**Piggott School Procedure**

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**The Piggott School**

**Procedure: Permits to work (issue 2)**

**Aim: To ensure high risk works are done in a safe manner with all parties involved aware of the risks and control measures needed to make works as safe as possible**

**Reference documents:**

* [**http://www.hse.gov.uk/humanfactors/topics/ptw.htm**](http://www.hse.gov.uk/humanfactors/topics/ptw.htm)
* [**http://www.hse.gov.uk/safemaintenance/permits.htm**](http://www.hse.gov.uk/safemaintenance/permits.htm)
* **Piggott School Procedure – Contractors**
* **Piggott School Permit to Work form**

**Method:**

Contractors:

All works on site are agreed with the Premises Team and Manager prior to works being booked in so that any conflicts or issues can be noted before works start.

Contractor’s qualification and insurance should be check to ensure they are suitable and are covered to a suitable level to do the works (5 million pounds liability insurance as a minimum)

Before a contractor starts work they need to sign in at reception, and be meet by a member of the Premises team or SLT to talk through works.

If any of the following are involved in the works a permit to work should be filled out with the contractor and any safety precautions must be put in place before any work commence.

* Hot works involving any open flames or sparks (welding, blowtorching, disc grinding etc)
* Working at a height above 2 meters
* Working in a confined space
* Working with electricity
* Working with Gas

If the timing of works is not suitable or the precautions in place are not suitable and the risk is too high, works should not be allowed to start.

Permits to work are kept in the contractors file for record keeping purposes.

Premises Team:

High risk works undertaken by Premises Team, must follow the same safe systems of work as contractors.

A permit to work should be filled out for:

* any hot work, welding, angle grinding, roofing
* any prolonged use of scaffolding or ladders (staff must have attended a working at height course before undertaking this kind of work)
* any electrical works on main boards or in public areas
* any confined space works including but not limited to the schools drains

These works must not be done while lone working and the Premises Manager or a member of SLT should be aware of start/finish times with a PTW form filled in by both parties

**Issued by: David Corringham**

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