Working at Height Permit

Hollins & Reed Contracting Ltd

Permit no.	Site	Exact location
HR-0422	**Unit 5, Canal Side Business Park**	**Flat roof, south section, inside the barrier**

Details					
Contractor	Hollins & Reed	**Issued to**	Owen Tattersall	**Valid from**	22/10/26 07:45
Valid to	22/10/26 12:30	**RAMS ref**	HR-RAMS-12		

The work	
Where and how reached	Large felt roof, concrete deck. Fixed ladder to a hatch inside the barrier, 9 m from the edge.
Work to be done	Set the barrier. Two-hour condition survey, photos and moisture readings. Strike the barrier.
Why not from ground	Pole camera pictures on 15 October could not show if the felt is wet. That needs a meter.

Hazards							
Fragile roof	☑	**Unprotected edge**	☑	**Roof lights**	☑	**Weather**	☑
Overhead lines	☐	**People below**	☑	**Lone working**	☐	**Falling objects**	☑

Precautions	Done	By
Access equipment inspected	☑	Dan Hollins
Edge protection in place	☐	Barrier 2 m instead
Fragile surfaces covered or barriered	☑	Barrier, by 08:50
Harness and anchor points	☐	Not needed. No anchor
Rescue plan in place	☑	See below
Exclusion zone below	☑	Keyholder, cones
Weather checked	☑	Readings, sheet 2
Tools tethered	☑	Wrist straps
Lighting	☐	Not needed. Daylight

Equipment							
MEWP	☐	**Tower**	☐	**Scaffold**	☐	**Harness**	☐
Netting	☐		☐		☐		☐

People on this permit: name	Company	Briefed
Owen Tattersall, Joe Penketh: survey	Hollins & Reed	☑
Reece Ollerton, Priya Shah: barrier	Hollins & Reed	☑

Other conditions
Issuer at the hatch while anyone works. Stay inside the barrier. Stop at a steady 8 m/s, our limit for this job, or on rain.
Rescue: no harness. Hurt or ill: ring 999, say fixed ladder, may need fire service. Issuer meets them at the hatch.

Sign-off	Name	Signature	Date	Time
Issued: precautions checked	Dan Hollins	signed	22/10/26	07:35
Accepted: permit understood	Owen Tattersall	signed	22/10/26	07:40

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Weather and equipment checks			
Time	**Wind**	**By**	**Result**
07:30	2.4 m/s	Reece Ollerton	Read at the hatch, before issue. Dry. Under our limit.
07:45	2.6 m/s	Reece Ollerton	All four briefed by the issuer. Barrier team up. Our method for this job: sections and weights hauled through the hatch on a rope, nobody on the ladder while a load moves. Line taped out from the hatch first, sections set from inside it, one setting, one watching. Nobody past the tape.
08:50	2.9 m/s	Dan Hollins	Barrier done, weighted, 2 m from edges and roof lights. Team stopped while the issuer walked it. Team down.
09:00	3.1 m/s	Joe Penketh	Survey team up. Dry. Under our limit.
10:00	4.4 m/s	Joe Penketh	Dry. Both inside the barrier. Issuer at the hatch.
11:00	6.3 m/s	Joe Penketh	Wind rising, cloud building. Last readings, then off the roof.
11:20	6.6 m/s	Reece Ollerton	Under our limit. Barrier team up. Sections lifted back towards the hatch, nobody past the line. Issuer at the hatch.
11:55	7.1 m/s	Reece Ollerton	Last section lowered through the hatch. Team down.

Cancellation	
Work stopped at	11:55. Survey done 11:10, barrier struck 11:55. All four down and counted.
Area left safe	Hatch shut and locked 12:00. Nothing left on the roof.
Equipment removed	Barrier sections to the van. Cones lifted 12:05.

Handback	
Area returned to	Thornley Vale Estates Ltd, site keyholder, 12:15
Notes	Survey report to follow. Not part of this permit.

Sign-off	Name	Signature	Date	Time
Extended: new end time	Not extended			
Cancelled: area checked	Dan Hollins	signed	22/10/26	12:10
Handed back: area returned	Dan Hollins	signed	22/10/26	12:15