

**Retailer Notification of Works - the information below is required to approve works to your unit and / or issue a permit to work, if required**

Cabot Circus / Quakers Friars: Quakers Friars	Retailer Name: APPLE	SU number:	Retailer's Responsible Person (if applicable): Alex McCree
	Retailer Email Address: po_r252@apple.com		
Contractor Company Name and Address: Beaver Floorcare	Name of the Contractors Competent Person:	No. of Additional Workers:3	Daily Contact Number for Contractor:Mob: +44(0)1564 785111
Contractor Company Email Address: tracey@beaverfloorcare.co.uk			
Area of the building where the works are to be carried out:Stone - Shop Floor, Vinyl - BOH	Full Description of the works being conducted:Carry out stone floor and vinyl floor deep cleaning		
Does your contractor need access to the basement to drop off tools / materials only? If yes please fill in the registration number here. <b>Please note there is NO parking in the basement (please see overleaf).</b>		Vehicle Registration number:	
1. Have you seen and approved suitable & sufficient risk assessments for the proposed works?		Yes	Start date and time of works: Feb 19, 20, 21: 8pm
2. Have you agreed the method statements for the proposed works?		Yes	
3. Have you identified any areas of work that require <u>hot</u> works permits? (If yes, please see overleaf).		No	
4. Does the job involve high risk i.e. working at height outside of your retail demise? (If yes please see overleaf).		No	Finish date and time of works: Aug 20, 21, 22: 8am
5. Is it necessary to isolate any life safety systems in order for the proposed works to go ahead?(If yes please see overleaf).		No	
6. Have you made the asbestos register available to the contractor?		Yes	
7. Have you checked the liability insurance of your contractor (£10M indemnity limit <i>minimum</i> )?		Yes	Proposed hours of work:about 12 hours for 3 nights
8. Is access to the roof required? (If yes please see overleaf).		No	
9. Are large or frequent deliveries / collections planned as part of this work?		No	
10. Do you require the shopping centre lights to be on? If yes - which area?		No	Area for lighting: None
<p><b>Please note this form must be completed in full by the Retailer's Responsible Person</b></p> <p>I hereby certify that I have assessed the relevant safety documentation in relation to the proposed works and can confirm that the contractor selected is competent to carry out the works as described. All equipment used will meet current safety regulations and I will notify the control room if there are any changes what so ever to any of the current risk assessments, method statements, equipment being used or hours of work. I also confirm that a representative from our store will be supervising the work at all times.</p>			
Retailer's Responsible person (Authorising works) :	Print Name: Shaun Borland	Signature: po_r252@apple.com	08/02/2018
Once this retailer Notification of Works form is completed please return it to the Cabot Circus Management Suite Reception or email the signed copy to permits@cabotcircus.com.			

### Hot Works

Hot works is any task that uses a source of ignition in an area where flammable material i.e. card board and clothing etc. is present thereby potentially causing a fire hazard. Common hot work tasks include welding, soldering, cutting and brazing. When flammable materials are present, tasks such as grinding and drilling, become hot works tasks. Any contractor carrying out hot works tasks within the retailers demise must present a signed (by the retailers responsible person, e.g. Store Manager) copy to the Cabot Circus Control Room prior to any works starting.

I hereby certify that I have assessed the relevant safety documentation in relation to the proposed hot works and I can confirm that the contractor selected to carry out the works is competent to carry out the works as described. All equipment used will meet current safety regulations and I will notify the Cabot Circus Control Room if there are any changes. A representative from our store will be supervising the work at all times.

Signed .....Print..... Date.....

### Working at Height

Any work at height must be controlled to reduce the risk of anybody falling from height. You are responsible for any working at height within your units and any health & safety procedures that complement that work. Any works from height that takes place within the Landlord areas i.e. back of house or front of house including the use of ladders/foot stools is **strictly forbidden**. A suitable alternative means of access must be used i.e. platform, scaffold tower or access equipment. If a employee or contractor is working on your shop front or signage they must follow Cabot Circus procedures. If a scaffold tower is being used, the person erecting and using the tower must hold a current PASMA qualification with a corresponding PASMA ID card.

I hereby certify that I have assessed the relevant safety documentation in relation to the proposed working at height and I can confirm that the contractor selected to carry out the work is competent to carry out the tasks as described. All equipment used will meet current safety regulations and I will notify the Cabot Circus Control Room if there are any changes. A representative of our store will be supervising the work at all times.

Signed .....Print..... Date.....

### Access to the Roof

Access to the Cabot Circus roof is only permitted to authorised contractors by means of authorised access card, anybody accessing the roof is only permitted to access the demised retailer plant area clearly marked out using the designated walkways, and under no circumstances must anybody work outside the roof protection zones. Contractors are forbidden to work in any other area.

I hereby certify that I fully understand the site rules for accessing the Cabot Circus roof areas and what restrictions are in place. The retailers responsible person must make sure the area has been left clean and tidy when the works have been completed.

Signed .....Print..... Date.....

### Access to the Basement

**NO CONTRACTOR PARKING IN THE BASEMENT - ONLY TOOLS/MATERIALS CAN BE DROPPED OFF. PLEASE FIND ALTERNATIVE PARKING IN THE LOCAL AREA.**

#### IMPORTANT INFO FOR BASEMENT ENTRANCE PROCEDURE

By entering the Cabot Circus service yard you are agreeing to the Cabot Circus service yard terms and conditions.

#### ALL VEHICLES MUST REPORT TO THE HOLDING BAY (BS1 3PH) TO GAIN ENTRY

Whether the vehicle has been booked in prior to arrival or not, it must first report to the Holding Bay in order to be confirmed. Vehicles must report to the Holding Bay and follow the instructions on the sign. Any vehicles that arrive at the entrance bollards without first reporting to the holding bay will NOT be granted access to the basement. Cabot Circus will contact the police if a vehicle that has not reported to the holding bay refuses to move from the bollards. The holding bay can be found using the postcode BS1 3PH, or by using the map at <http://g.co/maps/jsbyg>.

#### NO TAILGATING

The bollards will be raised after EVERY vehicle **WITHOUT EXCEPTION**. Cabot Circus and its affiliates will NOT be held responsible for any damage sustained by drivers or vehicles caused by the bollards being raised to prevent entry to a tailgating vehicle. In addition, Cabot Circus and its affiliates reserve the right to pursue companies or individuals to cover the cost of repairs to the bollards incurred due to the bollards being raised to prevent entry to a tailgating vehicle.

I hereby certify that I fully understand the site rules for accessing the Cabot Circus basement areas and what restrictions are in place. I have informed my contractors of the site rules that are attending.

Signed .....Print..... Date.....