

Permit Operator –

This is the person responsible for undertaking the work on site; this could be a contractor or a council employee. This person must sign the relevant declarations on the permit form and adhere to all control measures to ensure safety during works.

Please refer to the Council's Permit to Work guidance documents for further information or contact Health and Safety Services on Ext. 3172



Hey you!

Are you arranging or undertaking a hazardous activity requiring a permit?



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Are you arranging or undertaking a hazardous activity requiring a permit?



If you are arranging or undertaking a hazardous activity requiring a permit, you must ensure you have the correct authorisations prior to commencing work.

- Have you seen the activity specific risk assessment?
- Have you seen the safe system of work?
- Is there any additional information you should know about such as utility drawings?
- Have you signed the relevant section of the permit to work form?
- Are the people undertaking the work competent?

Permit Authoriser –

Someone who is independent of the Permit Requestor; this could be a Head Teacher or a Manager. This person must sign the relevant declarations and have technical knowledge of the work activity to be undertaken. They must demonstrate their competency through experience or relevant qualifications. The Permit Authoriser's will either authorise or decline a permit to work.

Permit Requestor –

This is someone who identifies that a permit is required; this could be a supervisor or a Site Services Officer. This person ensures that all necessary information is gathered and liaises with the workforce to discuss the work activity in detail. They will complete the relevant sections of the permit form and will also confirm that the Permit Operator is competent, monitoring works to ensure that the job is carried out safely.

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