

ESTATES OFFICE

C) OUT OF HOURS PERMIT (OHP)		OHP Ref No:
This OHP is requested in connection with Permit to Work (PTW) Ref:		
An out of Hours Permit is required for any operation required to be undertaken outside of the Universities opening hours as follows:		
Term Time:		
All Buildings:	Main Campus, Buildings K & L, Clarion 8 Building:	
	Monday to Thursday	8.30am to 10.00pm
	Fridays and Saturdays	8.30am to 6.00pm
	Sundays	Closed
Non-Term Time:		
All Buildings:	Main Campus, Buildings K & L Clarion 8 Building:	
	Monday to Friday	8.30am to 6.00pm
	Saturdays and Sundays	Closed
All Buildings are closed on Bank and Public Holidays.		
Contractor's Name:		OHP Request Date:
Contact Name:		Contact Phone No:
		Email Address:
Location where Out of Works to be undertaken:		
Description of Out of Hours Works to be undertaken:		
Number of operatives requiring out of hours access:		
Out of Hours Works commencement time & date:		
Out of Hours completion time & date:		
REQUIRED PRECAUTIONS DETAILS		Delete as appropriate
1. General Precautions		
1.1 Safe systems of work are in place and will be implemented.		Yes / No
1.2 Copy of this permit to be presented to security when signing in.		Yes / No
2. Are other permits required in connection with the proposed works?		
2.1 Hot Works Permit (HWP) required:		Yes / No
2.2 Permit to Dig Permit (PTD) required:		Yes / No
2.3 Confined Space Permit (CSP) required:		Yes / No
2.4 Roof Access Permit (RAP) required:		Yes / No
3. Other Precautions to be taken: Specify additional precautions to be taken, and limitations on work, work equipment, work materials, etc.:		Yes / No / NA
I confirm that adequate safe systems of work will be maintained and that all of the required precautions noted in the above checklist will be undertaken. I further confirm that all operatives will sign in with Security at commencement of out of hours works and sign out on completion.		
PERMIT APPROVAL		
Contractor Signature:	Print Contact Name:	Date:
Approver Signature:	Print Approver Name:	Date:
Permit Cancelled by:		Date:

