## Section 1
Details of person requesting the permit

<table>
<thead>
<tr>
<th>Print Name</th>
<th>Sign Name</th>
<th>Date</th>
</tr>
</thead>
</table>

## Section 2a
Details of person issuing the permit

<table>
<thead>
<tr>
<th>Print Name</th>
<th>Sign Name</th>
<th>Date</th>
</tr>
</thead>
</table>

## Section 2b
Details of person carrying out the work (if different from person requesting above)

<table>
<thead>
<tr>
<th>Print Name</th>
<th>Sign Name</th>
<th>Date</th>
</tr>
</thead>
</table>

## Section 3
Conditions and controls required when using this permit - This section must be completed by the laboratory or technical staff responsible for the area where work is to be done

<table>
<thead>
<tr>
<th>Print Name</th>
<th>Designation</th>
<th>Date</th>
</tr>
</thead>
</table>

## Type(s) of Hazard - be specific

- Radioactive – contact Radiation Protection Supervisor
- Biological - state containment level
- Chemical – see USO Circular 7-94
- Other (please state)

## Confirmation that all necessary preparation work to make the area safe has been carried out – work must not proceed if any of answers to the following questions are no

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
</tr>
</thead>
</table>

- All work with hazardous materials has ceased
- All hazardous materials have been identified and removed from the area to be worked in
- All gases have been isolated
- Where possible all sink taps have been isolated
- Warning notices have been placed in all sinks/fume cupboards/safety cabinets (in the system)

## Section 3 (cont) - This section must be completed by the laboratory or technical staff responsible for the area where work is to be done eg School Safety Officer

<table>
<thead>
<tr>
<th>Print Name</th>
<th>Signature</th>
<th>Date</th>
<th>Tel</th>
</tr>
</thead>
</table>

## Name of company or Section if ESS

### Building:
- Name of person to be contacted in the event of a query or concern (if different from above)

### Floor No:
- Additional department/school rules for anyone working in this area.

- No eating, drinking or smoking.
- Never touch anything on benches or shelves, or move anything without first checking with the person responsible for the area that it is safe to do so.

## Section 4 – To be completed by the person carrying out the work eg contractor, ESS

### Description of work
- Are risk assessments and method statements available?
- Yes
- No – (If no do not proceed)

## Date/Time
- I hereby confirm that I will adhere to the terms and conditions of this permit

### Company or Section
- I hereby confirm that the works specified in this permit have been completed and the area is safe to return to normal school/lab use

### Additional department/school rules for anyone working in this area.
- The work has been completed and the equipment/area returned to its normal use

### Name of school/department

## Section 5
- This Section must be completed by the laboratory or technical staff responsible for the area where work is to be done eg School
- Name of person to be contacted in the event of a query or concern (if different from above)

## Section 6 – This Section must be completed by the authorised person when cancelling or closing a permit, all copies of the permit must be returned to the person that issued it

<table>
<thead>
<tr>
<th>Print Name</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

## Section 7
- This Section must be completed by the laboratory or technical staff responsible for the area where work is to be done eg School

## Section 8
- This Section must be completed by the laboratory or technical staff responsible for the area where work is to be done eg School

## Section 9
- This Section must be completed by the laboratory or technical staff responsible for the area where work is to be done eg School

## Permission to Work Procedure

This permit must only be issued by ESS employees authorised to do so, please ensure all necessary details are completed

1. Access the ESS Health and Safety Web Pages and locate the permit required
2. Download the form and complete it electronically before printing one copy off so it can be signed
3. Once work is complete the signed copy of the permit must be returned to the ESS person responsible for the work who will scan and forward an electronic copy to HDA for filing

## Useful Numbers

- Security Emergency: 0191 2086666
- Fire Safety Officer: 0191 2088127
- Health and Safety: 0191 2086847
- Estate Support Service: 0191 2087171

In the event of fire raise the alarm by activating the nearest live call point and leave the building by the nearest exit, once safe telephone the Fire Service and the Security Emergency number above