PERMIT TO WORK PROCEDURE

This is a controlled document. It should not be altered in any way without the express permission of the author or their representative. On receipt of a new version, please destroy all previous versions.

Date of Issue:	February 2016	**Next Review Date:**	February 2018
Version:	1.0	**Last Review Date:**	
Author:	Health and Safety Manager		
Directorate:	Estates and Facilities Management		
Authorised by Director of Estates and Commercial Development			
Approval Route: Health and Safety Committee			
Approved By:		**Date Approved:**	
Health and Safety Committee		24th February 2016	
Links or overlaps with other procedures/policies:			
Health and Safety Policy			
Fire Policy			
Confined Space Management Procedure			

Amendment History

Issue	Status	Date	Reason for Change	Authorised

Please note:

If you require a copy of this procedure in an alternative format (for example Large Print, Easy Read) or would like any assistance in relation to the content of this policy, please contact the Human Resources (HR) team on 01803 656680.

CONTENTS

Introduction 4

Activities where Permits to Work may be required 4

Specific permits under Estates HTM documents 5

Responsibilities 5

Permit to Work procedure 6

Further Information 7

References 7

Appendices 7

1. Introduction

A permit to work can be considered as a specialised Safe System of Work (SSoW) under which certain high risk activities may only be carried out with specific permission of the Authorised Person. Permits to Work (PTW) are an important means of ensuring the Health and Safety of employees, contractors and other people, therefore fulfilling the Trust duty of care. Non-routine high risk tasks such as Hot Work, work on live electrical systems, maintenance on piped medical gases, etc. can produce health and safety risks over and above those normally encountered. Specific HTM's may also require a PTW due to the nature of the activity. Therefore, a PTW is a specialised risk assessment to control these risks.

Routine tasks such as cleaning, inspection, planned maintenance should be risk assessed and work instructions developed.

2. Activities where Permits to Work may be required

Below are some examples of where PTW may be required. This list cannot be considered as complete and an activity which is not risk assessed should be checked with a senior member of the Estates Department as whether a PTW is required.

- Hot Work e.g. welding, hot roofing works
- Confined Spaces e.g. work in a boiler, roof space
- Natural Gas – breaking into gas lines in boiler room
- Working at Height e.g. roof access maintenance without edge protection
- Bio Hazard maintenance activities
- Radioactive drains where identified by the RPA as high risk
- Excavations creating a confined space
- Local exhaust ventilation
- Piped Medical Gases
- Pressure systems
- Specialised Ventilation plant i.e. theatres, Pharmacy manufacturing units, Immuno-suppressed wards
- HV & LV Electrical systems
- Work within or impact on critical areas

3. Specific Permits under Estates HTM documents

Within the Trust the activities listed below have their own pre-printed PTW forms available from the Estates Department:

- HV & LV Electrical systems
- Piped Medical Gases
- Hot Works

Note: Due to the radiation hazards the Oncology department have their own PTW documentation to be used in conjunction with the Estates PTW when activities have to be carried out on their roof.

4. Responsibilities

The Health and Safety Policy sets out general health and safety responsibilities for Executives, Implementers, Advisors and Working Groups for all health and safety policies, procedures and working guidelines. However, specific responsibilities under this procedure are;

4.1 Estates Officer

The Estates Officer (the Project Manager, Surveyor, Works Supervisor, Design Engineer) identifies a PTW is required. The Estates Officer may also be considered as the 'Authorised Person' due to their professional expertise.

4.2 Authorised Person

The Authorised Person (the Project Manager, Surveyor, Works Supervisor, Design Engineer, Named Authorised Person, Manager who is overseeing the work, etc.) is responsible for:

- Agreeing a SSoW with the Competent person, before the work begins
- Surveying the task and the environment, and ensuring a risk assessment and subsequent method statement, detailing the hazards and associated control measures and the method in which the task is to be carried out is provided
- Generating a PTW number
- Ensuring the 'Competent Person' fully understands the control measures detailed in the PTW
- Signing the PTW
- Dealing with all queries relating to the PTW until the PTW has been cancelled
- Notifying departments where their service is to be disrupted by the works and agreeing convenient dates and times for the work to commence

- Isolation of services if required by the PTW
- Upon completion of the works reinstating the isolated services
- Cancelling the PTW once with work is complete
- Retaining and filing the original copy of the PTW form

4.3 Competent Person

The Competent Person (the person on site who is carrying out the work) is responsible for:

- In conjunction with the 'Authorised Person' surveying the task and the environment, and ensuring a risk assessment and subsequent method statement detailing the hazards and associated control measures and the method in which the task is to be carried out is provided
- Ensuring all workers involved in the PTW activity fully understand the control measures detailed in the permit to work
- Ensuring the PTW is held by the competent person whist the permit is 'live'
- All persons under their charge
- Ensuring relevant sections of the PTW are completed and where necessary relevant certification documentation accompanies the permit to work, either prior to the PTW being authorised or on completion of the work
- In conjunction with the Authorised Person cancelling the PTW

4.4 Managers

Managers are responsible for ensuring they understand the risks associated with the PTW and how this may impact their work area by discussing the PTW activity before it commences with the Authorised Person and Competent Person.

5. Permit to Work Procedure

The following section details the steps that must been taken to request and implement a permit to work. The Flow Chart in Appendix 1 provides a summary of the PTW procedure.

5.1 PTW application

This is raised by the Competent Person 72hrs prior to being required the Estates Officer or Authorised Person advising that he has been requested to carry out work that requires a PTW on the PTW form.

5.2 Risk Assessment and Method Statement

These are the documents raised by the Competent Person detailing what the risks are, who may be affected and what control measures are to be implemented, the method statement gives details of how the contractor intends to carry out the work.

5.3 Assessment

The process where the Competent Person and Authorised Person review all documentation to ensure it is all present, suitable and fully completed.

5.4 Permission

This stage is where the Authorised person signs the PTW after being fully satisfied that works will be managed competently

5.5 Issue of Permit

The stage at which the completed PTW is issued to the Competent Person authorising them to commence work.

5.6 Handback, Re-Instatement and Cancellation

The stage at which the person directly responsible for the works has completed all the work authorised within the timescale agreed, the PTW can then be signed off by all parties.

6. Further Information

Any queries or questions relating to this document or matters around health and safety should be referred to the Health and Safety Manager. Queries or questions relating to specific maintenance activities should be referred to the Estates Department.

7. References

The following references and further reading are applicable to this document:

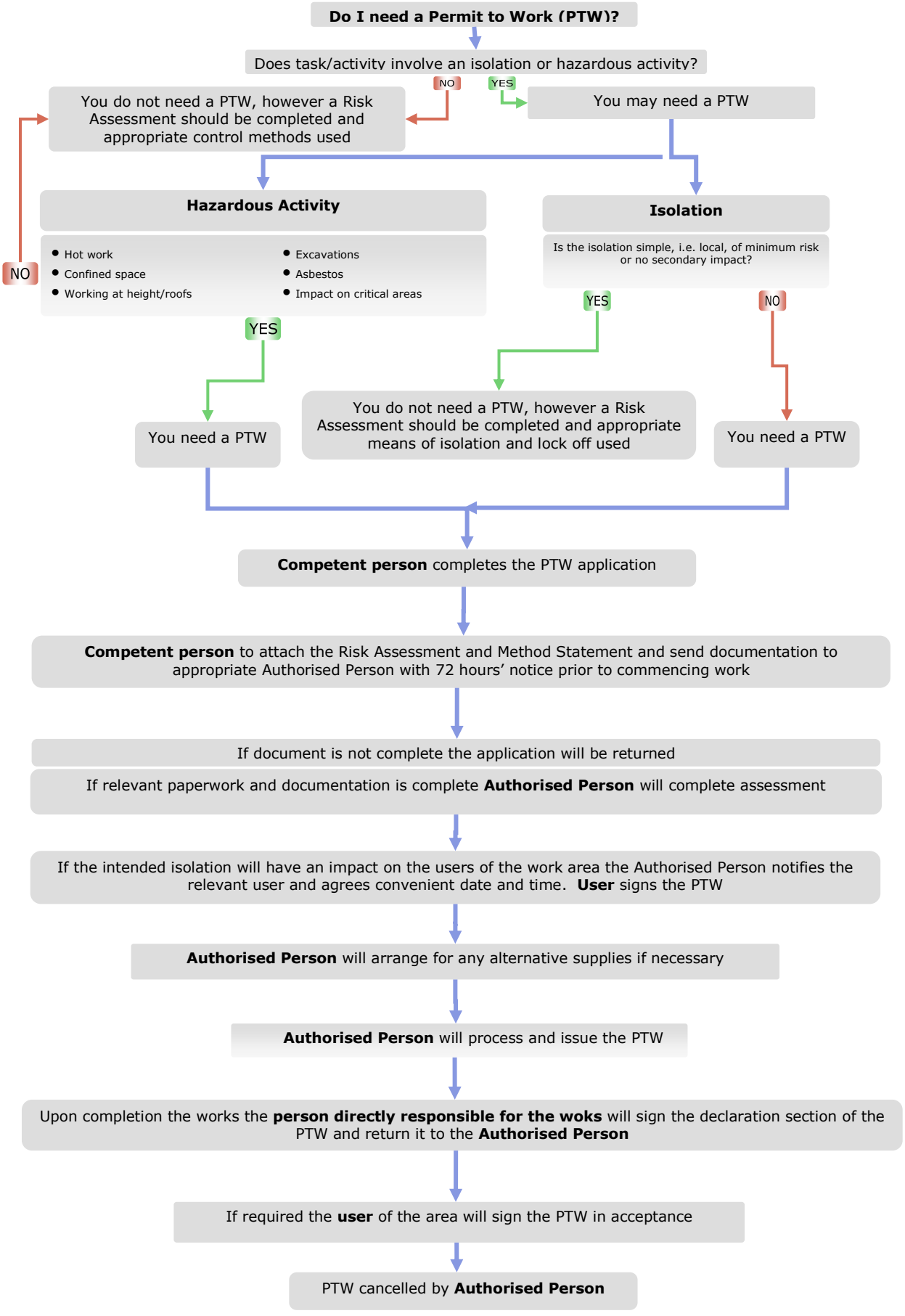
- The Health and Safety at Work etc. Act 1974
- The Management of Health and Safety at Work Regulations 1999
- Health Technical Memorandum Series (HTM)

8. Appendices

Appendix 1 - PTW Flow Chart

Appendix 2 – Copy of the PTW Request Form (Separate Document)

Appendix 1 - Permit To Work Procedure



Appendix 2 – PTW Form – example front page below (full form available separately)

Torbay and South Devon NHS
NHS Foundation Trust

Estates and Facilities Standard Form

Permit to Work

Section 1 – Assessment (To be completed by Estates Officer or Authorised person)					
Permit No		Issue Date		Type of Permit	Isolation ☐ Hazardous area ☐ Other ☐ Please state:
Company				Time	
Permit for	Access ☐ Heights/roofs ☐ Pressure systems ☐ Plant/equipment ☐ Drains ☐ Excavations ☐....Natural Gas Systems ☐ Asbestos ☐ Impact on critical areas ☐ Other ☐ Please state:				

Section 2 – Application (To be completed by competent person 72hrs before permit is required)							
Point of Work/isolation		Building		Floor		Room	
Period Of Validity	From Date		Time (24hrs)		To Date		Time (24hrs)
Reason for Permit							
Details of intended works							
No other work shall be carried out under this permit							
The work to be carried out under this permit is covered by an appropriate Risk Assessment and Method Statement and these are attached to this permit				Y/N			
Competent Persons (list names)							
I accept responsibility for supervising the work and will ensure that all persons under my supervision are competent to carry out the tasks stated in this permit hereby and declare that I understand the content of this permit and that no other work other than that stated will be carried out, and all proposed and any additional control measures will be adhered to.							
Evidence of competency may be requested by the Estates Management at any time							
Person in charge (Full Name)				Tel No			
Signature		Time		Date			

Rev 01/ February 2016 Page 1 of 2 EFM - 5011

Authorised by: Director