

# B&Q PERMISSION TO WORK

## A - Prior to work being undertaken

To be completed by Contractor, sub Contractor and/or partner company employee(s)

Store Code				

Permission is only valid on the date specified. If work will taken more than one day a form must be completed for each day. Valid only for work described on this form.

Today's date  Time (am/pm)  No of workers

Location of work  **Roof work and Hot Work must be carried out by a minimum of 2 people**

Name of person completing permission

Company  Job Title

Emergency contact details Name:  Number:

## B - Type of work activity (please tick one or more of the following)

- |  |  |   |
|--|--|---|
| <input checked="" type="checkbox"/> General maintenance work | <input type="checkbox"/> Installation work | <input type="checkbox"/> Merchandising / POS  |
| <input type="checkbox"/> Repair/Alteration/Conversion work   | <input type="checkbox"/> Redecoration      | <input checked="" type="checkbox"/> Other (specify) <input type="text" value="L8 CONTROL"/> |

## C - The work may involve (please tick one or more of the following)

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Working at height i.e. ladder, scaffolding | <input type="checkbox"/> 240v electrical work | <input type="checkbox"/> Hot works (separate permit needed) (if hot work undertaken 60 minute fire watch required) |
| <input type="checkbox"/> Use of powered access equipment (MEWP)     | <input type="checkbox"/> Excavation           | <input type="checkbox"/> Use of scaffolding / tower scaffold   |
| <input type="checkbox"/> Working on / access to any roof area       | <input type="checkbox"/> Confined space entry | <input type="checkbox"/> Lifting operations  |
| <input type="checkbox"/> Working with asbestos containing materials | <input type="checkbox"/> Gas work             | <input type="checkbox"/> Other (specify) _____   |
| <input type="checkbox"/> Work on a pressure system                  | <input type="checkbox"/> 415v electrical work |  |

## D - Working in Stores with an Asbestos Register

Does your work involve any intrusive work either on the internal or external parts of the store structure e.g. drilling, grinding, attaching fixings, cutting of sheeting/wall cladding/suspended ceilings, installation, removal of fixed plant/fixed equipment (If Yes - you must check for and review the Asbestos Register prior to starting any invasive work. The report is available on eMaintenance available from the Duty Manager) Yes  No

## E - Brief description of work activity being undertaken

## F - Contractor declaration (this must be signed before any work is completed)

I have read and understand B&Qs "Safety Rules and Regulations and Key Safety Controls" (see back of this form) and confirm I have understood and will comply with the requirements of these controls. By signing this I will take accountability for my team whilst on site and ensure they all comply with the Safety Rules and Regulations, Key Safety Controls and Rules for Contractors

Signed  Name (print)  Job Title

## G - Signed on behalf of B&Q (to be signed by Unit Manager or Duty Manager only)

I confirm I have checked the Contractors identification and training certificates (if the Contractor needs to use B&Q equipment), and completed a pre-start discussion.

Signed  Name (print)  Job Title

## H - Completion of work (Daily and/or on completion of work)

To be completed by Contractors, sub Contractors and partner company employees

Work completed: Yes  No  Work area left in a safe and satisfactory condition: Yes  No   
 Have all safety controls been returned to normal (e.g. fire safety controls): Yes  No

If you have answered 'No' to any of the above questions, you must detail below the actions you have taken to ensure no one will be injured, e.g. barriers left in place

Comments:

Signed  Name (print)  Job Title

## I - Signed off on behalf of B&Q (to be signed by Unit Manager or Duty Manager only)

Signed  Name (print)  Job Title

**Failure to comply with the Permission to Work system may result in delayed and/or withheld payment. You must retain your copy of this form for the work undertaken**