



Contractor signing-in book and permit to work system

Girlguiding

The contractor signing-in book and permit to work system are in place to control risks associated with contractors working on the property and the activities they're undertaking. They also make sure contractors are fully aware of any hazards that could affect them, for example fragile surfaces, asbestos, methane or work activities.

1. The property manager must keep the contractor and visitor signing-in book in a convenient place near the entrance.
2. In the signing-in form there's a section on site-specific information. The property manager must fill this in and review it if equipment or processes change.

This section gives contractors information about specific hazards, hazardous machinery and processes. So it **must** be available for the contractor to read when they sign in.

Asbestos

- Premises built post-2000 are classed as green for asbestos.
 - All property that has had an asbestos survey, where asbestos was found, are classed as red for asbestos. Details of its whereabouts should be added to the form.
 - All other properties are classed as amber.
3. The property manager must make sure all property users know what to do if a contractor arrives at the premises and they're not around.
 4. All contractors must complete the signing-in book before starting any work.
 5. The property manager or their representative must show the contractor the site-specific information document and discuss it with them.

6. By signing the book, the contractor is confirming that they're aware of the hazards, work methods and necessary control measures they need to put in place, and that they've discussed these with the property manager or their representative.

Signing it also confirms they're aware of the emergency evacuation procedures and assembly points, and that they're suitably trained to carry out the work and will adhere to method statements and risk assessments. The property manager should check the competency of all contractors arranged locally and ask them to provide risk assessments and method statements.

7. If the property manager isn't comfortable with the safety of the work being undertaken they must stop the activity and discuss it with the contractor.
8. If the planned activity involves electrical work, working at height, hot work or lone working then the contractor and property manager must complete a **permit to work** before the work commences.

a) Electrical work

A permit is required for any work on electrical systems.

b) Working at height

A permit is required if the work is outside of normal activities and from a step ladder, even if it's at or below ground level.

c) Hot work

This is a term for work processes that involve applying or creating localised heat, therefore creating a fire risk. Hot works normally fall under welding, burning (cutting metal using a gas torch), grinding (using a grinding disc to clean or cut metal), plumbing (braising or soldering pipes) or roof repairs where hot material or heat is applied. However, it could apply to any form of localised heat, such as that used to join flooring.

d) Lone working

This considers the risk of a person working alone in specific high-risk areas of the premises, for example in lift motor rooms, plant rooms, electrical switch gear rooms, generator rooms, boiler rooms or remote storage rooms. In the event of an accident a lone worker must be able to communicate with someone by some means and not be left undiscovered.

9. The property manager or their representative must sign, date and time the permit to work to confirm they're satisfied that all the relevant sections of the permit to work are complete. Signing also confirms that as far as they can establish, necessary controls are in place, and they're giving permission for the work to start. Work shouldn't begin without this signature.
10. The contractor must also sign the permit to work to confirm they've discussed all hazards with the property manager or their representative and have supplied all relevant information for the relevant sections of the permit to work. The contractor must give an emergency contact number to use if there's an accident or incident.
11. Each permit to work for a specific activity is only valid for the expected duration of the works or a maximum of 24 hours. After this the contractor and property manager must complete a new permit to work.
12. Allowing contractors to use access equipment such as ladders is at the property manager's discretion. However, the property manager should consider if the access equipment is suitable and fit-for-purpose for the work involved.
13. Once the activity is finished, the contractor and property manager or their representative should **both** sign the permit to work. The contractor shouldn't carry out any more work unless a new permit to work is issued.
14. If the activity involved hot works, both the contractor **and** property manager or their representative must conduct a robust inspection of the work area and any adjacent areas to check there's no risk of fire **1 hour** after work completion (as stated in the permit to work). If the area is inaccessible, the property manager or their representative must witness the contractor carrying out the checks as far as is practical.
15. When all contractors have completed their work they **must** sign out on the initial signing-in sheet before leaving the premises.