Permit to Work

Hollins & Reed Contracting Ltd

Permit no.	Site	Exact location
HR-0421	**High street bank branch**	**Banking hall, reception end**

Details					
Contractor	Hollins & Reed	**Issued to**	Priya Shah	**Valid from**	19/10/26 18:30
Valid to	20/10/26 05:30	**RAMS ref**	HR-RAMS-11		

The work	
Work to be done	Take out the old reception desk and two partitions. Fit the new ones from drawing HR-D-05.
Plant and equipment	Hand tools, cordless drivers, sack truck. Panels arrive cut to size: no cutting in the hall.

Hazards							
Services	☑	**Height**	☐	**Confined space**	☐	**Hot work**	☐
Lifting	☐	**Traffic**	☐	**COSHH substances**	☐	**Other**	☑

Precautions	Done	By
Intruder alarm zone 2 isolated, fire alarm stays on	☑	Alarm engineer
Power to the old desk isolated and proved dead	☑	Bank's electrician
Exits and the rear corridor kept clear all night	☑	Reece Ollerton
Security told who is in, and their number on this permit	☑	Dan Hollins
No hot work: the bank allows none on this permit	☑	Dan Hollins
Waste out by the rear door only, door shut after each trip	☑	Joe Penketh

What is isolated	How	Locked	Tag	Proved by
Intruder alarm zone 2	Bypassed at the panel	☐	A1	Alarm engineer
Desk ring circuit	Way 9, breaker locked off	☑	E1	Bank's electrician

People on this permit: name	Company	Briefed
Priya Shah	Hollins & Reed	☑
Reece Ollerton	Hollins & Reed	☑
Joe Penketh	Hollins & Reed	☑

Other conditions

One night, 18:30 to 05:30. Not finished by 05:00: stop, make safe, ring the duty manager. Intruder zone 2 bypassed 18:15, desk circuit proved dead 18:20, both before issue.

Other hazard: out of hours, one security officer alone. Security 0161 496 0178. Check in at 18:30, at 00:00 and on leaving. Nobody past the counter line.

Asbestos: none in the desk or partitions on the bank's register. Anything unexpected in the walls, stop and ask.

Sign-off	Name	Signature	Date	Time
Issued: precautions checked	Dan Hollins	signed	19/10/26	18:25
Accepted: permit understood	Priya Shah	signed	19/10/26	18:28

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Cancellation

Work stopped at	04:50. New desk and both partitions fitted.
Area checked	Hall swept and walked at 05:00. Exits clear. Rear door shut, checked by security.
Equipment removed	Tools and waste out of the rear door by 04:58.

Handback

Isolations removed	Desk circuit back on at 05:05, by the bank's electrician. Intruder alarm zone 2 reinstated and tested at 05:10, by the alarm engineer.
Area returned to	The bank's duty manager, 05:10
Notes	Checked in with security 18:30, 00:00, 05:06. The bank's electrician connected and tested the new desk sockets before switching back on.

Sign-off	Name	Signature	Date	Time
Extended: new end time	Not extended			
Cancelled: area checked	Dan Hollins	signed	20/10/26	05:08
Handed back: area returned	Dan Hollins	signed	20/10/26	05:10