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| cid:image001.png@01D7B91A.A89B0960 | **Roof Permit** |

This permit must be filled out by the TUS Contractor Supervisor and sent to the Estates Manager and Health and Safety Officer for authorisation. This permit is required for work requiring access to campus roofs.

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| **Section 1 – Prerequisites** |
| * A method statement and risk assessment is required for higher risk activities, and work on higher risk areas of the campus roofs
* Roof work should be avoided during weather warnings, periods of frost/ice/snow, during high winds or heavy rainfall.
* All contractors must have work at height training, harness/fall arrest training and specific training in TUS fall arrest systems where deemed necessary by Estates.
* Contractors accessing higher risk roof areas should be familiar with the specific roof, or accompanied by an experienced individual.
* Contractor must have own harness and lanyard with in date inspection tag.
* A buddy system must be in place for higher risk areas of the campus roofs, or for higher risk activities.
* Contractor must have mobile phone, or walkie-talkie to facilitate communication when lone working.
* The work area and task must be assessed by the TUS Contractor Supervisor and the contractor prior to accessing the roof to identify any hazards inherent to the location (close to roof edge, sloped roof, fragile surfaces etc.).
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| **Section 2 - To be completed by TUS Contractor Supervisor:** |
| **Personnel** |
| **Requestor (TUS Contractor Supervisor):** |  |
| **Company accessing roof:** |  |
| **Contractor Personnel 1:** |  |
|  |  |
|  |
| **Campus:** |  | **Building** |  |
| **Block:** |  |
| **Time & Duration**  |
| **Start Date:** |  | **End Date:** |  |
| **Start Time:** |  | **End Time:** |  |
| **Task Details** |
|  |
| **I understand and accept my responsibility as contractor supervisor that I must ensure the prerequisites in section 1, and the contractor rules outlined in section 3 must be met and adhered to at all times.** |
| **Signed:**  |  | **Date:**  |  |

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| **Section 3 - Contractor Rules** |
| **Contractors accessing roofs must read the rules set out in this section and sign below, indicating they understand these rules and agree to implement them in full.** |
| * All contractors must have work at height training, harness/fall arrest training and specific training in TUS fall arrest systems where applicable – you will not misrepresent your level of training in the aforementioned.
* Do not access roof during weather warnings, periods of frost/ice/snow, high winds or heavy rainfall.
* If weather declines while on roof, you must come back down immediately.
* You will not access roof areas not covered by this permit – you must stick to the specific work area.
* A pre-use inspection must be carried out on fall arrest equipment by contractors.
* Contractors must make full use of fall arrest systems where instructed to do so, and where available.
* Contractors accessing roofs will wear hardhat with strap, safety shoes/boots, high viz jacket and other PPE relevant to the task.
* Contractor must have mobile phone, or walkie-talkie to facilitate communication when lone working.
* You must have this permit with you at all times when accessing roofs.
* All accidents/incidents/dangerous occurrences/damage to property will be reported to the TUS Health & Safety Officer immediately.
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| **Section 3a – Roof Access & Fall Protection Information** |
| **Below are the designated access point to the roof area in question, and guidelines on using any fall protection systems in place.** |
| Access Points & Fall Protection details will be added by the Health & Safety Officer once section 2 has been filled out by contractor Supervisor |
| **I understand and accept the rules set out above, and agree to implement them in full at all times.**  |
| **Operator 1:**  |  | **Date:**  |  |
| **Operator 2:**  |  | **Date:**  |  |

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| **Section 4 – Authorisation** |
| Authorisation will only be granted once sections 2 and 3 have been filled out by the TUS Contractor Supervisor and contractors accessing the roof. Authorisation can only be given by the Estates Manager and the Health & SafetyOfficer. |
| **Authorised by:**  |  | **Date:**  |  |
|  |  |  |  |
| **Position:**  |  |  |  |

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| **Section 5 – Hand Back** |
| The TUS Contractor Supervisor and the contractor must sign below, indicating:* The work is complete to a satisfactory level.
* The work area has been made safe.
* Roof access ladder and hatch has been locked.
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| **TUS Contractor**  |  | **Date:** |  |
| **Contractor:** |  | **Date:** |  |