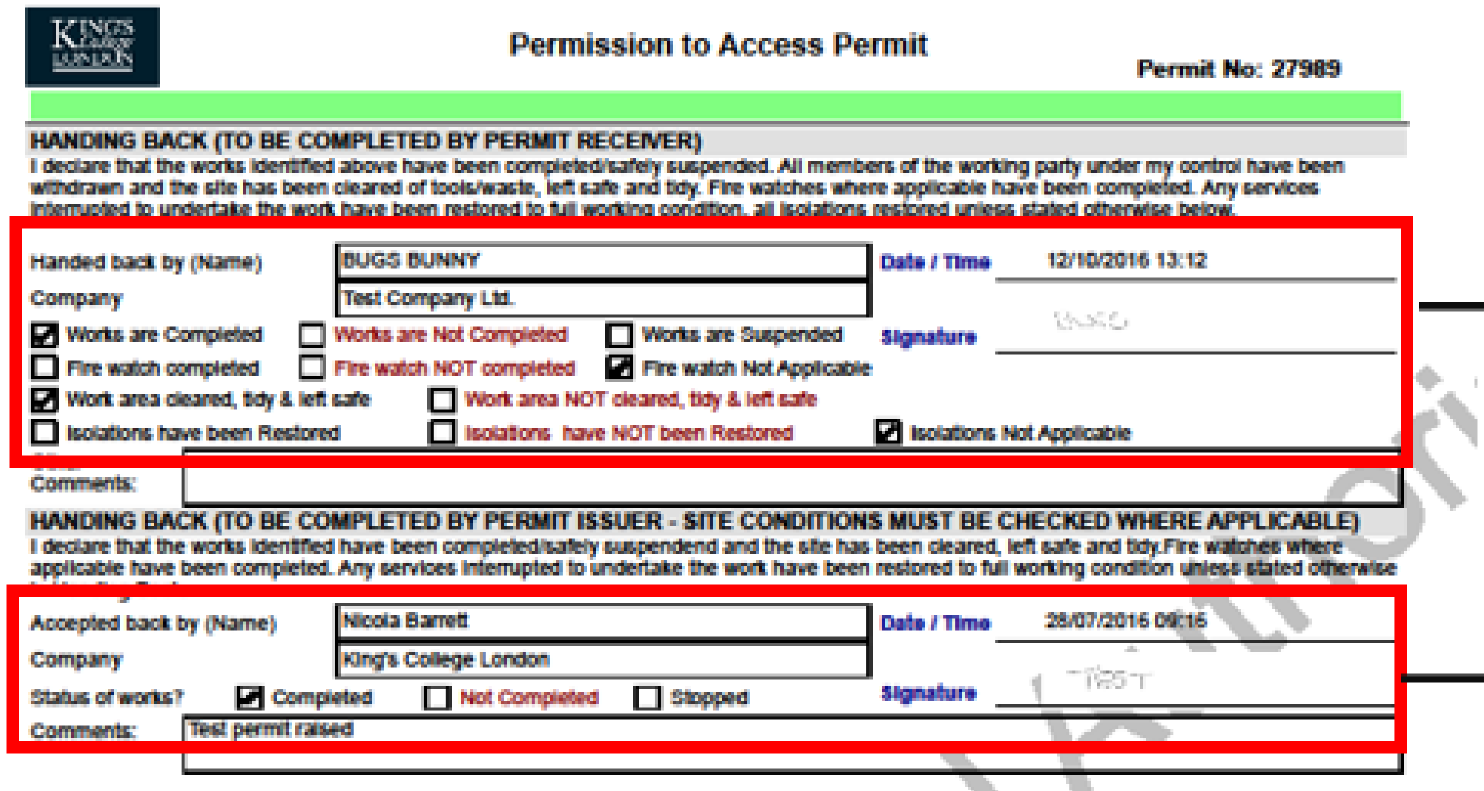
Comments: Raised and Fully Authorised by Nicola Barrett.

ACCEPTANCE (SITE CONDITIONS MUST BE CHECKED BY SIGNATORIES WHERE APPLICABLE)

I understand the hazards of this work and the precautions to be taken. These have also been explained to the operatives carrying out this work and I consider them competent to do so. I will return this permit to the Authorised person when the work has been safely completed/suspended.

Received by (Name)	BUGS BUNNY	Date / Time	27/07/2016 19:13
Company	Test Company Ltd.		
Contact Number	07 123 456789	Signature	Bugs Bunny

- Company to which the permit has been issued will be entered here
- Campus and the building where the permit is valid.
- Permits are only valid for one property.
- All floors of the building where the contractor needs access must be listed here.
- A reference number for the works, this should be the risk assessment and method statement unique number, or the Planon works number.
- A brief description of the work, including rooms to be accessed where possible, should be entered.
- The names of all persons with permission for work must be detailed. Any persons not listed must be covered by a separate valid permit, or, access will be refused.
- The date and time range where the permit is valid must be entered. If this is exceeded a new permit for the work must be issued to the work group.
- Risk Assessments and Method Statements must be uploaded to the permit.
- Details the name of the KCL person who is in control of the works.
- Provides a contact number for all queries or concerns.
- A permit is only valid if this section has been completed - this can be either hand signed or electronically signed.
- Access will be refused by Security if this is not completed.



Permission to Access Permit

Permit No: 27989

HANDING BACK (TO BE COMPLETED BY PERMIT RECEIVER)

I declare that the works identified above have been completed/safely suspended. All members of the working party under my control have been withdrawn and the site has been cleared of tools/waste, left safe and tidy. Fire watches where applicable have been completed. Any services interrupted to undertake the work have been restored to full working condition, all isolations restored unless stated otherwise below.

Handed back by (Name): BUGS BUNNY
Date / Time: 12/10/2016 13:12
Company: Test Company Ltd.
Signature

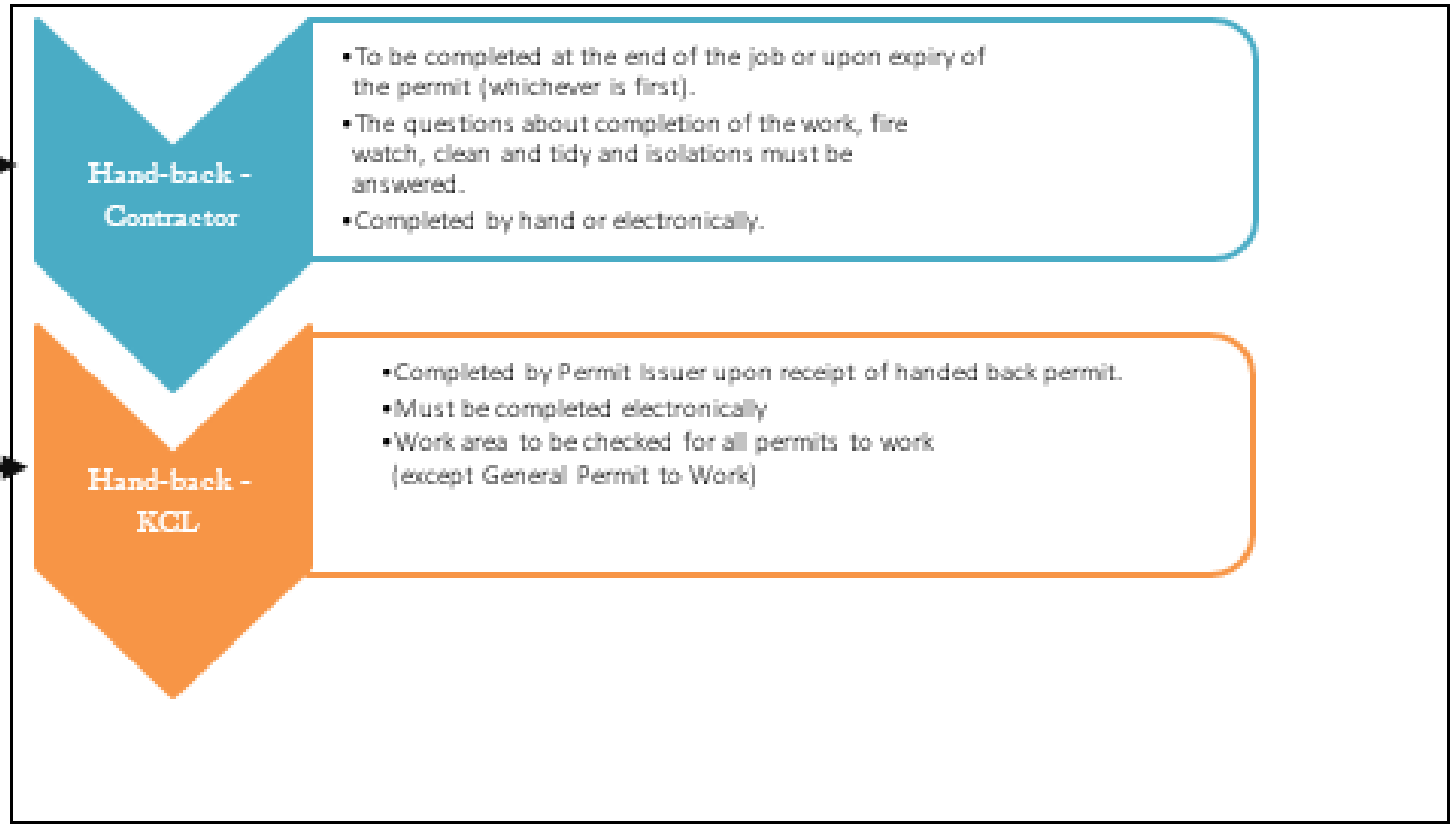
☑ Works are Completed ☐ Works are Not Completed ☐ Works are Suspended
☐ Fire watch completed ☐ Fire watch NOT completed ☑ Fire watch Not Applicable
☑ Work area cleared, tidy & left safe ☐ Work area NOT cleared, tidy & left safe
☐ Isolations have been Restored ☐ Isolations have NOT been Restored ☑ Isolations Not Applicable

Comments:

HANDING BACK (TO BE COMPLETED BY PERMIT ISSUER - SITE CONDITIONS MUST BE CHECKED WHERE APPLICABLE)

I declare that the works identified have been completed/safely suspendend and the site has been cleared, left safe and tidy.Fire watches where applicable have been completed. Any services interrupted to undertake the work have been restored to full working condition unless stated otherwise

Accepted back by (Name): Nicola Barrett
Date / Time: 28/07/2016 09:16
Company: King's College London
Signature
Status of works? ☑ Completed ☐ Not Completed ☐ Stopped
Comments: Test permit raised



APPENDIX F: Blank Permits

Permission to Access Permit

Permit No:

Company	Issued to

PLACE WHERE WORK IS TO BE CARRIED OUT:

Grid/Map Reference Drawing

Main Location

Additional location or equipment description

KNOWN HAZARDS FOR LOCATIONS SPECIFIED:

DETAILS OF WORK: Reference :

Does the Work involve the following:

Working on the fabric of the building	☐ Yes ☐ No	Refurbishment	☐ Yes ☐ No
Installation of services (including IT)	☐ Yes ☐ No	Demolition	☐ Yes ☐ No

If the answer to any of the above is Yes. The contractor must be given information relating to the asbestos register for the location of works.

Has asbestos information relating to these works been given to the contractor? ☐ Yes ☐ No ☐ N/A

Comments:

WORK GROUP: The members of the working party carrying out the works detailed above are

Responsible Person (KCL): Name

Contact number

THIS PERMIT IS VALID FOR THE THE FOLLOWING PERIOD ONLY

Valid From **On** **Until** **On**

Will any work be carried out at Weekends/Out of Hours: ☐ Yes ☐ No

HAZARDS AND DANGERS THAT MAY BE ENCOUNTED DURING THE ACTIVITY

PRECAUTIONS OR CONTROLS REQUIRED TO REDUCE THE RISK

PERSONS AT RISK DURING THIS ACTIVITY

WHO IS AT RISK		(A) SEVERITY		(B) LIKELIHOOD		RISK RATING (A X B)
Engineering Staff	Contractors	No First Aid Injury [1]	Minor Injury [2]	Very Unlikely [1]	Unlikely [2]	0 - 9 CONTINUE
Other Staff	Cleaners	Lost Time Injury [3]	Major Injury [4]	Improbable [3]	Likely [4]	10 - 19 STOP & THINK
The Public	Others	Single Death [5]	Multiple Death [6]	Highly Probable [5]	Certain [6]	20 - 36 DO NOT CONTINUE!!
Complete the above, Calculate the risk rating (AxB) and enter here:						

ASSOCIATED DOCUMENTS

TYPE	RISK ASSESSMENT - Ref / Document	METHOD STATEMENT - Ref / Document
KCL	☐	☐
Contractor Supplied	☐	☐
Other	☐	☐

AUTHORISATION (SITE CONDITIONS MUST BE CHECKED BY SIGNATORIES WHERE APPLICABLE)

I am satisfied the applicable authorisations are complete and that all Control Measures identified are in place, suitable and sufficient to enable the above works to be carried out. Where required a security escort has been booked.

Authorised by (Name) **Date / Time**

Company

Contact Number **Signature**

Permission to Access Permit

Permit No:

ACCEPTANCE (SITE CONDITIONS MUST BE CHECKED BY SIGNATORIES WHERE APPLICABLE)

I understand the hazards of this work and the precautions to be taken. These have also been explained to the operatives carrying out this work and I consider them competent to do so. I will return this permit to the Authorised person when the work has been safely completed/suspended.

Received by (Name) ______ **Date / Time** ______

Company ______

Contact Number ______ **Signature** ______

HANDING BACK (TO BE COMPLETED BY PERMIT RECEIVER)

I declare that the works identified above have been completed/safely suspended. All members of the working party under my control have been withdrawn and the site has been cleared of tools/waste, left safe and tidy. Fire watches where applicable have been completed. Any services interrupted to undertake the work have been restored to full working condition, all isolations restored unless stated otherwise below.

Handed back by (Name) ______ **Date / Time** ______

Company ______

☐ Works are Completed ☐ Works are Not Completed ☐ Works are Suspended **Signature** ______

☐ Fire watch completed ☐ Fire watch NOT completed ☐ Fire watch Not Applicable

☐ Work area cleared, tidy & left safe ☐ Work area NOT cleared, tidy & left safe

☐ Isolations have been Restored ☐ Isolations have NOT been Restored ☐ Isolations Not Applicable

Other Comments: ______

HANDING BACK (TO BE COMPLETED BY PERMIT ISSUER - SITE CONDITIONS MUST BE CHECKED WHERE APPLICABLE)

I declare that the works identified have been completed/safely suspendend and the site has been cleared, left safe and tidy.Fire watches where applicable have been completed. Any services interrupted to undertake the work have been restored to full working condition unless stated otherwise in Handing Back.

Accepted back by (Name) ______ **Date / Time** ______

Company ______

☐ Works were Completed ☐ Works were Not Completed ☐ Works were Stopped **Signature** ______

Comments: ______

Additional Information:

Work Area Cleared, Tidy & Left Safe?	☐ Yes	☐ No	☐ Not Applicable
Fire Watch Complete?	☐ Yes	☐ No	☐ Not Applicable
Isolations Restored?	☐ Yes	☐ No	☐ Not Applicable

Permit to Work

Permit No:

Company	**Issued to**

PLACE WHERE WORK IS TO BE CARRIED OUT:

Grid/Map Reference   Drawing

Main Location

Additional location or equipment description

KNOWN HAZARDS FOR LOCATIONS SPECIFIED:

DETAILS OF WORK: Reference :

Does the Work involve the following:

Working on the fabric of the building	☐ Yes ☐ No	Refurbishment	☐ Yes ☐ No
Installation of services (including IT)	☐ Yes ☐ No	Demolition	☐ Yes ☐ No

If the answer to any of the above is Yes. The contractor must be given information relating to the asbestos register for the location of works.

Has asbestos information relating to these works been given to the contractor? ☐ Yes ☐ No ☐ N/A

Comments:

WORK GROUP: The members of the working party carrying out the works detailed above are

PROJECT MANAGER / WORK SPONSOR: **Name**

Contact number

THIS PERMIT IS VALID FOR THE THE FOLLOWING PERIOD ONLY

Valid From   **On**   **Until**   **On**

HAZARDS AND DANGERS THAT MAY BE ENCOUNTED DURING THE ACTIVITY

PRECAUTIONS OR CONTROLS REQUIRED TO REDUCE THE RISK

PERSONS AT RISK DURING THIS ACTIVITY

WHO IS AT RISK		**(A) SEVERITY**		**(B) LIKELIHOOD**		**RISK RATING (A X B)**
Engineering Staff	Contractors	No First Aid Injury [1]	Minor Injury [2]	Very Unlikely [1]	Unlikely [2]	0 - 9 CONTINUE
Other Staff	Cleaners	Lost Time Injury [3]	Major Injury [4]	Improbable [3]	Likely [4]	10 - 19 STOP & THINK
The Public	Others	Single Death [5]	Multiple Death [6]	Highly Probable [5]	Certain [6]	20 - 36 DO NOT CONTINUE!!
Complete the above, Calculate the risk rating (AxB) and enter here:						

ASSOCIATED DOCUMENTS

TYPE	**RISK ASSESSMENT - Ref / Document**	**METHOD STATEMENT - Ref / Document**
KCL	☐	☐
Contractor Supplied	☐	☐
Other	☐	☐

AUTHORISATION (SITE CONDITIONS MUST BE CHECKED BY SIGNATORIES WHERE APPLICABLE)

I am satisfied the applicable authorisations are complete and that all Control Measures identified are in place, suitable and sufficient to enable the above works to be carried out. Where required a security escort has been booked.

Authorised by (Name)   **Date / Time**

Company

Contact Number   **Signature**

ACCEPTANCE (SITE CONDITIONS MUST BE CHECKED BY SIGNATORIES WHERE APPLICABLE)

I understand the hazards of this work and the precautions to be taken. These have also been explained to the operatives carrying out this work and I consider them competent to do so. I will return this permit to the Authorised person when the work has been safely completed/suspended.

Received by (Name) | Date / Time

Company

Contact Number | Signature

HANDING BACK (TO BE COMPLETED BY PERMIT RECEIVER)

I declare that the works identified above have been completed/safely suspended. All members of the working party under my control have been withdrawn and the site has been cleared of tools/waste, left safe and tidy. Fire watches where applicable have been completed. Any services interrupted to undertake the work have been restored to full working condition, all isolations restored unless stated otherwise below.

Handed back by (Name) | Date / Time

Company

☐ Works are Completed ☐ Works are Not Completed ☐ Works are Suspended | Signature

☐ Fire watch completed ☐ Fire watch NOT completed ☐ Fire watch Not Applicable

☐ Work area cleared, tidy & left safe ☐ Work area NOT cleared, tidy & left safe

☐ Isolations have been Restored ☐ Isolations have NOT been Restored ☐ Isolations Not Applicable

Other Comments:

HANDING BACK (TO BE COMPLETED BY PERMIT ISSUER - SITE CONDITIONS MUST BE CHECKED WHERE APPLICABLE)

I declare that the works identified have been completed/safely suspendend and the site has been cleared, left safe and tidy.Fire watches where applicable have been completed. Any services interrupted to undertake the work have been restored to full working condition unless stated otherwise in Handing Back.

Accepted back by (Name) | Date / Time

Company

☐ Works were Completed ☐ Works were Not Completed ☐ Works were Stopped | Signature

Comments:

Hot Work Permit

Permit No:

Company | Issued to

PLACE WHERE WORK IS TO BE CARRIED OUT:

Grid/Map Reference | Drawing

Main Location

Additional location or equipment description

KNOWN HAZARDS FOR LOCATIONS SPECIFIED:

DETAILS OF WORK: Reference :

Does the Work involve the following:

Working on the fabric of the building	☐ Yes ☐ No	Refurbishment	☐ Yes ☐ No
Installation of services (including IT)	☐ Yes ☐ No	Demolition	☐ Yes ☐ No

If the answer to any of the above is Yes. The contractor must be given information relating to the asbestos register for the location of works.

Has asbestos information relating to these works been given to the contractor? ☐ Yes ☐ No ☐ N/A

Comments:

WORK GROUP: The members of the working party carrying out the works detailed above are

PROJECT MANAGER / WORK SPONSOR: Name

Contact number

THIS PERMIT IS VALID FOR THE THE FOLLOWING PERIOD ONLY

Valid From On Until On

HAZARDS AND DANGERS THAT MAY BE ENCOUNTERED DURING THE ACTIVITY

PRECAUTIONS OR CONTROLS REQUIRED TO REDUCE THE RISK

PERSONS AT RISK DURING THIS ACTIVITY

WHO IS AT RISK		(A) SEVERITY		(B) LIKELIHOOD		RISK RATING (A X B)
Engineering Staff	Contractors	No First Aid Injury [1]	Minor Injury [2]	Very Unlikely [1]	Unlikely [2]	0 - 9 CONTINUE
Other Staff	Cleaners	Lost Time Injury [3]	Major Injury [4]	Improbable [3]	Likely [4]	10 - 19 STOP & THINK
The Public	Others	Single Death [5]	Multiple Death [6]	Highly Probable [5]	Certain [6]	20 - 36 DO NOT CONTINUE!!

Complete the above, Calculate the risk rating (AxB) and enter here:

ASSOCIATED DOCUMENTS

TYPE	RISK ASSESSMENT - Ref / Document	METHOD STATEMENT - Ref / Document
KCL	☐	☐
Contractor Supplied	☐	☐
Other	☐	☐

Hot Work Permit

Permit No:

HOT WORK PRECAUTIONS	Key: Yes* = Mandatory - Must be Yes [Note:For sub questions only if parent question is Yes** or No**]	
FIRE PROTECTION (Section 1)		
1. Is there a sprinkler system installed within the area of work.	☐ Yes	☐ No
a. Is the sprinkler system operative.	☐ Yes	☐ No
2. Is there an automatic fire detection system installed within the area of work.	☐ Yes	☐ No
a. Is the system operative - Zones isolated must not be greater than is deemed necessary to carry out the works and agreed with the King's College Site Manager or nominated representative. **(Any deviation from the risk assessments or method statements must first be discussed with the King's College site Manager or Project Manager)**	☐ Yes	☐ No
3. Are a sufficient number of trained, competent persons NOT INVOLVED IN THE WORK, providing a fire watch throughout the works and for 60 mins after completion (INCLUDING TEA AND LUNCH BREAKS)	☐ Yes*	☐ No
4. Are at least two fire extinguishers or a hose reel immediately available for use during the works. **(Fire extinguishers or hose reels must have test dates within the past 12 months)**	☐ Yes*	☐ No
a. Are the persons carrying out the fire watch trained and competent in the use of the fire extinguishers or hose reel.	☐ Yes*	☐ No
5. Have the persons involved in both the work and fire watch been briefed on the means of escape and local emergency arrangements	☐ Yes*	☐ No
PRECAUTIONS WITHIN 10 METRES (MINIMUM) OF THE WORKS (Section 2)		
1. Is the area free of all combustible materials.	☐ Yes	☐ No**
a. Have all combustible materials that cannot be removed been provided protection with non-combustible materials such as purpose-made blankets, drapes or screens.	☐ Yes*	☐ No
2. Is the area free of flammable liquids.	☐ Yes*	☐ No
3. Have the floors been swept clean.	☐ Yes*	☐ No
4. Is there combustible flooring present.	☐ Yes*	☐ No
a. Has the combustible flooring been covered with overlapping sheets of non-combustible material, wetted or liberally covered in sand.	☐ Yes*	☐ No
5. Has the responsible (or nominated) person for the works checked to ensure that there are no holes and other openings within walls, partitions and ceilings where sparks could pass through.	☐ Yes*	☐ No
6. Other than the equipment used for the hot works, are there any containers within the area of the hot work (Tanks, Dust Collectors etc) which have concentrations of flammable liquids,vapour or dust.	☐ Yes**	☐ No
a. Is the area well ventilated (EITHER NATURAL OR FORCED VENTILATION)	☐ Yes*	☐ No
EQUIPMENT & PPE (Section 3)		
1. Has the equipment for the hot work been maintained and in a good state of repair.	☐ Yes	☐ No
2. Will pressurised Cylinders be used during the works.	☐ Yes**	☐ No
a. Are the pressurised containers securely stored.	☐ Yes*	☐ No
3. Has suitable and sufficient PPE, in good condition been supplied to the operative/s for the work.	☐ Yes*	☐ No

Other Precautions / Control Measures

AUTHORISATION (SITE CONDITIONS MUST BE CHECKED BY SIGNATORIES WHERE APPLICABLE)

I am satisfied the applicable authorisations are complete and that all Control Measures identified are in place, suitable and sufficient to enable the above works to be carried out. Where required a security escort has been booked.

Authorised by (Name)		Date / Time	
Company			
Contact Number		Signature	

ACCEPTANCE (SITE CONDITIONS MUST BE CHECKED BY SIGNATORIES WHERE APPLICABLE)

I understand the hazards of this work and the precautions to be taken. These have also been explained to the operatives carrying out this work and I consider them competent to do so. I will return this permit to the Authorised person when the work has been safely completed/suspended.

Received by (Name)		Date / Time	
Company			
Contact Number		Signature	

KING'S COLLEGE LONDON

Hot Work Permit

Permit No:

HANDING BACK (TO BE COMPLETED BY PERMIT RECEIVER)

I declare that the works identified above have been completed/safely suspended. All members of the working party under my control have been withdrawn and the site has been cleared of tools/waste, left safe and tidy. Fire watches where applicable have been completed. Any services interrupted to undertake the work have been restored to full working condition, all isolations restored unless stated otherwise below.

Handed back by (Name) ______ **Date / Time** ______

Company ______

☐ Works are Completed ☐ Works are Not Completed ☐ Works are Suspended **Signature** ______

☐ Fire watch completed ☐ Fire watch NOT completed ☐ Fire watch Not Applicable

☐ Work area cleared, tidy & left safe ☐ Work area NOT cleared, tidy & left safe

☐ Isolations have been Restored ☐ Isolations have NOT been Restored ☐ Isolations Not Applicable

Other Comments: ______

HANDING BACK (TO BE COMPLETED BY PERMIT ISSUER - SITE CONDITIONS MUST BE CHECKED WHERE APPLICABLE)

I declare that the works identified have been completed/safely suspendend and the site has been cleared, left safe and tidy.Fire watches where applicable have been completed. Any services interrupted to undertake the work have been restored to full working condition unless stated otherwise in Handing Back.

Accepted back by (Name) ______ **Date / Time** ______

Company ______

☐ Works were Completed ☐ Works were Not Completed ☐ Works were Stopped **Signature** ______

Comments: ______

Fire Alarm Isolation Permit

Permit No:

Company		Issued to	

PLACE WHERE WORK IS TO BE CARRIED OUT:

Grid/Map Reference ______ Drawing ______

Main Location ______

Additional location or equipment description

KNOWN HAZARDS FOR LOCATIONS SPECIFIED:

DETAILS OF WORK: Reference :

Does the Work involve the following:

Working on the fabric of the building	☐ Yes ☐ No	Refurbishment	☐ Yes ☐ No
Installation of services (including IT)	☐ Yes ☐ No	Demolition	☐ Yes ☐ No

If the anwser to any of the above is Yes. The contractor must be given information relating to the asbestos register for the location of works.

Has asbestos information relating to these works been given to the contractor? ☐ Yes ☐ No ☐ N/A

Comments:

WORK GROUP: The members of the working party carrying out the works detailed above are

PROJECT MANAGER / WORK SPONSOR: Name

Contact number

THIS PERMIT IS VALID FOR THE THE FOLLOWING PERIOD ONLY

Valid From On Until On

HAZARDS AND DANGERS THAT MAY BE ENCOUNTED DURING THE ACTIVITY

PRECAUTIONS OR CONTROLS REQUIRED TO REDUCE THE RISK

PERSONS AT RISK DURING THIS ACTIVITY

WHO IS AT RISK		(A) SEVERITY		(B) LIKELIHOOD		RISK RATING (A X B)
Engineering Staff	Contractors	No First Aid Injury [1]	Minor Injury [2]	Very Unlikely [1]	Unlikely [2]	0 - 9 CONTINUE
Other Staff	Cleaners	Lost Time Injury [3]	Major Injury [4]	Improbable [3]	Likely [4]	10 - 19 STOP & THINK
The Public	Others	Single Death [5]	Multiple Death [6]	Highly Probable [5]	Certain [6]	20 - 36 DO NOT CONTINUE!!
Complete the above, Calculate the risk rating (AxB) and enter here:						

ASSOCIATED DOCUMENTS

TYPE	RISK ASSESSMENT - Ref / Document	METHOD STATEMENT - Ref / Document
KCL	☐	☐
Contractor Supplied	☐	☐
Other	☐	☐

Fire Alarm Isolation Permit

Permit No:

FIRE ALARM ISOLATION

Answer all questions. Where question 4 is answered 'No' - you must enter a reason in the box provided.

1. Has the risk assessment and method statement been agreed and attached to the permit?	☐ Yes	☐ No
2. Has an alternative means of raising the alarm been arranged and agreed?	☐ Yes	☐ No
3. Personnel involved with the work are familiar with the means of escape and method of raising the alarm and calling the fire brigade.	☐ Yes	☐ No
4. Sources of ignition have been removed from the area?	☐ Yes	☐ No
(If 'No' enter the Reason not removed)		
5. Securit have been informed?	☐ Yes	☐ No
6. Only those detectors/zones which have been identified within the method statement will be isolated?	☐ Yes	☐ No

Detectors/Zones to be Isolated:

Isolation By (Authorised Persons Only): Date/Time:

Reinstated by (Authorised Persons Only): Date/Time:

AUTHORISATION (SITE CONDITIONS MUST BE CHECKED BY SIGNATORIES WHERE APPLICABLE)

I am satisfied the applicable authorisations are complete and that all Control Measures identified are in place, suitable and sufficient to enable the above works to be carried out. Where required a security escort has been booked.

Authorised by (Name) **Date / Time**

Company

Contact Number **Signature**

ACCEPTANCE (SITE CONDITIONS MUST BE CHECKED BY SIGNATORIES WHERE APPLICABLE)

I understand the hazards of this work and the precautions to be taken. These have also been explained to the operatives carrying out this work and I consider them competent to do so. I will return this permit to the Authorised person when the work has been safely completed/suspended.

Received by (Name) **Date / Time**

Company

Contact Number **Signature**

HANDING BACK (TO BE COMPLETED BY PERMIT RECEIVER)

I declare that the works identified above have been completed/safely suspended. All members of the working party under my control have been withdrawn and the site has been cleared of tools/waste, left safe and tidy. Fire watches where applicable have been completed. Any services interrupted to undertake the work have been restored to full working condition, all isolations restored unless stated otherwise below.

Handed back by (Name) **Date / Time**

Company

☐ Works are Completed ☐ Works are Not Completed ☐ Works are Suspended **Signature**

☐ Fire watch completed ☐ Fire watch NOT completed ☐ Fire watch Not Applicable

☐ Work area cleared, tidy & left safe ☐ Work area NOT cleared, tidy & left safe

☐ Isolations have been Restored ☐ Isolations have NOT been Restored ☐ Isolations Not Applicable

Other Comments:

Fire Alarm Isolation Permit

Permit No:

HANDING BACK (TO BE COMPLETED BY PERMIT ISSUER - SITE CONDITIONS MUST BE CHECKED WHERE APPLICABLE)

I declare that the works identified have been completed/safely suspendend and the site has been cleared, left safe and tidy.Fire watches where applicable have been completed. Any services interrupted to undertake the work have been restored to full working condition unless stated otherwise in Handing Back.

Accepted back by (Name) ________ **Date / Time** ________

Company ________

☐ Works were Completed ☐ Works were Not Completed ☐ Works were Stopped **Signature** ________

Comments: ________

Isolation Permit

Permit No:

Company	**Issued to**

PLACE WHERE WORK IS TO BE CARRIED OUT:

Grid/Map Reference　　　Drawing

Main Location

Additional location or equipment description

KNOWN HAZARDS FOR LOCATIONS SPECIFIED:

DETAILS OF WORK: Reference :

Does the Work involve the following:

Working on the fabric of the building	☐ Yes ☐ No	Refurbishment	☐ Yes ☐ No
Installation of services (including IT)	☐ Yes ☐ No	Demolition	☐ Yes ☐ No

If the answer to any of the above is Yes. The contractor must be given information relating to the asbestos register for the location of works.

Has asbestos information relating to these works been given to the contractor? ☐ Yes ☐ No ☐ N/A

Comments:

WORK GROUP: The members of the working party carrying out the works detailed above are

PROJECT MANAGER / WORK SPONSOR:　**Name**

Contact number

THIS PERMIT IS VALID FOR THE THE FOLLOWING PERIOD ONLY

Valid From　**On**　**Until**　**On**

HAZARDS AND DANGERS THAT MAY BE ENCOUNTED DURING THE ACTIVITY

PRECAUTIONS OR CONTROLS REQUIRED TO REDUCE THE RISK

PERSONS AT RISK DURING THIS ACTIVITY

WHO IS AT RISK		**(A) SEVERITY**		**(B) LIKELIHOOD**		**RISK RATING (A X B)**
Engineering Staff	Contractors	No First Aid Injury [1]	Minor Injury [2]	Very Unlikely [1]	Unlikely [2]	0 - 9 CONTINUE
Other Staff	Cleaners	Lost Time Injury [3]	Major Injury [4]	Improbable [3]	Likely [4]	10 - 19 STOP & THINK
The Public	Others	Single Death [5]	Multiple Death [6]	Highly Probable [5]	Certain [6]	20 - 36 DO NOT CONTINUE!!
Complete the above, Calculate the risk rating (AxB) and enter here:						

ASSOCIATED DOCUMENTS

TYPE	**RISK ASSESSMENT - Ref / Document**	**METHOD STATEMENT - Ref / Document**
KCL	☐	☐
Contractor Supplied	☐	☐
Other	☐	☐

ISOLATION AND LINE BREAKING

Isolation Permit

Permit No:

Isolation - Electrical & Control	Method of Isolation	
Details of item isolated	☐ Removal of main fuse	☐ Hydraulic pump LOTO
	☐ Locking off main isolator	☐ Pneumatic valve LOTO
	☐ Withdrawal of Switchgear/starter	☐ Unplugged
LOTO Device References		

Isolated by: Date/Time:

Reinstated by: Date/Time:

Isolation - Mechanical	Method of Isolation	
Details of item isolated	☐ Physical disconnection	☐ Double block and bleed
	☐ Spades inserted	☐ Valve(s) tagged
LOTO Device References	☐ Blanking flanges/plugs	☐ Valve(s) locked in position

Isolated by: Date/Time:

Reinstated by: Date/Time:

Isolation - Line Breaking	Method of Isolation	
Details of item isolated	☐ Drained	☐ Vented
	☐ Flushed	☐ Purged
LOTO Device References	☐ De-pressurisation	

Isolated by: Date/Time:

Reinstated by: Date/Time:

Isolation - Safety Systems	Method of Isolation	
Details of item isolated	☐ Gas suppression system	☐ Suppression system
	☐ Sprinkler system	
LOTO Device References	☐ Impairment Notice required	No.

Isolated by: Date/Time:

Reinstated by: Date/Time:

All stored energy released or safely controlled	☐ Yes	☐ No	SOP used for shutdown and isolation ☐ Yes ☐ No
Operations of controls / Starters tested for effective lock off	☐ Yes	☐ No	Procedure No.
Area supervision notified of work	☐ Yes	☐ No	OTHER INFORMATION :
All workers have attached individual locks (Group lock off)	☐ Yes	☐ No	
Isolation points clearly labelled DO NOT OPERATE, named and dated	☐ Yes	☐ No	

AUTHORISATION (SITE CONDITIONS MUST BE CHECKED BY SIGNATORIES WHERE APPLICABLE)

I am satisfied the applicable authorisations are complete and that all Control Measures identified are in place, suitable and sufficient to enable the above works to be carried out. Where required a security escort has been booked.

Authorised by (Name)		**Date / Time**	
Company			
Contact Number		**Signature**	

ACCEPTANCE (SITE CONDITIONS MUST BE CHECKED BY SIGNATORIES WHERE APPLICABLE)

I understand the hazards of this work and the precautions to be taken. These have also been explained to the operatives carrying out this work and I consider them competent to do so. I will return this permit to the Authorised person when the work has been safely completed/suspended.

Received by (Name)		**Date / Time**	
Company			
Contact Number		**Signature**	

Isolation Permit

Permit No:

HANDING BACK (TO BE COMPLETED BY PERMIT RECEIVER)

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Handed back by (Name)

Date / Time

Company

☐ Works are Completed ☐ Works are Not Completed ☐ Works are Suspended

Signature

☐ Fire watch completed ☐ Fire watch NOT completed ☐ Fire watch Not Applicable

☐ Work area cleared, tidy & left safe ☐ Work area NOT cleared, tidy & left safe

☐ Isolations have been Restored ☐ Isolations have NOT been Restored ☐ Isolations Not Applicable

Other Comments:

HANDING BACK (TO BE COMPLETED BY PERMIT ISSUER - SITE CONDITIONS MUST BE CHECKED WHERE APPLICABLE)

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Accepted back by (Name)

Date / Time

Company

☐ Works were Completed ☐ Works were Not Completed ☐ Works were Stopped

Signature

Comments:

Working at Heights Permit

Permit No:

Company		Issued to	

PLACE WHERE WORK IS TO BE CARRIED OUT:

Grid/Map Reference | Drawing

Main Location

Additional location or equipment description

KNOWN HAZARDS FOR LOCATIONS SPECIFIED:

DETAILS OF WORK: Reference :

Does the Work involve the following:

Working on the fabric of the building	☐ Yes ☐ No	Refurbishment	☐ Yes ☐ No
Installation of services (including IT)	☐ Yes ☐ No	Demolition	☐ Yes ☐ No

If the answer to any of the above is Yes. The contractor must be given information relating to the asbestos register for the location of works.

Has asbestos information relating to these works been given to the contractor? ☐ Yes ☐ No ☐ N/A

Comments:

WORK GROUP: The members of the working party carrying out the works detailed above are

PROJECT MANAGER / WORK SPONSOR: Name

Contact number

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Valid From **On** **Until** **On**

HAZARDS AND DANGERS THAT MAY BE ENCOUNTED DURING THE ACTIVITY

PRECAUTIONS OR CONTROLS REQUIRED TO REDUCE THE RISK

PERSONS AT RISK DURING THIS ACTIVITY

WHO IS AT RISK		(A) SEVERITY		(B) LIKELIHOOD		RISK RATING (A X B)
Engineering Staff	Contractors	No First Aid Injury [1]	Minor Injury [2]	Very Unlikely [1]	Unlikely [2]	0 - 9 CONTINUE
Other Staff	Cleaners	Lost Time Injury [3]	Major Injury [4]	Improbable [3]	Likely [4]	10 - 19 STOP & THINK
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Complete the above, Calculate the risk rating (AxB) and enter here:						

ASSOCIATED DOCUMENTS

TYPE	RISK ASSESSMENT - Ref / Document	METHOD STATEMENT - Ref / Document
KCL	☐	☐
Contractor Supplied	☐	☐
Other	☐	☐

Working at Heights Permit

Permit No:

WORKING AT HEIGHTS / ROOF WORK / RESTRICTED ACCESS

PRECAUTIONS / CONTROLS		STATE TYPE / SPECIFY
Security control have been informed	☐ Yes ☐ No ☐ N/A	
Safe Working Platform (scaffold, steps etc)	☐ Yes ☐ No ☐ N/A	
Edge Protection	☐ Yes ☐ No ☐ N/A	
Fall Arrest Equipment	☐ Yes ☐ No ☐ N/A	
Method identified for preventing falling objects from causing damage or injury	☐ Yes ☐ No ☐ N/A	
Safety Harness (Lanyard length)	☐ Yes ☐ No ☐ N/A	
Trained to attach latchway device	☐ Yes ☐ No ☐ N/A	
Distance barrier (Rope /chain barrier 2m from the edge)	☐ Yes ☐ No ☐ N/A	
Adhere to designated walkways (Safe access & egress)	☐ Yes ☐ No ☐ N/A	
PPE required (Hardhat, gloves, safety shoes)	☐ Yes ☐ No ☐ N/A	
Ladders sound condition, secured & footed at 75 degrees	☐ Yes ☐ No ☐ N/A	
Scafftag attached to scaffolding & in date	☐ Yes ☐ No ☐ N/A	
"Danger - High Level Work in Progress" signs posted	☐ Yes ☐ No ☐ N/A	
Adequate Lighting	☐ Yes ☐ No ☐ N/A	
All vents, LEV & fume cupboard extracts are isolated	☐ Yes ☐ No ☐ N/A	
Fragile roof work (Crawl boards, nets, grills)	☐ Yes ☐ No ☐ N/A	
All roof openings are covered or cordoned off	☐ Yes ☐ No ☐ N/A	
Means for transporting tools & materials & equipment	☐ Yes ☐ No ☐ N/A	
Weather condition are acceptable	☐ Yes ☐ No ☐ N/A	
Alarm/radio issued	☐ Yes ☐ No ☐ N/A	
Personnel informed of emergency arrangements	☐ Yes ☐ No ☐ N/A	
Two means of escape are in place	☐ Yes ☐ No ☐ N/A	

Other Precautions / Control Measures

AUTHORISATION (SITE CONDITIONS MUST BE CHECKED BY SIGNATORIES WHERE APPLICABLE)

I am satisfied the applicable authorisations are complete and that all Control Measures identified are in place, suitable and sufficient to enable the above works to be carried out. Where required a security escort has been booked.

Authorised by (Name) ______ Date / Time ______

Company ______

Contact Number ______ Signature ______

ACCEPTANCE (SITE CONDITIONS MUST BE CHECKED BY SIGNATORIES WHERE APPLICABLE)

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Company ______

Contact Number ______ Signature ______

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Company ______

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☐ Work area cleared, tidy & left safe ☐ Work area NOT cleared, tidy & left safe

☐ Isolations have been Restored ☐ Isolations have NOT been Restored ☐ Isolations Not Applicable

Other Comments: ______

Working at Heights Permit

Permit No:

HANDING BACK (TO BE COMPLETED BY PERMIT ISSUER - SITE CONDITIONS MUST BE CHECKED WHERE APPLICABLE)

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Accepted back by (Name) | Date / Time

Company

☐ Works were Completed ☐ Works were Not Completed ☐ Works were Stopped | Signature

Comments: