



The Health and Safety Standard for Hot Works & High-Risk Works

including Permits to Work

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Related H&S Policies/Standards

Health & Safety Policy
Accident/Incident (Reporting & Investigating)
Selecting & Managing Contractors

* Related policy & Standards are available within the  [Health & Safety Management System](#)

1. Scope

This Hot Works and Higher-Risk Works Safety Standard is applicable to all employees of The Charity and is to be applied by managers and staff (inc. agency staff) where high risk work is to be conducted, such as hot-works, work on or near live electrical equipment, confined spaces, roof work and working at height etc.

2. Purpose

Health and Safety Standards form part of the Charity's Health and Safety Management System. This Standard outlines the arrangements for assessing and mitigating risks associated with hot-works and other high-risk work activities. This standard will assist The Charity to comply with current legislation:

- a. Health and Safety at Work Act 1974
- b. Management of Health and Safety Regulations 1999

3. Definitions

Hot works: refers to any activity that generates heat, sparks, or open flames and poses a fire or explosion risk. These activities typically involve welding, cutting, grinding, soldering, or any operation using open flames or high temperatures.

High-Risk Works refers to tasks or activities that involve significant hazards that could result in serious injury, illness, or fatality if not properly managed. These works typically require strict safety controls, specialised training, and regulatory compliance.

Permit to Work is a formal, recorded system used to control work which is identified as potentially hazardous. It is a means of communication between all those involved to ensure that tasks are carried out safely by identifying potential hazards, implementing control measures, and assigning responsibilities. The permit serves as authorisation for workers to perform specific jobs under predefined conditions.

4. Responsibilities

The Charity is responsible for assessing significant risks and reducing the risks to as low as reasonably practicable, to keep their staff and others safe. Where the risks remain high, a Permit to Work will be required to ensure all control measures are considered and to ensure all relevant controls are in place prior to the high-risk work commences.

4.1 Responsible Person - Group Director of Property & Places

The Charity's nominated responsible person for this Standard is the Group Director of Property & Places, who shall have overall responsibility for ensuring its implementation; by providing adequate resources for the Head of Property to fulfil their responsibilities and by monitoring the overall compliance.

4.2 Head of Property

The Head of Property is responsible for overseeing the implementation of this Standard and must ensure that all hot-works and other high-risk work activities taking place at The Charity's properties are subject to a Permit to Work system, whether conducted by employees and/or external contractors.

The implementation of this Standard and processes will be overseen by the Head of Property and/or the Property Managers, but the Head of Property is responsible for ensuring a permit to work system is in place, is operating effectively and that compliance with this Standard and procedures is regularly monitored, reviewed, and audited.

Before any hot works and high-risk works may commence, the Head of Property must ensure the following requirements are in place:

- Risk assessments and method statements
- Protective equipment – suitable for the work
- Appropriate level of training/qualifications
- Emergency procedures outline the steps to be taken in the event of an accident
- Review and authorise the permit to work request if the information is satisfactory.

4.3 Property Manager's

Property Managers are responsible for properties within their specific regions and for the staff members and/or contractors that will undertake maintenance and/or repair activities within those properties, and must:

- a) Undertake suitable training as recommended by the Head of Property and Head of Health and Safety.
- b) Consider an alternative method of achieving the works, where the residual risk of a risk assessment remains high.
- c) Obtain and review the risk assessment and method statement from the external contractor, that has been engaged to conduct the works.
- d) Where an alternative method is not possible, ensure the [risk assessment](#) and method statement of how the works will be conducted, addresses the significant risks with suitable control measures to reduce the risks to as low as reasonably practicable.
- e) Ensure emergency response arrangements have been agreed, including on-site emergency evacuation procedures and first aid provision
- f) Ensure the Project/Scheme manager has been notified of the planned works and confirm if any on-site arrangements are necessary prior to work commencing, such as decanting residents to alternative locations, relocating office workers etc.
- g) Ensure any other works taking place at the same location/site have been considered.
- h) Submit a [Permit to Work request](#) to the Head of Property, when an alternative method is not possible, at least 14-days prior to the work commencing, unless there are exceptional circumstances when the Head of Property may agree to a shorter duration.
- i) Review the requirements of [high risk](#) and or [hot work](#) and ensure all those involved are informed of the Safe System of Work, derived from the risk assessment, control measures, emergency response arrangements and permit to work in advance of the work commencing.
- j) Ensure work does not commence until the Permit to Work has been authorised by the Head of Property.
- k) Ensure there are adequate emergency and monitoring arrangements to monitor the activities within the permit to work.
- l) Witness the contractor completing the [high-risk pre-work checklist](#) being immediately prior to commencing works. If hot works are involved the pre-work [hot work check list](#) must also be completed/witnessed.
- m) Maintain effective communication with Project/Scheme Manager for the duration of the project.

- n) Ensure any failure in the Safety System of Work, including accidents, near misses etc are reported on [The Charity's accident reporting system](#).
- o) Notify the Head of Property if details within the permit change, this may result in the permit being cancelled or amended/extended.
- p) Confirm when the works are completed satisfactorily and submit the permit to work to the Head of Property to be closed.
- q) Retain electronic records of permits to work issued for a minimum of five years.

4.4 Project/Scheme Managers

Project/scheme managers must be notified of works that are due to take place at the project/scheme they manage prior to work commencing and as soon as the permit to work has been authorised. The Project Manager must

- a) Notify the Property Manager if there are any issue in complying with the Property Manager's notification of planned works for on-site arrangements necessary prior to work commencing, such as decanting residents to alternative locations, relocating office workers
- b) Receive a copy of the permit to work prior to work commencing.
- c) Ensure the on-site staff are aware of the intended works and any changes to the normal work environment, including limited/no access areas.
- d) Confirm the on-site arrangements have been completed, prior to work commencing.
- e) Notify the Property Manager of any concerns that are identified whilst the work being conducted.
- f) If the concerns are of a serious nature, instruct the contractor to stop work and contact the Property Manager immediately.

Employees

Employees are responsible for taking reasonable care of themselves and others that may be affected by their actions or lack of actions and must:

- a) Be aware of their responsibilities within the Health and Safety Management System
- b) Observe any health and safety requirements, including signage.
- c) Report any health and safety concerns to their line manager
- d) Use/wear and safely store any necessary PPE
- e) Report incidents/accidents on [The Charity's incident reporting system](#).

5. High-Risk and Hot Works

Before any hot works or other high-risk works can begin the following requirements must be in place:

- Risk assessments
- An authorised permit to work
- Protective equipment and PPE
- Appropriate training/qualifications
- Emergency procedures in case of accidents

5.1 Risk Assessment

Risk assessments, require the hazards associated with the work to be identified, and what precautions are to be implemented to reduce the risks to as low as reasonably practicable. It must consider:

- a. The task to be carried out
 - what does it involve, the location, the duration etc?
- b. The working environment
 - the work area and what is around it.
- c. Working materials and tools
 - consider the method of getting the equipment to and from the work area and their suitability for the working environment
- d. What are the hazards?
 - who might be harmed and how?
 - the suitability of those carrying out the task
 - are others in/near the vicinity?
 - ensure physical and mental capabilities of those involved are considered
- e. What control measures are needed?
 - Fire-Resistant Barriers: Use of fire blankets or shields to prevent sparks from spreading
 - Fire Extinguishers & Watch Personnel: Having fire suppression equipment and a fire watch in place
 - Clear Work Area: Removing flammable materials or ensuring proper containment.
 - Ventilation & PPE: Adequate airflow and protective gear to prevent inhalation of fumes or burns
- f. The emergency response and rescue arrangements

The risk assessment must be submitted with the permit to work request, for all hot-works and works that are considered high risk.

5.2 High Risk Works

Typical risks associated with high-risk works, include:

- Exposure to hazardous materials (asbestos removal, chemical handling)
- Work at heights
- Use of heavy machinery or power tools
- Electrical work, such as live electrical installations, high-voltage work
- Demolition or structural alterations

When selecting a contractor to undertake high-risk works, the [Selecting & Managing Contractor Standard](#) must be applied:

- i. Only competent contractors, with suitably experienced in the type of work required may be engaged
- ii. Proof of Public Liability insurance with an indemnity limit of at least £10 million must be obtained prior to works commencing.
- iii. Consideration must be given to the high-risk works being conducted outside of normal working hours.

- iv. Those undertaking high-risk works must be made aware of the emergency evacuation procedures at the property.
- v. The equipment to be used must be from a reputable manufacturer and is:
 - Maintained and serviced in accordance with the manufacturer's instructions
 - Always attended while alight or in operating mode; and
 - Extinguished immediately after use.
- v. The contractors and the permit to work authoriser must have a detailed understanding of:
 - the type of building in which the high-risk work is to take place,
 - the levels of compartmentation and
 - the risks involved, to ensure that it can be undertaken safely.
- vi. Contractors must be periodically monitored whilst the work is in progress.
- vii. The area immediately within the vicinity of the work must be inspected immediately after the work is completed and prior to normal use being resumed.

5.3 Hot Works

Typical risks associated with hot works include:

- Fire hazards from sparks igniting flammable materials
- Explosion risks in environments with combustible gases or dust
- Burns and heat-related injuries to workers
- Damage to equipment or structures

Therefore, hot work may only be conducted when a safer alternative method of work is not possible.

If the building contains combustible composite insulated panels, hot work should be avoided in or in direct proximity to the building, unless it is unavoidable. If it is unavoidable, then suitable barriers, such as non-combustible fire blankets, drapes or screens must be in place, and an authorised permit to work in place.

When selecting a contractor to undertake hot works, the [Selecting & Managing Contractor Standard](#) must be applied:

- i. Only competent contractors, with suitably experience in hot work may be engaged
- i. Proof of Public Liability insurance with an indemnity limit of at least £10 million must be obtained prior to works commencing.
- ii. Where there is a high risk of fire the work should be undertaken outside normal working hours.
- iii. Those undertaking hot works must be made aware of the fire safety procedures at the property and give a written undertaking to comply with them.
- iv. The equipment to be used must be from a reputable manufacturer and is:
 - Maintained and serviced in accordance with the manufacturer's instructions
 - Always attended while alight or in operating mode; and
 - Extinguished immediately after use.
- iv. The contractors and the permit to work authoriser must have a detailed understanding of:
 - the type of building in which the hot work is to take place,
 - the levels of compartmentation and
 - the risk of fire spread to ensure that it can be undertaken safely.

- v. Contractors must be periodically monitored whilst the work is in progress.
- vi. The premises are protected by an automatic fire alarm system, any deactivation of heat or smoke detectors required must be strictly limited to the work area, and for the duration of the works only. This will minimise the risk of false alarms occurring.
- vii. The detection must be put back to full operation after the works have been completed. If the works are to be conducted in phases, the fire detection to be fully operational during those interim periods.
- viii. The area immediately within the vicinity of the work must be inspected immediately after the work is completed and prior to normal use being resumed.
 - Where possible, using a thermographic imaging camera to ascertain if there are any hot spots present.

6. Permits to Work

The permit to work system must be implemented when contractors are engaged to conduct hot works/high risk work and/or the risk assessment identifies the residual risk remains high, such as:

- Hot Work – risks of burns, fire or explosion
- High Risk Works, such as
 - i. Work at Heights – risks of falling or dropping objects
 - ii. Electrical Work – risks of electrocution or equipment damage
 - iii. Hazardous Substances – risk of exposure to toxic/flammable/corrosive substances, spills or environmental damage

A permit to work does not, by itself, make a job safe - that must be achieved by a thorough risk assessment and suitable control measures. The purpose of the permit to work is to ensure effective communication, hazard awareness, and compliance with safety requirements, between all those involved, such as site management, supervisors, operators, and those who carry out the hazardous work. There are generally four main sections to the permit to work:

6.1 Requesting a Permit to Work

The Property Manager should complete the permit to work request, using details from the risk assessment and method statement that outlines the hazards and the control measures that will be implemented and where possible, in conjunction with the persons undertaking the works.

The Property Manager must:

- a) Submit the permit to work request, to the Head of Property, with the associated risk assessment and method statement at least 14-days prior to the planned work commencing, to allow sufficient time for the required checks and authorisations to be conducted.
- b) Where there are exceptional circumstances the Head of Property may agree to a shorter duration for the permit to work request to be processed
- c) The permit to work must confirm the location and duration of the project, including the working times and planned dates and confirm that the appropriate pre-work checklist will be conducted prior to work commencing.

- d) The duration of the permit to work should not usually exceed one working day. If the work cannot be finished in one day, then the planned duration must be stated and what measures will be taken at the end of each day to ensure the work area and building is left in a safe state must be specified and that clear instructions are available for the next day.
- e) It must incorporate a Safe System of Work, outlining the hazards involved, the control measures to be in place, roles and responsibilities are clear, including appropriate monitoring; emergency procedures and that all people involved in the job will be made aware of the arrangements.
- f) Once the information is completed and the precautions and control measures are suitable, the permit to work request must be submitted to the Head of Property for authorisation
- g) In doing so, the Property Manager acknowledges their understanding of the risks involved in the work, that only the work detailed in the permit to work may be undertaken and the need to monitor the works to ensure the control measures listed are implemented and effective.
- h) All relevant information (including hazards and controls) must be communicated to all personnel involved and if there are other people that need to be aware of what contractors and/or the maintenance staff will be doing and the expected duration.
- i) Work must not commence until the Head of Property has approved the permit to work, having confirmed the risk assessment and method statement has considered all foreseeable hazards, identified suitable control measures, including any personal protective equipment required and suitable monitoring included.
- j) The Property Manager must ensure the appropriate pre-work checklist is conducted immediately prior to the work commencing.

6.2 Authorising the Permit to Work

Work may not commence unless the permit to work has been authorised by the Head of Property - who must review the contractors risk assessment and method statement alongside the permit to work request. They may only authorise the permit to work if they are satisfied that the control measures are suitable and sufficient.

Once the permit to work has been authorised, the Property Manager must:

- a) Ensure a copy of the permit is issued to all those involved with the work to be conducted
- b) Ensure those carrying out the work are aware of and understand what the work involves and implement the necessary control measures/precautions.

6.3 Monitoring & Completion the Permit to Work

The work may commence, once the permit to work has been authorised and shared with those involved, and the Property Manager has confirmed all control measures listed are in place at the location of the work.

The Property Manager must:

- a) Ensure the Permit to Work is displayed and available at the works location for the duration of the permit.

- b) Ensure regular checks are conducted whilst the works are in progress, to ensure that the agreed way of working is adhered to, and the precautions are still effective.
- c) Stop the work immediately, if any issues are identified, until all issues are resolved. The permit to work may need to be updated to reflect any changes.
- d) Identify the reasons for the changes and provide any new dates/times required to the Head of Property. Only when the amendments have been authorised may the work continue in line with the approved changes.
- e) Upon completion of the work, complete the final section of the appropriate checklist with the contractor to confirm:
 - The precautionary measures taken during the work have been removed safely,
 - The work has been completed satisfactorily
 - The fire watch (for hot works) has been completed
 - When normal operations/normal use of the area may be resumed
- f) Return the permit to work and the associated checklist to the Head of Property for the final sign-off and closure of the permit to work

6.4 Closing the Permit to Work

When the Property Manager has confirmed the normal operations may resume, the permit to work should be submitted to the Head of Property to review and confirm the works are completed and close the permit to work.

Completed permits to work should be retained on The Charity's database for a minimum of five years.

7. Information and Instructions

Property Managers must ensure that adequate information and instructions are provided to those undertaking hot works and/or high-risk work activities, including the risk assessment control measures permits to work and, where necessary any personal protective equipment, hazardous substances, and relevant emergency responses.

Training for people assigned responsibilities relating to the permit to work system must include the following elements:

- The principles of risk assessment
- An explanation of the responsibilities of the various parties
- The tasks for which permits to work must be used
- How the permit to work should be used
- How to complete each of the sections of a permit to work
- Details of timescales for the issue of permits to work and expiry requirements
- Control and monitoring of contractors and their roles in permit to work systems.

8. Document Control

This document is maintained, updated, and controlled through The Charity's intranet site. Documents printed from this site and kept as a hard copy should not be considered as current when referred to later.



Hot Works & Higher-Risk Works Safety Standard

- Including Permit to Work

Appendix 1 – High-Risk Works – Safety Checklist

NB: A permit to work must be available prior to any high-risk works commencing.

Location of Works	Overview of works required	DATE
This checklist must be conducted immediately prior to the works commencing. If the following points cannot be complied with, the works must not proceed		
Section 1 – Pre-Work Checks		Yes-No-N/A
1. Has a permit to work been authorised?		
2. Has the permit to work been shared with those undertaking the works?		
3. Is the permit to work on display and available at the work location?		
4. Has the work area been inspected for any additional hazards?		
5. Have any necessary adjustments required on site, been completed?		
6. Have safety signs/barriers been displayed to prevent unauthorised access?		
7. Have isolation/lock down been conducted prior to work commencing?		
8. Is all electrical equipment to be used, in good condition?		
9. If ladders are to be used, have then been visually inspection and in good repair?		
10. If PPE is necessary, has it been issued and being worn/used appropriately?		
11. Are the details of persons permitted in the work area known by those involved?		
12. Are there any other comments/observations you would like to note?		
Section 2 – Post-works Checks		Response
13. What time were the works completed?		
14. Have all precautionary measure been removed from the area?		
15. Has the work been completed to a satisfactory standard?		
16. Have normal operations/normal use of the area resumed?		
Conducted by		Date
Contractor Name		
Signature		
Company		
Witnessed by		Date
Property Manager		
Signature		
Section 3 – Permit Closure		Date
Head of Property		
Signature		



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Appendix 2 – Hot Work Safety Checklist

Ref: Fire Protection Association/RC7-Risk Control for Hot Work

The Property Manager must ensure the following checks are conducted by the person undertaking the hot works, immediately before and after works. The completed checklist must be handed back to the Head of Property.

Location of Works	Date of Works	Overview of works required
NB: Hot works may only be conducted if there is not an alternative, safer method. This checklist must be conducted immediately prior to the works commencing. If the following points cannot be complied with, the works must not proceed		
Section 1 – Pre-Work Checks/Fire Protection		Yes-No-N/A
1. If sprinklers are installed, are they operational?		
2. Has the automatic fire detection for the area of hot works be deactivated?		
3. Will the remaining areas of automatic fire detection remain operative?		
4. Will there be a competent person, not involved in the works, on 'fire watch' throughout the hot work?		
5. Will the 'fire watch' remain in the hot work area for 60-120 minutes after the works have been finished to ensure no signs of smouldering material?		
6. Are there at least two appropriate fire extinguishers readily available?		
7. Are those undertaking the work and the 'fire watch' personnel competent to use the fire extinguishers?		
Section 2 - Pre-Works Checks/Surrounding area within 10 metres of the hot works		Yes-No-N/A
8. Have all combustible materials been removed from the work area or protected by non-combustible blankets, drapes or screens?		
9. Have all flammable liquid been removed from the work area?		
10. Have all combustible flooring been swept clean and covered with sheets of non-combustible material or dampened/covered with sand?		
11. Has non-combustible protection, such as blankets, drapes or screens been provided for walls, partitions, ceilings, holes?		
Section 3 – Pre-Work Checks/when work is being conducted on building panels		Yes-No-N/A
12. Has an assessment been made of the insulating or other materials behind or forming the core of the panels?		
13. Have all combustible materials been moved away from the far side of the walls or partitions where heat may be conducted (particularly if these incorporate metal)?		
14. If there are enclosed equipment (tanks, dust collectors) are present, have they been emptied, or known to be free of flammable concentrations of vapour or dust?		
15. If flammable or combustible liquids and vapours might be present, has air monitoring been implemented to ensure flammable vapours are not present before commencing and during the hot works?		
16. Will thermographic inspection be implemented for hot works in fire susceptible locations to check for concealed burning, before, during and after the work?		
Section 4 – Pre-Work Checks/Equipment to be use for hot works		Yes-No-N/A



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17.Has the equipment to be used for hot works been checked?	
18.Is the equipment to be used for hot works in good repair?	
19.Have gas cylinders been secured safely?	
20.Are there any other comments/observations you would like to note?	
Additional comments/observations:	

Section 5 – Post Works Checks/ Hot Works Completion		Response
21.What time were the hot works completed		
22.Have all precautionary measure been removed from the area?		
23.Has the work been completed to a satisfactory standard?		
24.At what time did the 'fire watch' cease (must be at least 60 minutes after completion)		
25.Have normal operations/normal use of the area resumed?		
Confirmed by		Dated
Contractor Name		
Signature		
Company		
Witnessed by		
Property Manager		
Signature		
Section 3 – Permit Closure		Date
Head of Property		
Signature		



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Appendix 2 - Permit to Work Template

A permit to work is required for all hot work and works that are of high risk, when an alternative method of achieving the works is not possible. The issue of a permit to work does not, by itself, make a job safe - that must be achieved by thorough risk assessment of the work activities, with suitable control measures identified.

The permit to work request must be submitted at least 14-days prior to the work commencing, to allow sufficient time for the required checks and authorisations to be conducted, unless there are exceptional circumstances when that the Head of Property may agree to a shorter duration.

PERMIT TO WORK – Sections 1-4 to be completed by the Property Manager		
1. The Project		
1. Property Manager submitting request	Please print	
2. Date of submission		
3. Location of work <i>SPG project, floor level, room location etc</i>		
4. Type of work required <i>e.g. electrical; asbestos hot works etc</i>		
5. Planned dates for works	Start date:	End date:
6. Planned working hours per day	Start time:	End time:
7. Provide an outline of what works are required		
8. Is a risk assessment & method statement attached? <i>A permit must not be authorised unless a risk assessment and method statement has been submitted with the request</i>		
9. Has the Project Manager been notified of the intended works? <i>-where applicable</i>		
10. Are any adjustments necessary at the site prior to works commence? <i>-if so, provide an overview of how these have been planned?</i>		
11. Will the required checks be conducted immediately prior to and after the works are completed?		



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2. The Contractor	
High-risk and hot works must have a permit to work and may only be issued to competent contractors in line with The Charity's ' Selecting & Managing Contractors Standard '.	
1. Contractor	
2. Contract Manager	
3. Contractor address	
4. Contractor email	
5. Contractor contact number	
6. Has the contractor been notified of access/egress arrangements at the site, including the signing in process?	
7. Has the contractor been provided with a copy of the asbestos register for the site?	
8. Has the contractor been provided with the emergency evacuation procedures for the site?	
9. Have arrangements for parking, delivery, storage at the site been agreed with the contractor?	
10. Have arrangements for removal of waste from site been agreed with the contractor?	

3. The Works	
The Hazards	The Controls
Please state the hazards that have been identified and note the controls that will be in place for the duration of the works. <i>Please add/remove rows as required</i>	

4. Monitoring Arrangements
<i>Please outline the monitoring arrangements to ensure the controls listed above will be implemented and effective.</i>



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5a. Permit to Work Authorisation – *to be completed by the Head of Property*

The Permit to Work must be authorised by the Head of Property or the Director of Property & Places before the work may commence.

I confirm I have reviewed the details in the Permit to Work Request and

- The nominated contractor noted is a SPG preferred supplier
- I have received the risk assessment and method statement associated with the works.
- I have reviewed the permit to work request in line with the risk assessment and method statement.
- The control measures outlined in the permit to work appear to be suitable
- The Permit to Work is authorised for the duration stated.

1. Name and position:	<i>Please print</i>
2. Signature	
3. Dated	

5b. Permit to Work Cancellation *be completed by the Head of Property*

The permit to work request must be cancelled if control measures are not deemed appropriate and/or if amendments have been rejected

1. Please outline the reason the Permit to Work is being cancelled

I confirm this permit to work is cancelled with immediate effect and that the Property Manager and contractor have been notified.

2. Name & Position	
3. Signature	
4. Date	
5. Time	



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6. Permit to Work – Completion <i>to be completed by the Property Manager</i>	
Upon completion, the Property Manager must submit the permit to work with the pre/post works checks to the Head of Property, or the Director of Property & Places, for the permit work to be reviewed/closed	
1. Property Manager submitting for closure	<i>Please print</i>
2. Date Submitted for closure	
7. Permit to Work – Closure <i>to be completed by the Head of Property</i>	
I confirm I have received the pre/post work checks, and the Property Manager has confirmed the work has been completed. The Permit to Work is now closed	
1. Head of Property	<i>Please print</i>
2. Signature	
3. Dated	

8. Permit to Work – Amendments <i>to be completed by the Property Manager</i>		
If any of the permit to work details change, the Property Manager must notify the Head of Property as the permit to work authorisation will be invalid and must be updated or cancelled. The work area must be made safe, and all works discontinued until the Head of Property or the Director of Property & Places, approves the amendments.		
1. Please state if the amendments required are due to safety concerns, the duration of the permit, or both?		
2. If the amendments are safety related, please identify the hazards and additional control measures required. <i>If not, please move to question 3.</i>		
The Hazards		The Controls
3. If the duration of the permit to work need to be amended, please note the amended dates/times below. <i>If not, please move to question 4.</i>		
• Amended dates for works	Start date:	End date:
• Amended working hours per day	Start time:	End time



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4. Has the necessary communication and arrangements been made for these amendments with the contractor and the Project Manager?	
5. Property Manager requesting the amendments	
6. Date Submitted	
9. Amendments Review – <i>to be completed by the Head of Property</i>	
I confirm I have reviewed the requested amendments to the Permit to Work are: <i>Please delete as appropriate</i>	
Approved / Rejected	
If the amendments have been rejected, please state the reasons why: <i>(and proceed to cancel the permit to work)</i>	
1. Head of Property Name:	<i>Please print</i>
2. Signature	
3. Dated	