



ENVIRONMENTAL

Issuing Permits - The issue of permits is strictly controlled, permits can only be issued by authorised personnel.

PERMIT NUMBER:

CONTRACTOR (Company):

CONTRACTOR (Employee Name):

LOCATION OF WORK (Exact):

DESCRIPTION OF WORK:

Indicate if there are any ENVIRONMENTAL risks to the following (check as appropriate)

Air	<input type="checkbox"/>	Surface Water	<input type="checkbox"/>
Foul Water	<input type="checkbox"/>	Land	<input type="checkbox"/>
Noise	<input type="checkbox"/>	Ground Water	<input type="checkbox"/>
Waste Disposal	<input type="checkbox"/>		

Briefly state the risks involved and how they may be minimised:

List accident / emergency equipment available for use:

Detail Emergency Procedures:

Describe any equipment to be used to monitor Environmental Quality during the proposed works:

State last date of service / calibration.

Is the contractor insured for Environment Damage YES / NO

If "yes" state Insurance Company policy number and extent of cover:

Has any Regulatory Authority been notified of the works? YES / NO

If "yes" state names and addresses of contacts and any conditions imposed on the works to be done.

I declare that the above has been made known to the competent person in charge of the work and consider the above mentioned area to be safe for the competent person to commence work.

Permit Controller: _____ Signed: _____ Date: _____ Time: _____

Acceptance by competent person prior to commencement

I understand the work that is to be carried out and the safety precautions that are necessary to complete the work safely as outlined in the appropriate method statement and risk assessments. If conditions are such that the method statement and risk assessments become invalid it is my responsibility to stop work immediately and notify the person who authorised this permit to work. The disposal of any residues of the hazardous materials used will be in accordance with the Environmental Protection Act.

Competent Person: _____ Signed: _____ Date: _____ Time: _____

Continuation of Work

I hereby authorise the work specified above to continue until the time stated below and that I have checked the safety arrangements and confirm that they remain adequate.

Permit has been extended to: _____ am / pm

Permit Controller: _____ Signed: _____ Date: _____ Time: _____

I have checked the safety arrangements and am satisfied and agree to accept responsibility to complete the specified work by the revised time.

Competent Person: _____ Signed: _____ Date: _____ Time: _____

Permit Cancellation

This permit is cancelled. The work is / is not complete. Safety precautions have / have not been removed.

Permit Controller: _____ Signed: _____ Date: _____ Time: _____

Completion of Work Final check by Contractor / Employee

I declare that the work described above is complete all work equipment, persons and materials under my control have been withdrawn. All safeguards have been reinstated and the work area returned to a safe status and service.

Competent Person: _____ Signed: _____ Date: _____ Time: _____

Completion of Permit - Permit Controller

I declare that the permit is now closed and I have received copies of the permit back from the Competent Person. The area has been inspected and is free from risk and all fire protection systems have been reinstated to their normal operating status.

Permit Controller: _____ Signed: _____ Date: _____ Time: _____

Scope of Permit

The purpose of this permit is to ensure that works which pose a threat to environmental quality are managed such that: risks are minimised and contingency plans for coping with an accident are prepared before work starts. It is an absolute requirement that all environmental statutory requirements are complied with at all times throughout the works.

This procedure shall be used wherever any works or release of materials could harm the "natural environment" (e.g. air, water, land or wildlife) or the "built environment" (e.g. structures, roadways). It also applies to the use of noisy equipment which could cause complaint and also to the disposal of waste materials arising from works carried out.

This permit does not relate to safety requirements imposed by regulations made under the Health & Safety at Work Act and the work content may require other permits to be in operation before works commence.

This permit may apply to a single operation, such as cleaning out of a cooling tower, or to a number of repeat operations carried out over a defined period of time, such as regular movement of chemicals between storage and points of use

Before works are started the responsible manager must carry out a **Risk Assessment** in order to determine the potential environmental threat(s) and the extent of any environmental damage that may result, even accounting for the steps being taken to carry out the works in a safe manner.

Important Note: *It is up to the responsible manager to ensure that all works carried out under their authority are done correctly. If a pollution incident occurs, either due to a lack of foresight or the absence of a proper contingency plan, the legal consequences may be serious both to the company and to the manager themselves.*

Areas to be considered are:

Surface Waters and Ground Waters

The Environment Agency (EA) demand the complete protection of all water courses and ground waters against **silting, erosion and pollution**. Typical works of interest to the EA are: building works; fuel and chemical handling; drainage works and work involving the storage/movement/transfer of food stuffs.

Public Sewers

Water Utility Companies restrict the volume and composition of materials entering their sewage systems, particularly **solids and silts** which obstruct flows, **solvents** which produce harmful vapours, **chemicals** which damage the sewer fabric, **toxic** materials which harm the sewage treatment process.

Air

The Environment Agency (EA) and local Environmental Health Officers (EHO) regulate emissions to the atmosphere, such as **smoke** or **volatile** vapours and commonly, instances of odours which cause local complaint.

Noise

Works which produce anti-social levels of **noise** are dealt with by the EHO, usually arising from plant and equipment with inadequate sound insulation or operated at times that cause annoyance.

Land and Waste Disposal

The storage, transport and disposal of wastes is regulated by the EA. Measures must be taken to prevent **accidental spillages** and **illegal deposition** of materials. Emergency procedures on site must be designed to cope with foreseeable accidental losses, whereas disposal of wastes (and the prevention of litter) must be planned beforehand by the employment of licensed carriers or registered waste disposal managers, in compliance with "Duty of Care" regulations.

Sites and Contractors are recommended to consult regulatory authorities for advice well in advance of works starting.

IF IN DOUBT - ASK