



**WEYMOUTH HARBOUR – WORKING AT HEIGHT**

**Job Information:**

|  |  |
| --- | --- |
| 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**

|  |  |  |  |
| --- | --- | --- | --- |
| 1. Are the weather conditions acceptable? | | | Yes No |
| 1. Are appropriate signs to be erected? | | | Yes No |
| 1. Is there any risk from falling objects? If YES, state risk reduction measures in place. | | | Yes No |
| 1. Is the area to be barricaded? | | | Yes No |
| 1. Is scaffolding and/or harnesses required? If YES, confirm that they are in place and checked. | | | Yes No |
| 1. Is a licence required for any scaffolding? | | | Yes No |
| 1. Is there a designated Area Supervisor? | | | Yes No |
| 1. Is there a lookout or assistant? (lone working) | | | Yes No |
| 1. Are there any existing overhead services crossing or adjacent to proposed working heights? If YES, state location: | | | Yes No |
| 1. Adequate insurance cover in place for the work being undertaken? | | | Yes No |
| 1. Risk assessments completed? | | | 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. | | | |
| Name: | Signature: | Date: | |

**To be completed by Weymouth Harbour**

|  |  |  |
| --- | --- | --- |
| 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**

**Email:** [weymouthharbour@dorsetcouncil.gov.uk](mailto:weymouthharbour@dorsetcouncil.gov.uk)