**Ground Penetration Permit**

**These procedures apply to work activities involving ground penetration to a depth of more than 300mm**

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| **Section 1: Proposed work - To be completed by the school/department/contractor planning the proposed work** |
| **Estate office job number -**  |
| **School/Department/Contractor:** | **Location of work:** |
| Work proposer name and position: | **Description and extent of proposed work (direction, width, length, depth etc.):** |
| **Ground penetration techniques to be use :*** Excavation;
* Trenching;
* Digging;
* Vertical or horizontal Drilling/ Boring;
* Driving of metal spikes or piles into the ground.
* Tree felling & stump grinding.
* Other :
 | **Equipment to be used:**  |
| **Confirm approved Risk Assessment in place: Yes / No** | **Confirm approved Method Statement in place: Yes / No** |
| **Section 2 : Plan of work area** |
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| **Section 3 : Findings of Estate Office site investigation** |
| **Services present:** | **Yes or N/A**  |  | **Control measures** |
| Electric |  |  |  |
| Gas |  |  |  |
| Telephone |  |  |  |
| Coms/data |  |  |  |
| Water |  |  |  |
| Foul water |  |  |  |
| Other : |  |  |  |
| This ‘Ground Penetration Permit’ does not guarantee that all the services on the site of the proposed work have been identified. It is important that any Excavation; Trenching; Pile driving; Digging; Vertical or horizontal Drilling/ Boring; tree felling & stump grinding, driving of spikes into the ground is undertaken with caution in the knowledge that additional, previously unknown, services may be discovered during the work.  |
| **Additional precautions required (e.g. personal protective equipment, emergency procedures, barriers, fire-fighting equipment, supplementary ground scans etc.):** |
| **Section 3: Authorisation to commence work**  |
| Estates Office: the above work may commence for the period specified below by the Permit Issuer. | **School/department/contractor:** I have read and understood the conditions of this permit and will ensure that all workers understand and work to the requirements.  |
| Permit issuer Name:Estates section:Signed: Issue date: Valid until Date: Time:  | Permit Acceptor Name:School/department/contractor: Acceptance signature:Date: Time:  |
| In the event of previously unknown services being discovered and/or damaged these must be reported to Estate Office staff immediately so that identification and further investigations can be undertaken to assess any increased hazards associated with the works. The newly discovered services will then be inspected, identified and updated on the Master Services plan, prior to any reburying work. |

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