



**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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