



**WEYMOUTH HARBOUR - CLEARANCE TO WORK**

**Job Information:**

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| Location: | Vessel Name (if applicable): |
| Description of work to be undertaken: |

**Contractor Information:**

|  |  |
| --- | --- |
| Name: | Company: |
| Address: | Email: |
| Telephone: | Mobile: |

**Note: None of the above works are to be started without notifying the Harbour Office**

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| 1. All contractors must comply with Health and Safety at Work regulations
 | Yes No |
| 1. All contractors must provide Weymouth Harbour with a risk assessment and method statement relevant to the work being undertaken.
 | Yes No |
| 1. Is the area clear of dangerous/combustible materials /liquids and safe for work to be undertaken?
 | Yes No |
| 1. All areas of work must be clearly demarcated by the contractor with suitable signage and barriers as necessary to prevent unauthorised access.
 | Yes No |
| 1. Works must only be undertaken at the agreed time, by arrangement with Weymouth Harbour
 | Yes No |
| 1. Suitable and sufficient Personal Protective Equipment must be provided by the contractor and used as necessary by all employees and sub contractors.
 | Yes No |
| 1. All work areas must be maintained in a clean, tidy, safe and proper condition at all times.
 | Yes No |
| 1. All waste arising from the works must be disposed of in accordance with Weymouth Harbours waste management plan
 | Yes No |
| 1. All employees or sub-contractors undertaking any works must have suitable and sufficient training for the work being undertaken.
 | Yes No |
| 1. No works requiring a specific permit will be undertaken until that permit has been approved
 | Yes No |
| 1. All work must be undertaken in accordance with current legislation and approved codes of practice.
 | Yes No |
| 1. All contractors must provide Weymouth Harbour with evidence of adequate insurance cover.
 | Yes No |
|  Details of any site specific risks, special conditions, or precautions needed: |
| Work commences when? | Date | Time |
| Works finishes when? | Date | Time |
| I have personally examined the above precautions and am satisfied that all necessary safety arrangements have been taken and will be maintained for the duration of the work.I will immediately report to Weymouth Harbour any incident accident or dangerous occurrence.I will inform Weymouth harbour when works are complete.I will sign off the permit when works are complete. |
| Name: | Signature: | Date: |

**To be completed by Weymouth Harbour**

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| Permission Granted:  | Signature: | Date: |
| Permission Refused:  |

**We are committed to protecting your personal data; our Privacy Notice can be found on our** [**website**](http://www.weymouth-harbour.co.uk/fcimages/files/Weymouth%20Harbour%20GDPR-%20Privacy%20Notice%20-%202018_05_24.pdf) **or please ask for a copy.**

**Harbour Masters Office, 13 Custom House Quay, Weymouth. Dorset DT4 8BG**

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