

**PRE - WORK BRIEFING CERTIFICATE**

Work Description	
Work Location	
Company Name	
TYPE	INFORMATION, INSTRUCTION & SITE GUIDANCE
1 Smoking	Cardiff Gate Training and Development Centre (CGTDC) operates a strict <b>NO SMOKING</b> policy in <b>ALL AREAS</b> with the exception of the designated smoking area. Cigarette ends are <b>ONLY</b> to be discarded into the dedicated facility provided at the location.
2 Emergency Procedures	In the event of a fire alarm/emergency condition being signalled, contractor(s) will undertake requirements in making their work area safe and proceed to the emergency assembly point located at the appliance bay, rear car park where the working party supervisor will account for members of his/her working party to the CGTDC Senior Maintainer.
3 Restricted and controlled access	Restricted and controlled access area's require an Authorisation to Work and or Permit to Work, all access requirements in accordance with work activities within the fire ground training area including its buildings, structures & RTC area, electrical switch rooms, and plant rooms are confirmed restricted area's.
4 High Risk Work	Permits to Work are issued to control high risk work and are additional & complimentary to the Authorisation to Work issued by the CGTDC. Typical high risk classifications are: Demolition Work, Excavation Work, Confined Space Entry, Hot Work, Water Isolation & Drainage, Pressure Systems, Live Electrical Work, Use of Cartridge Tools, Roof Work, High Level Work, Cranes & Hoists, Scaffold Work, MEWPs and Asbestos Work. The list is not limiting in content, contractors are responsible for establishing and providing full disclosure via Job Specific Method Statements & Risk Assessments.
5 Working within the training centre common areas	Minor work creating no restricted access and with low risk may be permitted during normal hours, on approval of working methods by the CGTDC Senior Maintainer. Approval can be agreed provided that the work area is effectively cordoned to contain the work activity and associated equipment in isolating risk. Working parties are responsible for ensuring that the measures taken are fully effective against inadvertent breach of the cordoned work area.
6 Working overhead	Operators using mobile elevated platforms are to be competent to IPAF standard, an area below the work is to be effectively cordoned to a distance of 2 meters in excess of the work area.
7 Roof Access	Access to the roof is via a Permit to work prior to <b>EACH</b> and <b>EVERY</b> site visit. Access to the work area is restricted to approved walkways, where a man safe fall arrest system is in place, Safety Harnesses and the appropriate equipment will be supplied and worn by the working party to achieve successful attachment.
8 Electrical Work	Work is to be carried out, by a competent individual NICEIC approved and undertaken in accordance with the current edition of the IEE regulations. On completion of the work an NICEIC Electrical Test & Completion Certificate will be issued.
9 Emergency Lighting Work	Work is to be carried out by a competent individual and undertaken in accordance with British Standard 5266 Part 1 1998. On completion of the work an Emergency Lighting Inspection & Test Certificate to BS 5266 1998 will be issued.
10 Automatic Fire Detection Systems	All maintenance and inspection work is to be undertaken and carried out in accordance with British Standard 5839 Part 1 1988, on completion of work certification of conformance is to be issued covering the scope of work applicable.
11 Suspended Ceilings	Consideration is to be given to resident Fire Detection Systems, Emergency Lighting & Sprinkler Systems.
12 Lifts	Work to be undertaken by a competent engineer. The work area is to be effectively cordoned to prevent unauthorised access. Electrical isolations are to be made inclusive of a means of lock off to ensure no automatic or inadvertent start-up.
13 Gas Work	Work to be undertaken by a Corgi Registered Engineer, in compliance with ACOP guidelines. On completion of work a Gas Pressure Test Certificate is to be issued.
14 Hot Work	Acknowledgement is given to item 4) High Risk Work. A Hot Work Permit is to be obtained in <b>ADDITION</b> to the CGTDC Authorisation to Work. A site visit and risk assessment is to be undertaken ensuring <b>COMPLIANCE</b> with site procedures as detailed on the Hot Work Permit. Insurance indemnity to a value of £5,000,000 is required.
15 Scaffold Work	Instant and rigid scaffold is to be erected by a competent individual, assemblies left overnight are to be cordoned to prevent unauthorised access and inspected prior to use.
16 Noise	Where noise is anticipated as part of the work requirement, the work will be undertaken where possible <b>OUTSIDE OF CORE HOURS</b> and in compliance with the Noise at work regulations.
17 Asbestos	CGTDC confirm no presence of asbestos or asbestos based material has been used in the design or construction of this facility.
18 General Waste Disposal	Materials are to be removed & disposed of by a licensed operator. Waste <b>WILL NOT</b> be allowed to accumulate around the work area in an unsecured state.
19 Tools/ Eqpt	All tools & equipment will fully comply with current legislation on testing & inspecting and be carried by the working party.
20 Cordons materials & eqpt	Where necessary the transportation of materials, equipment and establishment of cordons for work activities having a direct and detrimental impact on the day to day use of the CGTDC and or an elevated level of risk is apparent will be undertaken <b>OUTSIDE OF CORE HOURS</b> .

**CONTRACTOR DECLARATION**

I/We declare that we have fully understood the Pre-work briefing and the guidance provided. I/We acknowledge that the guidance provided should not be seen as limiting in its content and acknowledge that full disclosure of our work requirements and hazard control be submitted in our Risk Assessment and Job Method Statement. I/We declare that should the proposed work be given clearance to proceed via the issuing of Authorisation and Permit(s) to Work, that I/We will ensure that all employees of our company, our appointed contractors and other personnel under our control, who attend your site to undertake the work specified, are fully briefed prior to the commencement of any work.					
Project Co-ordinator		Signature		Date	/ /
Site Supervisor		Signature		Date	/ /