London Luton Airport

COCO	Contractor Notice
Document Owner – Control of Contractor Office Manager	Version 01 Issued: 27/10/2026

Working at Height Permits – Change to Validity Period

Effective from: Monday 2 November 2026

1. What is changing?

Following a review of the first month of the revised permit process, the maximum validity of Working at Height High-Risk Permits is increasing from **12 hours to 7 days**.

This change reduces duplicate applications where contractors are carrying out the same work across consecutive days.

2. When can the same permit be used?

A single permit may cover up to 7 days where:

- The work activity and location remain unchanged.
- The personnel carrying out the work remain unchanged.
- The RAMS and agreed safety controls remain suitable for the work.

3. Existing safety requirements remain in place

Contractors must check site conditions and ensure controls remain effective before starting work each day. Any changes to the work, location, personnel or risks must be reviewed, and the permit updated or replaced before work continues.

The process remains unchanged: permits must still be issued on site by the Location Owner before work starts and completed on site by the Location Owner when the work is finished. All existing Work Authorisation and permit approval requirements remain in place. Working at Height permits continue to apply to MEWPs, scaffolding and towers.

4. Working at Height Audits

COCO will increase on-site Working at Height permit audits. All operatives must be able to present the following on request:

- A valid Working at Height permit covering their work.
- Relevant accreditations for the equipment they are using.
- RAMS detailing the method of work and Working at Height control measures.

This can be done quickly and simply on the orchestrate app in which you can download on any mobile device and show all the above information and sign in/out (The orchestrate username/password is the same as your concerto one)

5. Further information

Please share with all relevant staff and subcontractors. Queries: coco@ltn.aero.