

Guidance on PERMIT TO WORK (PTW) FOR WORK NEAR ASBESTOS CONTAINING MATERIALS.

VALID ONLY FOR THE AREA AND TIME SPECIFIED.

The Permit to Work (PTW) procedure provides a formal control system aimed at the prevention of accidents and damage to property where foreseeable hazardous work is carried out. This PTW will be issued to staff and contractors undertaking work in areas near asbestos containing materials.

What does this Permit To Work consist of?

- This PTW consists of:
- Details of the work to be done;
- Details of the job location;
- Details of staff or contractor contact information;
- Details of hazards;
- The Issue and Acceptance arrangements;
- The Clearance and Cancellation arrangements; and
- The asbestos emergency procedures.

What must the Manager or Person In Charge Do?

The Premises Manager or person in charge shall:

- Check the exact work area proposed against the Asbestos Register.
 - Identify the nature and extent of works to be carried out.
 - Ensure that no work is undertaken on known or presumed ACMs.
 - Clarify the work is authorised.
 - Clarify the Contractor is suitably qualified to undertake the work.
 - Define who is authorised to Issue the Permit To Work.
 - Ensure no work is undertaken in an area where the Asbestos Register identifies known or presumed asbestos containing material without the issue of an authorized and signed Permit To Work.
 - Consider whether an additional Permit To Work may be required, such as for Hot Works, Working At Height and Confined Spaces.
 - Ensure the person(s) authorised to issue and cancel the Permit To Work are competent.
 - Establish clear limitations, regarding the scope, time frame and procedure for breach of permit conditions.
 - Ensure the contractor provides suitable and sufficient risk assessments and method statements for all the hazards likely to injure or harm the health of staff or other persons, to include the additional permits outlined above.
 - Has the contractor received appropriate induction training, information and instruction on the requirements of this Permit To Work including the emergency procedure for discovering damaged or disturbed ACMs.
 - Check the contractor has provided asbestos awareness training for their staff.
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- Ensure the Contractor has signed the Acceptance and Clearance conditions implicit in the Permit To Work.
- Ensure the contractor is issued with a Contractors Pass and has signed the Pass, Contractors Authorisation to Work, Identification and Fire Register.
- Monitor the works in progress.
- Ensure a formal 'hand back' and cancellation procedure to ensure that staff and others, building, plant and equipment are safe before re-occupancy or commencement of normal work.

Who is authorized to issue this permit?

For the purpose of this Permit to Work, the competent person is:

Is deemed to be the Premises Manager or person(s) acting on their behalf;

Must have sufficient experience or knowledge or have undertaken training in the use of Permit to Work Systems.

What to do if you discover, damaged or disturbed asbestos containing materials?

In the event of damaged, disturbed or presumed ACMs the Compliance Team or 24hr Emergency Hot Line should be contacted by the quickest practicable means.

Compliance Team:
(Office Hours) 020 8496 4035/ 8058
24hr Emergency Hot Line:
0208 496 3000

Refer to the Framework for Managing Health and Safety and Local Code of Practice for further guidance:

Accident/Incident Reporting and Investigation: form PS 8074 Rev 03; and
Contractors Guidance for Managers and Staff

Asbestos Permit to Work

PERMIT TO WORK (PTW) FOR WORK NEAR ASBESTOS CONTAINING MATERIALS.

**VALID ONLY FOR THE AREA SPECIFIED. VALID FOR ONE SHIFT
UNLESS OTHERWISE SPECIFIED. See PTW instructions.**

Permit No.



Waltham Forest

Section 1 Work Details

Job details	
Job location	
Staff or Contractor name	
Contractor's Company	

Section 2 Issue of the Permit To Work

YES NO

Have you followed the requirements of the health and safety notes on the front and back of this Permit To Work for Work Near Asbestos Containing Materials?		
Has the contractor received appropriate induction training, information and instruction on the requirements of this Permit To Work including the emergency procedure for discovering damaged or disturbed asbestos containing materials?		
Has the contractor provided a suitable and sufficient assessment of the risks for all hazards likely to injure or harm the health of staff or other persons and property?		

No work must be undertaken on known or presumed Asbestos Containing Materials

I the Premises Manager or person in charge declares no other work than that stated above will be carried out. And I am satisfied with all the precautionary measures identified in the risk assessments and method statements provided by the Contractor.

Name of Premises Manager or person in charge:

Job title: Start Time/Date Finish Time/Date

Section 3 Acceptance of the Permit To Work

I the Contractor or person in charge declares no other work than that stated above will be carried out. And that I have read and understood the health and safety notes on both the front and reverse of this Permit To Work.

Name of Contractor or person in charge:

Job title: Start Time/Date Start Time/Date

Section 4 Clearance

I the Contractor or person in charge declares the work undertaken have been completed, checked by myself and the area left in a safe and tidy condition.

Name of Contractors responsible person (sign name):

Job title: Date: Time:

Section 5 Cancellation

I the Premises Manager or person in charge declares the work undertaken have been completed. checked by myself and the area left in a safe and tidy condition. THIS PERMIT IS NOW CANCELLED.

Name of Premises Manager or responsible person (sign name):

Job title: Date: Time:

Section 6 What to do if you discover damaged, disturbed or presumed ACMs

1	Stop all work in the area.
2	Remove and keep all persons out of the area.
3	Close or seal or lock off the area where practicable.
4	Do not remove equipment or materials.
5	Prominently display a warning sign(s): Potential Asbestos Hazard Keep Out.
6	Report the incident immediately to the Premises Manager or person in charge.
7	Or Asbestos Management Team: Office Hours: 020 8496 4035/ 8058 or 24hr Emergency Hot Line 0208 496 3000 / 8054 / 8062