

**NEWARK AND SHERWOOD HOMES
LIMITED**

PERMIT TO WORK FOR CONTRACTORS

PRE-CONTRACT INFORMATION PACK

Project Name: Air Conditioning FCO

Tender Ref:-

Farrar Close, Brunel Drive, Newark, NG24 2EG

PRE-CONTRACT INFORMATION PACK

Air Conditioning FCO

INTRODUCTION

This document contains the pre-construction health and safety information for the named project as required by regulation 10 of the Construction (Design and Management) Regulations 2007.

The information provided herein in no way replaces or reduces any or all statutory requirements on the Contractor.

This information is intended to describe the project, its management structure, the significant risks involved, any available health and safety information and the health and safety terms and conditions that apply to the project. Specifications and scopes of work are provided separately.

For notifiable projects, the successful contractor is required to develop a health and safety plan in accordance with regulation 23(1)(a) of the Construction (Design and Management) Regulations 2007. Non-notifiable works must in any case be properly planned and the Company will require a suitable risk assessment and method statement from the Contractor before permitting on-site works to commence. This means that each element of work needs to be properly planned to avoid or reduce the risk of injury, damage or unreasonable disturbance to employees, occupiers or members of the public.

Although the Construction (Design and Management) Regulations 2007 do not apply to projects that are not construction or maintenance works, the Company will still apply this permit to work procedure to such works as appropriate.

Important

This pre-construction information pack is an important part of the tender documentation for this project. Your tender / quotation must contain sufficient measures to enable you to carry out all of the Works in accordance with any and all of the requirements of this document and with all relevant statutory requirements.



Newark and Sherwood Homes Ltd shall not issue an order for works or enter into a formal contract until a health and safety plan / method statement has been sufficiently developed by the Contractor to allow work to commence on site. A satisfactory method statement specific to each subsequent element of work is required before that element of work can proceed.

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DEFINITIONS (these definitions apply only to this document)

NSDC	Newark and Sherwood District Council.
NSH / The Company	Newark and Sherwood Homes Ltd
Authorised Signatory	The Company's Apointed Person to Manage the Contract.
NSH Administrator	The person employed by the Company who is ultimately responsible for the performance of the project, or any other person who is authorised to act on the Contract Administrator's behalf.
The Contractor	The person or organisation submitting a tender for work and/or the person or organisation to whom work is awarded. The Contractor shall, unless otherwise stated, be the Principal Contractor during notifiable construction projects for the purpose of regulation 14(2) of the Construction (Design and Management) Regulations 2007.
Member(s) of the Public	Any person or group of persons affected by the Works, including tenants, occupiers, visitors and passers-by.
Occupier	Any person or organisation occupying any part of any premises affected by the Works.
The CDM Co-ordinator	The person or organisation appointed by NSH for the purpose of regulation 14(1) of the Construction (Design and Management) Regulations 2007.
The Project Supervisor	The person employed by NSH to carry out the day to day management of the Works and to liasise with the Contractor's management.
Property	Any part of any building, whether occupied or not, including all external areas, walls, gates, fences, paths, gardens or any other feature that is, or would be, accessible to an occupier of the building.
Sub Contractor	Any person or organisation to whom all or part of the Works is sublet by the Contractor.
Tenant	Any of the NSDC domestic tenants, including leaseholders and leaseholders' tenants.
The Works	Any construction or maintenance work carried out on site relating to the project, other than pre-construction surveys or visits.

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1.0 ABOUT THE PROJECT

1.1 Type of Contract

Construction/ Installation

1.2 Description of Works

Supply and Installation of split air conditioning system to ground and first floor of Farrar Close building.

1.3 Location(s)

Farrar Close, Brunel Drive, Newark, NG24 2EG

1.4 Main Contractor

To be awarded

Estimated number of contract companies on site at any one time:	1
Estimated maximum number of persons on site at any one time:	2
Estimated start date of on-site works, excluding surveys:	01/03/2018
Estimated duration of on-site works, excluding surveys (in weeks)	4
Minimum time allowed for planning and preparation of works:	2 weeks
Is the project notifiable as defined by regulation 2(3) of the Construction (Design and Management) Regulations 2007?	NO

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2.0 PROJECT MANAGEMENT TEAM

2.1 The Client

Contract Administrator:	Andy Dewberry		01636 655654
Project Supervisor:	Dennis Roxburgh		01636 655645
Contract Liaison Officer:	Not appointed		
Quantity Surveyor:	Dennis Roxburgh		01636 655645
Tenant Liaison Officer:	Not appointed		

2.2 The CDM Co-ordinator

Arron Stobbs			
	Newark and Sherwood Homes Limited Farrar Close Office Brunel Drive Newark on Trent		NG24 2 EG

2.3 The Lead Designer

Newark and Sherwood Homes Ltd			(01636) 655585
	Kelham Hall Kelham Newark on Trent		NG23 5QX

2.4 The Principal / Main Contract

Project Manager:	To be appointed		
Site Manager / Supervisor:	To be appointed		

3.0 HEALTH AND SAFETY INFORMATION

This section relates to information held by Newark and Sherwood homes Ltd that would not normally be available to a Competent Contractor. Where information is not available to the Company, but is required for the safe performance of the Works, the Company shall ensure that the information is made available to the Contractor in advance of commencement of work to the element / location to which the information is relevant.

3.1 Structural Reports

Structural engineer's reports / as built drawings relating to the Works are:

available not available not applicable

Structural reports are / will be available:

in the Tender Documents from the Project Supervisor

at the project pre-start meeting

3.2 Service Layout Plans

Gas, water, electricity and telecommunications service location plans relating to the Work

available not available not applicable

Will be made available to winning contractor

Service layout plans are / will be available:

in the Tender Documents from the Project Supervisor

at the project pre-start meeting

3.3 Asbestos

Reports specifying the location and content of ACMs relevant to the works are:

available not available not applicable

Asbestos reports are / will be available:

in the Tender Documents from the Project Supervisor

at the project pre-start meeting

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3.4 Violent Persons

Information about potentially violent persons residing in properties relevant to the contract

Is available Is not available Is not applicable

Information relating to potentially violent persons will be available:

in the Tender Documents from the Project Supervisor

at the project pre-start meeting

3.5 Other Information ie, Contractor Business Continuity Plan.

Other relevant information relating to the works stated below is:

Requested From Contractor Not Available

The above information, as stated, is to be made available by either NSH or the Contractor:

in the Tender Documents from the Project Supervisor

at the project pre-start meeting

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4.0 SHARED FACILITIES

This section identifies any facilities that may be used by the Contractor's employees during the performance of the Works. Any facilities that are made available for use must not be abused and must be left in as good a condition as they were found. Any consumables used must be replaced by the Contractor.

4.1 Welfare Facilities

Shared welfare facilities are available not available not applicable

Available on site

4.2 First Aid Facilities

First aid facilities are available not available not applicable

4.3 Fire Fighting Equipment

Fire fighting equipment is available not available not applicable

Fire extinguishers on site

5.0 OCCUPIER SAFETY

This section relates to specific requirements to protect Occupiers from harm. The Contractor shall ensure that sufficient time and resources are available for the proper observation of these requirements.

5.1 Barriers

Physical Barriers are required for the protection of occupants from the Works.

Yes No

5.2 Health and Safety Inductions

Health and Safety information shall be provided by the Contractor to each household before the commencement of Works in the building occupied by that household.

Yes No

5.3 Decanting

Occupiers are to be decanted from their homes during the Works.

Yes No

5.4 Consultation

Occupiers shall be consulted about the Works before the Works commence in relevant areas.

Yes No

5.5 Other Requirements

Other requirements apply to this project in order to secure the health and safety of Occupants.

Yes No

8.0 STANDARD TERMS

This section contains the Company's health and safety requirements to be observed where relevant on construction and maintenance projects carried out on its behalf.

8.1 Cancellation by Default

- 1 In the event of default by the Contractor in the proper observance of any necessary health and safety requirements, the Contract Administrator may cancel the relevant Order, and the Contract Administrator shall not be obliged to reimburse either any costs incurred by the Contractor, or the value of any abortive work, except to such extent (if any) as those costs or that abortive work were incurred or performed without contravention of the health and safety requirement in question.

8.2 Compliance with statutory provisions

- 1 The Contractor shall comply with all relevant statutory provisions and shall indemnify the Company against all actions, claims, demands, proceedings, damages, costs, charges and expenses whatsoever in respect of any breach of statutory conditions by the Contractor.
- 2 The Contractor shall not obstruct any public way or otherwise permit to be done anything which may amount to a nuisance or annoyance and shall not interfere with any right of way or right of light to any adjoining property.

8.3 Insurance

- 1 The award of the Works to the Contractor is subject to the provision of proof of current insurances to the levels stipulated by the Contract Administrator. The Contract Administrator shall not permit any on-site activity relating to the Works to be carried out until proof of insurance and, where relevant, renewal, has been received by the Company.

8.4 Pre-Start Meeting

- 1 The Contractor shall attend a pre-start meeting with the Contract Administrator to complete the permit to work and discuss the following items:
 - schedule of works.
 - additional information not provided in the health and safety plan.
 - suitability of work methods.
 - access and security arrangements.
 - arrangements for consultation with occupiers.
 - welfare, first aid and fire fighting facilities.
 - any other relevant health and safety item.

8.5 Person in Charge

- 1 Included in the Contractor's proposals for the management of the Works the Contractor will appoint a Person in Charge who will be the key member of the Contractor's workforce and will:
 - be directly employed by the Contractor.
 - be contactable during normal working hours for the duration of the Works.
 - act as the supervisor to the whole workforce.
 - accompany the Contract Administrator to carry out health and safety inspections.
 - be authorised to accept reasonable instructions and ensure that they are acted upon.
 - be deputised for during holiday periods or absence due to illness.

8.6 Employment of Subcontractors

- 1 The Contractor will only be permitted to sub-let any part of the Works with the prior agreement of Newark and Sherwood Homes Ltd. The Contractor must make clear any intention to subcontract any or all of the Works at the tender stage, and shall make known the person(s) or organisation(s) to be used.
- 2 The Contractor shall make reasonable enquiries of any sub-contracting organisation to ascertain their competence to carry out the relevant parts of the Works in accordance with INDG368 "Use of Contractor - a joint responsibility"
- 3 The Contractor shall ensure that the sub contractor's workforce are made fully aware of all relevant health and safety requirements relevant to the Works.
- 4 The Contractor shall obtain current insurance certificates and relevant licences from sub-contractors and shall provide a copy of each insurance certificate and licence to the Contract Administrator. The Contractor shall not permit a sub-contractor to commence work on site until all relevant insurance certificates and licences have been obtained.

8.7 Identity

- 1 The Contractor's workforce will be smart and presentable at all times including a Company uniform and an identification badge.

8.8 Training Certificates

- 1 The Contractor shall provide the Contract Administrator with a list of personnel who will be working on the project (including sub-contractors' employees), and shall supply a copy of any relevant training certificate relating to the carrying out of any of the following works:
 - installation, removal, alteration or testing of electrical systems or appliances.
 - installation, removal, alteration or testing of gas systems or appliances.
 - installation, removal, alteration or testing of solid fuel systems or appliances.
 - operation of any mobile plant.
 - erection of scaffolding or other work platforms.
 - removal or treatment of Asbestos Containing Materials.
 - any other relevant activity specified by the Contract Administrator.

8.9 Health and Safety Inspections

- 1 The Contract Administrator or Company Health and Safety Officer may arrange for the inspection of the Works, and to give reasonable direction to the Contractor in order to make improvements relating to the protection of the workforce and occupiers from harm or unreasonable inconvenience.
- 2 The Contract Administrator or the Company Health and Safety Officer may suspend work pending improvements at the Contractor's cost in the event that the terms and conditions of the Works or any statutory provisions have been breached by the Contractor.
- 3 The results of health and safety inspections carried out by any NSH Health and Safety Officer shall be recorded and the Contractor's health and safety performance shall be determined according to these results. Previous health and safety performance shall be taken into account when awarding future Works.

8.10 Incident Reporting

- 1 The Contractor shall keep a record of all injuries, dangerous occurrences, occupational ill health and violent incidents relating to the Works. A summary of the number and nature of all recorded incidents shall be forwarded to the Contract Administrator on a monthly basis and at the end of the contract term.
- 2 The Contractor shall inform the Contract Administrator as soon as possible in the event of any injury being sustained or alleged by a member of the public as a result of the Contractor's work activities.
- 3 The Contractor shall inform the Contract Administrator as soon as possible in the event that a report relating to the Works is made to the Health and Safety Executive pursuant to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations.

8.11 Housekeeping

- 1 The Contractor shall ensure that the Works are conducted in as ordered and tidy a manner as possible, taking into account the nature of the activity and the premises involved.
- 2 Materials shall be delivered to occupied premises in quantities no greater than that required for the execution of one day's work, and any material not installed shall be removed from site at the end of each shift, unless specific arrangements for the storage of materials on site have been agreed by the Contract Administrator.
- 3 Materials and waste products shall not be stored in any location within the boundaries of the properties affected by the Works or on any public footpath where they would unnecessarily restrict access or egress for occupiers or where they would be likely to cause an injury to occupiers or any other person.
- 4 The Contractor shall allow for the making good of any damage caused by the storage of materials or by the placement of any receptacle or container used for the storage of materials.

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- 5 Dust sheets or similar coverings shall be used during all activities which may cause damage to carpets and flooring, and spills of materials or substances shall be cleared at the first opportunity.

8.12 Storage of Glass and Glazed Materials

- 1 Glazing and glazed products, including broken glass, shall at no time be stored on any public footpath or in any position adjacent to an occupier's access or egress route unless the glazing is stored in a secure covered container or secure compound such that no person can accidentally come into contact with the glazing.

8.13 Waste Products (Disposal)

- 1 The Contractor shall provide proof of registration as an Approved Carrier of Waste, under the Control of Pollution Act and provide the Contract Administrator with the relevant certificates to identify the disposal point(s) being utilised.
- 2 Waste products generated during the course of the Works shall be the sole property of the Contractor unless otherwise specified by the Contract Administrator. No waste products shall be made available to occupiers of premises affected by the Works.

8.14 Hypodermic Needles

- 1 The Contractor's attention is drawn to the possibility that hypodermic needles and syringes may be discovered during the execution of works. The Contractor shall ensure that the workforce is provided with such training and equipment as is necessary to safely collect and dispose of such needles or syringes whenever they are discovered in connection with the Works.
- 2 Should hypodermic needles and syringes be discovered in an occupied premises and it is suspected that these are being used in connection with any illegal drug use, the Contractor shall suspend work in that Property and refer the matter to the Contract Administrator.

8.15 Hazardous Substances

- 1 The Contractor shall avoid the use of hazardous substances where reasonably practicable. Where the use of such substances cannot reasonably be avoided, the Contractor shall specify preventative measures and emergency procedures to reduce the risk of harm to employees and occupiers from contact with such substances or their by-products.
- 2 Hazardous Substances may not be stored on site by the Contractor in quantities greater than that required for a single day's work without prior agreement from the Contract Administrator.
- 3 Hazardous substances used on site shall be supplied in secure, clearly marked and childproof containers, and the containers shall not be left open at any time while not in use.
- 4 Any spillage or leakage of any hazardous substance shall be cleared immediately and thoroughly cleaned by the Contractor. Spillages or leaks that cannot be effectively cleared shall be immediately reported to the Contract Administrator.

8.16 Asbestos Containing Materials

- 1 The Contractor shall plan any and all parts of the Works likely to disturb, break or otherwise cause any asbestos containing materials to release fibres into the atmosphere so as to ensure that danger is avoided or controlled and that no statutory requirement is breached.
- 2 No attempt may be made by the Contractor to clean, repair, remove, cut, drill or in any way disturb known asbestos containing materials without prior agreement from the Contract Administrator.
- 3 The Contractor shall inform the Contract Administrator of any circumstance where a material is located and it is suspected that the material may contain asbestos so that the Contract Administrator is able to arrange for an analysis of the material to be made before proceeding with the Works.

8.17 Fire Precautions

- 1 The Contractor shall avoid the use of hot work techniques and flammable materials where reasonably practicable. Where the use of such techniques and / or materials cannot reasonably be avoided, the Contractor shall specify preventative measures and emergency procedures to reduce the risk of harm to employees and occupiers from fire.
- 2 The Contractor shall ensure that any fire evacuation procedures in the Company's workplaces or in any sheltered scheme or residential flat complex are explained to the workforce and are properly observed.
- 3 Smoke detectors shall be temporarily covered by the Contractor in premises for the duration of any works likely to create dust or fumes that may activate or damage the detector. Temporary covers shall be removed immediately upon completion of that element of work.
- 4 Flammable materials may not be stored on site by the Contractor in quantities greater than that required for a single day's work without prior agreement from the Contract Administrator.

8.18 Smoking

- 1 Smoking by the Contractor's workforce is prohibited within the boundaries of any premises relating to the Works.

8.19 Hot Works

- 1 Hot works include soldering, welding, braising, grinding and flame cutting works, or any other works requiring the use of a naked flame or generating sparks or flames.
- 2 Where hot works are unavoidable, the Contractor shall ensure that all the requirements stipulated by the Contractor's insurer relating to the carrying out of hot works are strictly observed during the Works.
- 3 Notwithstanding paragraph 8.13.2 above, the Contractor shall observe the following conditions:
shields shall be positioned to protect flammable materials adjacent to the hot works.
 - suitable fire extinguishers shall be supplied at the site of hot works.
 - persons carrying out hot works shall be trained in the use of fire extinguishers.
 - hot works shall be suspended at least one hour prior to the end of a shift.
- 4 The Contractor shall avoid on-site welding and fabrication works where it is reasonable to carry out such works off-site.
- 5 Where it is unreasonable to carry out welding off-site, the Contractor shall ensure that the fabrication area is sufficiently shielded on all sides to prevent any occupier or passer-by being exposed to any welding flash or spatter.

8.20 Contact With Services

- 1 The Contractor shall take all reasonable steps to establish the location of any utility service, including gas, water, electricity, telecommunications or other services before carrying out any works likely to cause disturbance of or direct contact with such services, with a view to, where reasonable, avoiding the disturbance of or contact with the service. Where disturbance of or contact with any such service cannot be reasonably avoided, the Contractor shall isolate and lock out that service during the relevant work(s) where required to avoid danger to the workforce or any other persons.
- 2 The Contractor shall ensure that occupiers are provided with reasonable warning of any isolation of any service likely to last in excess of one hour, and that all alternative arrangements specified by the Contract Administrator are available for the comfort of the occupier for the duration of the relevant works.
- 3 Newly installed, altered or refurbished gas, solid fuel or electrical installations shall be tested to the standard laid down by HETAS and NICEIC respectively. Tests shall be conducted as soon as possible after the work has been completed, and in any case before the service is re-instated. Original test reports are to be made available to the Company.
- 4 Gas and electrical services shall not be left in a condition whereby the building occupier can re-instate a supply before the new, altered or refurbished installation has been fully commissioned. All reasonable steps, including the provision of clear verbal and written instructions, shall be taken to prevent building occupiers using an uncommissioned solid fuel appliance.

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8.21 Health and Safety Inspections

- 1 Gas tightness and spillage tests as appropriate are required immediately after the completion of works likely to affect ventilation in properties provided with open flued gas or solid fuel appliances, including:
 - door / window replacement.
 - rendering, cladding and cavity wall insulation.
 - fan or vent installation / removal.
 - re-roofing and any other work likely to affect the flue.
- 2 The Contractor shall include for the carrying out of such tests and shall ensure that the test certificates are passed to the Contract Administrator within five working days of the performance of the tests.
- 3 The Contractor shall isolate any gas supply and / or take all reasonable steps to prevent the use of a solid fuel appliance in the event that a gas tightness / smoke spillage test indicates that the continued use of the appliance would be unsafe, and shall contact the Contract Administrator forthwith.

8.22 Work at Height

- 1 Work at height shall be avoided wherever a reasonable alternative method is available. A 'reasonable' method is one that is readily available and does not involve excessive cost, time or loss of quality.
- 2 Where work at height is unavoidable, the Contractor shall ensure that adequate provisions are made to comply with the Work at Height Regulations 2005, and the Health and Safety Executive's guidance notes IND(G)401 "The Work at Height Regulations 2005: A Brief Guide" and IND(G)402 "Safe Use of Ladders and Stepladders: An Employers' Guide".
- 3 The Company Health and Safety Officer may direct the Contractor to take additional steps to protect persons working at height or persons affected by work at height at the Contractor's cost wherever adequate provisions to comply with the regulations have not been taken.
- 4 Ladders providing access to scaffolds or working platforms shall be removed or secured when not in use to prevent unauthorised access.
- 5 Scaffolds erected in occupied properties shall not obstruct reasonable access to or egress from the Property, and any part of the scaffold below 1.8 metres that is adjacent to a door or pathway shall be clearly marked using yellow/black bands, and the pole ends shall be capped, and all protruding fittings shall be padded so as to avoid injuries to passers-by. Platforms directly over doorways shall be designed to prevent loose materials falling through gaps between platform boards or gaps between the platform and Property wall.
- 6 Any working platform used for roofworks shall extend at least 1 metre past the boundary of any semi-detached or terraced Property to prevent falling materials landing in the neighbouring Property. If permission cannot be obtained to foot scaffold standards in the neighbouring Property, a cantilevered platform, fan or hoarding shall be erected to provide similar protection from falling objects.

8.22 Work at Height (continued)

- 7 Where a working platform is erected that can be easily accessed from the balcony of an adjacent Property, the Contractor shall install a secure barrier to prevent access to the working platform from the balcony.
- 8 Working platforms shall be erected for the minimum possible time needed so as to avoid risks to security and the obstruction of fire escape routes. In any case, the Contractor shall ensure that scaffolds are struck within five working days of their last use.
- 9 The Contractor shall include for the use of 'Scafftags' or a similar system to be affixed to any working platform that requires inspection before use or periodically during use, so that persons using the platform can check when the platform was last inspected.

8.23 Excavations

- 1 The Contractor shall ensure that any excavation is securely fenced, lit or covered as appropriate so as to prevent the trip or fall of any occupant or other

8.24 Floorboards

- 1 The Contractor shall ensure that no more floorboards are removed in occupied premises than are necessary in any one location for the execution of the Works, and that any floorboards that are lifted are replaced, or replaced with a suitable temporary cover while unattended.

8.26 Re-instatement of Works

- 1 Unless otherwise directed by the Contract Administrator, the Contractor shall re-instate any and all of the Works to a condition that is safe and without risk to the health of any person who is likely to use or pass through the Property affected by the Works.

9.0 METHOD STATEMENTS, RISK ASSESSMENTS AND PERMITS TO WORK

The Contractor shall ensure that the Works are planned to avoid any significant risk of harm, loss or unacceptable inconvenience resulting from any or all of the identified hazards. Each identified hazard must be addressed in the Contractor's method statement.

You must be in receipt of an authorised permit to work before starting any on-site works. A permit to work cannot be issued unless you have provided a suitable method statement and risk assessment, and your insurance details and a copy of any relevant licences and / or registrations.

9.1 Method Statements

- 1 A method statement is required for each element of the Works. For example, if you were fitting windows and doors, separate method statements would be required for windows and doors, as the risks would be different. The method statements must address the removal of the existing windows and doors, as well as the installation of the new products. Elements of work are listed at section 9.3
- 2 **Method statements must be specific to the works to be carried out for Newark and Sherwood Homes Ltd. Generic statements that do not sufficiently relate to the Works will not be accepted.**
- 3 An acceptable method statement shall contain:
 - a step by step description of the way the work will be carried out.
 - a description of the method that will be used to communicate and liaise with Occupiers (where present).
 - a description of the management process to be implemented if the method statement cannot be followed due to site conditions.

9.2 Risk Assessments

- 1 Risk assessments shall be prepared by the Contractor to support the method statements relating to each element of works. Risk assessments shall explain the measures to be used to avoid or reduce the risk of harm arising from the hazards listed in section 9.3.
- 2 The measures specified in risk assessments should follow the following sequence:
 - can the risk be avoided by using an alternative method of work or alternative equipment or materials?
 - if the risk cannot be avoided, can measures be adopted to reduce the likelihood that the risk occurs?
 - if the risk cannot be avoided or reduced, what measures can be put in place to protect the persons who may be affected?

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9.3 Identified Project Hazards

Element of Work: **WORKING AT HEIGHT**

- | | | |
|---|---|---|
| <input type="checkbox"/> Asbestos Products | <input type="checkbox"/> Excavations | <input type="checkbox"/> Hot Works |
| <input checked="" type="checkbox"/> Contact with Services | <input checked="" type="checkbox"/> Falling Materials | <input checked="" type="checkbox"/> Occupier Access |
| <input type="checkbox"/> Demolition / Dismantling | <input checked="" type="checkbox"/> Glazing / Glass | <input checked="" type="checkbox"/> Power Tools |
| <input checked="" type="checkbox"/> Difficult Access | <input type="checkbox"/> Harmful Substances | <input checked="" type="checkbox"/> Trip Hazards |
| <input checked="" type="checkbox"/> Waste Materials | <input checked="" type="checkbox"/> Work at Height | <input type="checkbox"/> Work by Highway |
-

Element of Work: **LOADING AND UNLOADING**

- | | | |
|---|---|---|
| <input type="checkbox"/> Asbestos Products | <input type="checkbox"/> Excavations | <input type="checkbox"/> Hot Works |
| <input type="checkbox"/> Contact with Services | <input checked="" type="checkbox"/> Falling Materials | <input checked="" type="checkbox"/> Occupier Access |
| <input type="checkbox"/> Demolition / Dismantling | <input checked="" type="checkbox"/> Glazing / Glass | <input type="checkbox"/> Power Tools |
| <input type="checkbox"/> Difficult Access | <input type="checkbox"/> Harmful Substances | <input checked="" type="checkbox"/> Trip Hazards |
| <input checked="" type="checkbox"/> Waste Materials | <input type="checkbox"/> Work at Height | <input type="checkbox"/> Work by Highway |
-

Element of Work: **POWER TOOLS USAGE**

- | | | |
|---|---|---|
| <input type="checkbox"/> Asbestos Products | <input type="checkbox"/> Excavations | <input type="checkbox"/> Hot Works |
| <input type="checkbox"/> Contact with Services | <input checked="" type="checkbox"/> Falling Materials | <input checked="" type="checkbox"/> Occupier Access |
| <input type="checkbox"/> Demolition / Dismantling | <input checked="" type="checkbox"/> Glazing / Glass | <input checked="" type="checkbox"/> Power Tools |
| <input type="checkbox"/> Difficult Access | <input type="checkbox"/> Harmful Substances | <input checked="" type="checkbox"/> Trip Hazards |
| <input type="checkbox"/> Waste Materials | <input checked="" type="checkbox"/> Work at Height | <input type="checkbox"/> Work by Highway |
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Element of Work: CUTTING OF BRICKWORK

- | | | |
|--|---|---|
| <input type="checkbox"/> Asbestos Products | <input type="checkbox"/> Excavations | <input type="checkbox"/> Hot Works |
| <input type="checkbox"/> Contact with Services | <input checked="" type="checkbox"/> Falling Materials | <input checked="" type="checkbox"/> Occupier Access |
| <input type="checkbox"/> Demolition / Dismantling | <input checked="" type="checkbox"/> Glazing / Glass | <input checked="" type="checkbox"/> Power Tools |
| <input checked="" type="checkbox"/> Difficult Access | <input type="checkbox"/> Harmful Substances | <input checked="" type="checkbox"/> Trip Hazards |
| <input checked="" type="checkbox"/> Waste Materials | <input checked="" type="checkbox"/> Work at Height | <input type="checkbox"/> Work by Highway |
-

Element of Work: ELECTRICAL WORKS

- | | | |
|---|---|---|
| <input type="checkbox"/> Asbestos Products | <input type="checkbox"/> Excavations | <input type="checkbox"/> Hot Works |
| <input type="checkbox"/> Contact with Services | <input type="checkbox"/> Falling Materials | <input checked="" type="checkbox"/> Occupier Access |
| <input type="checkbox"/> Demolition / Dismantling | <input type="checkbox"/> Glazing / Glass | <input checked="" type="checkbox"/> Power Tools |
| <input type="checkbox"/> Difficult Access | <input type="checkbox"/> Harmful Substances | <input checked="" type="checkbox"/> Trip Hazards |
| <input type="checkbox"/> Waste Materials | <input type="checkbox"/> Work at Height | <input type="checkbox"/> Work by Highway |
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9.4 Permits to Work

- 1 A permit to work will be issued to the Contractor upon submission of an acceptable method statement and risk assessment, insurance details and registrations and or licences as appropriate.
- 2 The permit to work may be issued for the whole of the Works, or may be issued for a specified part of the Works, depending on the nature of the contract or agreement.
- 3 The permit will normally be valid for a sufficient time period to allow for the Works to be fully completed, including delays. However, the permit will not be valid past the date of expiry of any relevant insurance, registration or licence. If any such insurance, registration or licence expires during the course of the Works, a new permit will be issued after the Contractor has provided the Contract Administrator with a copies of the current insurance etc.
- 4 The Contractor must not start any on-site works, other than the completion of surveys, without a valid permit to work. Members of Newark and Sherwood Homes' Health and Safety Department will require all works being carried on without a valid permit to cease immediately, at no loss to the Company.