

Project safety documents

Example project: sample retail fit-out · Prepared for demonstration only

ILLUSTRATIVE SAMPLE · NOT FOR SITE USE

01 · Job details

Project, site, client, dates, workforce, interfaces and access restrictions supplied by the contractor.

02 · Activity risk assessment

Tasks, people at risk, hazards, existing and additional controls, and initial and residual ratings require site-specific input.

03 · Method statement

Work sequence, responsibilities, equipment, permissions, emergency arrangements and briefing details.

04 · COSHH

Product-specific use, current supplier SDS, exposure, controls, first aid and spill response, when substances are used.

05 · Competent review and briefing

Check all information against the actual work, amend it, approve the issue and brief the workforce before starting.

06 · Permit forms

All five permit examples are included to show the available formats. A real pack includes only the forms selected for the actual activities.

ILLUSTRATIVE SAMPLE · NOT FOR SITE USE

SHEQ Excellence | sheqexcellencegroup.com | SAMPLE

Hot Work Permit

Draft only. Complete and check against the site permit system before issue. Not an authorisation to work.

Preparation & task limits

Permit / RAMS reference

DEMO ONLY

Project

Sample retail fit-out

Company

Demonstration company

Site / exact work area

Demonstration site - no real location

Validity: start / expiry date and time

Task, boundaries, exclusions & linked permits

Hot works

Alternatives to hot work; combustibles, hidden voids & adjacent areas

Equipment, cylinders, ventilation, fumes & fire protection

Service / alarm isolations, authorisation & reinstatement arrangements

Named fire watch; during-work and post-work checks, duration & emergency arrangements

Hazards / residual risks / linked assessments and PPE

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Activity records

Permit / RAMS reference
Project

DEMO ONLY

Sample retail fit-out

Fire watch contact / agreed duration / finish time

Fire watch & post-work inspection log

Time	Location	Findings / action	Signature / initials

Pre-start verification

Record checks and evidence. Pending or failed checks must be resolved before issue.

Cold-work alternative assessed	Pending	
Combustibles and hidden areas checked	Pending	
Fire watch and extinguishers ready	Pending	
Alarm changes authorised	Pending	

Verifier / date-time / evidence

Hot Work Permit

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Authorisation & hand-back

Permit / RAMS reference

Project

DEMO ONLY

Sample retail fit-out

Issue only after site checks. Acceptance confirms the scope, hazards and controls have been explained to the work team.

Issuing authority

Name

Signature

Date / time

Performing authority / recipient

Name

Signature

Date / time

Additional authoriser: name / signature / date-time

Suspension / handover / revalidation

Reason / safe state / handover signatures and date-time / new expiry

Hand-back and cancellation

Work completed / people clear / residual defects / reinstatement authority

Hand-back: performing authority

Name

Signature

Date / time

Closure: issuing authority

Name

Signature

Date / time

Stop on changed conditions or expiry. Revalidate through the site authority before restarting.

SHEQ template informed by HSE guidance. Adapt to the site system. Not an HSE form or approval.

Confined Space Entry Permit

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Preparation & task limits

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Company

Demonstration company

Project

Sample retail fit-out

Site / exact work area

Demonstration site - no real location

Validity: start / expiry date and time

Task, boundaries, exclusions & linked permits

Confined spaces

Avoidance of entry; space identification, entrants & attendant

Isolation, cleaning, atmosphere readings/time/tester, limits & monitoring

Ventilation, communications, access, PPE/RPE & entry log reference

Site-specific rescue plan, trained team, equipment, readiness & stop criteria

Hazards / residual risks / linked assessments and PPE

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Sample retail fit-out

Specify detector, calibration, test locations and re-test frequency. Enter units with every reading.

Atmosphere testing record

Date / time	Parameter / units	Reading	Site-approved limits	Tester

Entry / exit register

Name	In	Out	Signature / initials

Rescue lead / team / equipment / procedure reference

Pre-start verification

Record checks and evidence. Pending or failed checks must be resolved before issue.

Entry avoidance assessed	Pending	
Atmosphere tested against approved limits	Pending	
Attendant and communications ready	Pending	
Rescue team and equipment ready	Pending	

Verifier / date-time / evidence

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Work at Height Permit

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Preparation & task limits

Permit / RAMS reference

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Demonstration company

Project

Sample retail fit-out

Site / exact work area

Demonstration site - no real location

Validity: start / expiry date and time

Task, boundaries, exclusions & linked permits

Work at height

Avoidance of height; access method, edges & fragile surfaces

Equipment inspection, collective protection, anchors & fall protection

Dropped-object prevention, exclusion zones & weather limits

Rescue plan, competent team, equipment & emergency contacts

Hazards / residual risks / linked assessments and PPE

Work at Height Permit

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Activity records

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DEMO ONLY

Sample retail fit-out

Access equipment & inspection record

Equipment / ID	Inspection / defects	Inspector / date

Weather limits / actual conditions / stop triggers
Rescue lead / team / equipment / procedure reference

Pre-start verification

Record checks and evidence. Pending or failed checks must be resolved before issue.

Height avoidance assessed	Pending	
Access and edge protection inspected	Pending	
Dropped-object controls ready	Pending	
Rescue team and equipment ready	Pending	

Verifier / date-time / evidence
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Isolation / LOTO Permit

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Preparation & task limits	
Permit / RAMS reference	Project
DEMO ONLY	Sample retail fit-out
Company	Site / exact work area
Demonstration company	Demonstration site - no real location
Validity: start / expiry date and time	
Task, boundaries, exclusions & linked permits	
Energy isolation / LOTO	
Asset identification; all energy sources & isolation diagram/reference	
Isolation points, lock/tag IDs, owners & key control	
Stored energy release; zero-energy verification, test method & competent person	
Group isolation, shift transfer, affected parties & authorised reinstatement sequence	
Hazards / residual risks / linked assessments and PPE	

Isolation / LOTO Permit

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Activity records

Permit / RAMS reference

Project

DEMO ONLY

Sample retail fit-out

Isolation point register

Energy / source	Point / position	Lock / tag ID	Owner / time	Zero-energy test

Verification method / instrument / results / competent person

Lock removal & reinstatement log

Lock / tag ID	Findings / action	Authority / time

Pre-start verification

Record checks and evidence. Pending or failed checks must be resolved before issue.

All energy sources identified	Pending	
Isolation and lock ownership recorded	Pending	
Stored energy controlled and verified	Pending	
Affected parties informed	Pending	

Verifier / date-time / evidence

Isolation / LOTO Permit

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Authorisation & hand-back

Permit / RAMS reference**Project**

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Lifting Authorisation & Plan

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Preparation & task limits

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Project

Sample retail fit-out

Company

Demonstration company

Site / exact work area

Demonstration site - no real location

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Task, boundaries, exclusions & linked permits

Lifting operations

Load, verified weight, centre of gravity, dimensions & lifting points

Equipment/accessories, capacity at radius/configuration & examination records

Ground/support, route, landing area, exclusion zones & weather limits

Competent planner, supervisor, operator, slinger/signaller; plan/sketch & communications

Hazards / residual risks / linked assessments and PPE

Lifting Authorisation & Plan

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Activity records

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DEMO ONLY

Sample retail fit-out

Use the selected equipment load chart and configuration. Include rigging weight in the total suspended load.

Load & equipment schedule

Load ID	Weight (kg)	Radius (m)	Rated capacity (kg)	Planner / check

Lift sequence / rigging sketch reference

Operator / supervisor / slinger-signaller / communications

Pre-start verification

Record checks and evidence. Pending or failed checks must be resolved before issue.

Load and capacity verified	Pending	
Ground and lift route assessed	Pending	
Examinations and accessories checked	Pending	
Lift team and signals briefed	Pending	

Verifier / date-time / evidence

Lifting Authorisation & Plan

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Authorisation & hand-back

Permit / RAMS reference

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