

Permit to Work Policy

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Scope

This policy provides a system to enable work to be carried out where there are significant risks that cannot be adequately controlled by risk assessment measures, safe systems of work, etc, alone, i.e. where there is an identified need for strict controls to be put in place for a limited period.

Its scope is limited to high risk building and maintenance operations such as hot work, confined spaces, and working at height.

Policy Summary

This policy describes how a Permit to Work (PTW) must be used for certain types of building and maintenance work.

Introduction

A PTW must be used whenever it is intended to carry out work which may adversely affect the safety of employees, contractors, the people supported by the NAS, or if there is a high risk to plant or equipment. Permits to Work should not only be considered for work being carried out by contractors, but also for work carried out in-house.

Most risks will be able to be controlled adequately by the use of the control measures shown on the risk assessment relating to the proposed work. It will, however, be necessary to invoke the PTW system where it can be foreseen that additional controls are needed to ensure safety. Consideration of the use of a PTW must be given when carrying out:

- Hot work, e.g. welding, plumbing and paint stripping using a blow torch, hot felt roof work.
- Working at height, e.g. replacing roof tiles, fitting air conditioning equipment on a roof, working on fragile roofs.
- Confined spaces, e.g. in manhole, basement or loft space with restricted access.

This is not an exhaustive list. There may be odd occasions when, for example, a pump in an on-site sewage plant needs replacing and it cannot be retrieved without entry into the sump.

To determine whether a PTW should be used reference should be made to the Area Facilities Manager or Safety Manager. The flowchart at Appendix 1 will act as a guide.

Use of the Permit to Work Form

The Area Facilities Manager is responsible for issuing and maintaining permits to work in their administrative area. The form (Appendix 2) must be strictly controlled and completed as follows:

Permit Serial Number – This must be a unique number generated locally and shown on each page of the PTW.

Part 1 – The activity should be clearly and concisely recorded (detail can be provided in Part 2). The date and time for which the PTW remains valid must be shown and work must not extend outside of the set times / dates. The time period must not extend beyond one day or one shift. A new PTW will be required for each additional day / shift.

Part 2 – A full description of the task should be shown. It must identify any safety critical procedures.

Part 3 – All relevant documentation must have been read and fully understood before proceeding any further in the completion of the form. All relevant documentation must be referenced.

Part 4 - All the relevant control measures relating to reduction of the risk must be shown.

Part 5 – The person carrying out the work cannot provide the authority to proceed. This authority would normally be provided by the Area Facilities Manager. Exceptionally, the Area Facilities Manager may delegate this authority, on a task by task basis, and by written agreement to a Manager, Site Supervisor or Maintenance Operative.

Part 6 – It is of vital importance that the person in charge of the work confirms that they fully understand the task and that they are competent to carry out the work in a safe manner.

Part 7 – If for any reason the work is suspended then the reasons must be given in Part 9 and a full explanation of the status of any plant / equipment etc must be provided in order that upon recommencement there is no confusion about how to proceed safely. If the work has been completed then this should be shown and a description provided in Part 9. The form should then be passed to the Area Facilities Manager for certification.

Part 8 - The Area Facilities Manager or delegate (see Part 5 guidance) must sign the form to show that they are in agreement with the stoppage and the description in Part 9. Work cannot then recommence on this PTW. A new PTW will be required for any follow-on work.

Part 9 – This part must be completed in full by the person in charge of the work.

Ideally, the form will be written and signed off at the various stages in person in a timely fashion, e.g. the permissions should not extend beyond one day or one working shift. Where it is not possible for the Area Facilities Manager to sign off the various parts of the form in person then this can be done by email. However, the form must directly cross reference the respective email. The email must be specific, i.e. showing it is in relation only to Part 5 or Part 8. The email(s) must be stapled to the PTW at each stage, and must not be removed. All parties must agree to this system of remote working, and confirm that they have an understanding of the need to gain the correct authority at each stage.

Records

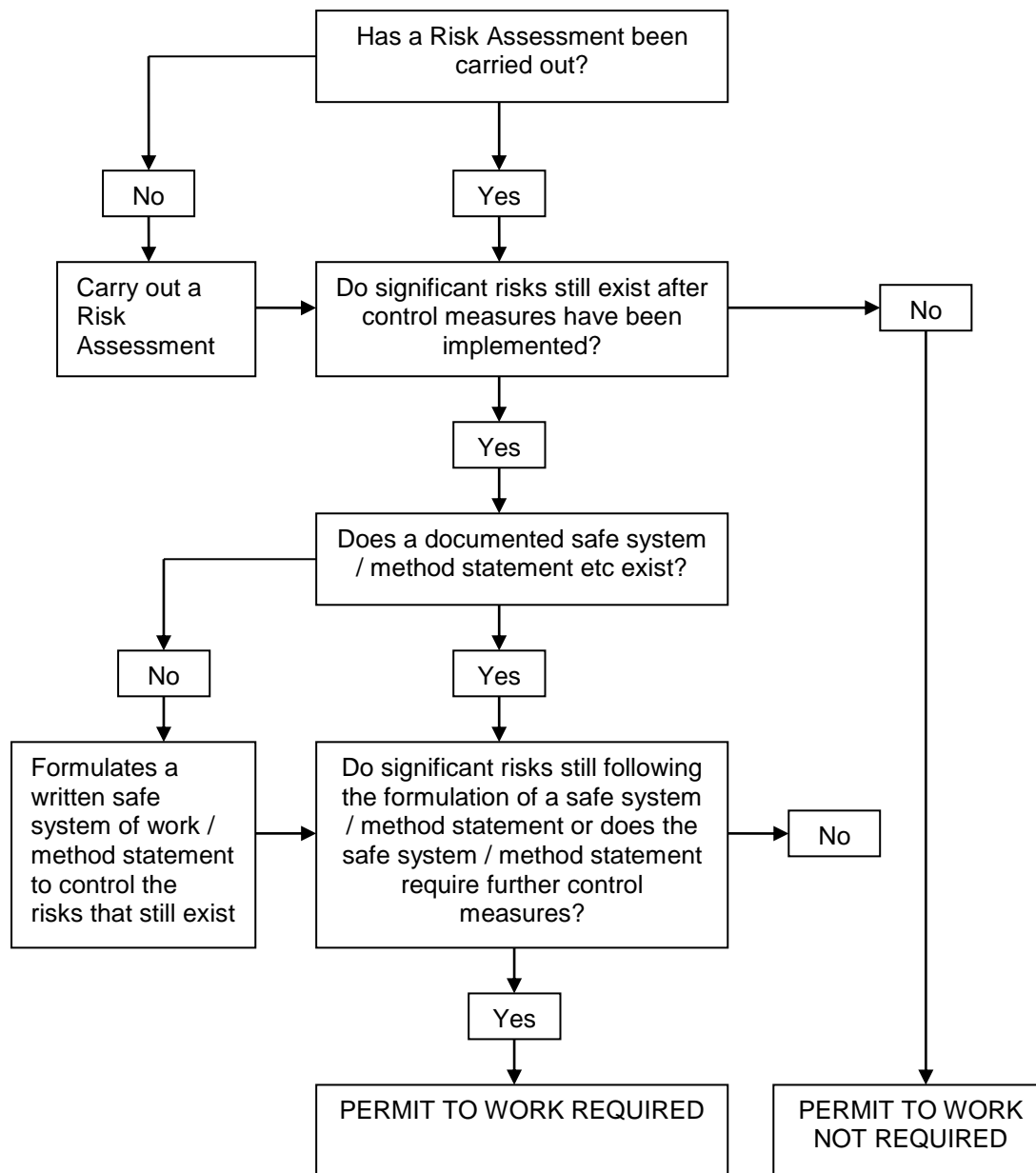
Copies of PTWs should be maintained locally for at least three years from the date of issue.

A register must be maintained as shown at Appendix 3. The Area Facilities Manager is responsible for maintaining the register of permits to work in their administrative area.

Key Management Actions

- Ensure that the PTWs are used to control high risk activities and processes
- Seek guidance on the use of PTWs, where necessary, from the Area Facilities Manager or the Corporate Safety Manager

Appendix 1 – Flow Chart



Appendix 2 - Permit to Work

Permit Serial No:..... Page 1 Date.....

PART 1 - GENERAL

Administrative Area eg South East	
Location of the task	
Activity	
Valid from / to	From: : hrs on (date) To: : hrs on (date)

PART 2 -TASK TO BE CARRIED OUT

Description of the equipment or system and activity or tasks to be carried out	
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PART 3 - CROSS-REFERENCED DOCUMENTATION

List all associated Risk Assessments, Permits To Work, Safe Systems of Work, Method statements, or Maintenance procedures.	
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PART 4 – HAZARD IDENTIFICATION AND CONTROL MEASURES

The following residual hazards exist or have been introduced to this task and the listed control measures are to be implemented (include PPE requirements).	Hazard: Control Measure:
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PART 5 – AUTHORITY TO PROCEED BY AREA FACILITIES MANAGER

I have reviewed all aspects of the task/activity and am satisfied with the arrangements as detailed in the “Safe System / Method Statement” have been put in place and certify that the activity/process detailed at Part 2 is authorised to proceed.

Signed	Name	Position
Date	Time	

PART 6 – TASK ACCEPTANCE BY THE PERSON IN CHARGE

I certify that I am competent to carry out the person in charge function and have read and fully understand the documentation associated with the task and listed at Part 3. I am satisfied that those personnel who will be employed on the task are properly equipped and understand the safety and emergency procedures to be followed and are competent to carry out the task.

Signed	Name	Position
Date	Time	

PART 7 - TASK COMPLETION/TASK STOPPED BY THE PERSON IN CHARGE

I certify that the task/activity detailed at part 2 has been (* delete as applicable)	*a. Completed
	*b. stopped/suspended. The task was stopped/suspended at__:__hrs on the _____(date). Details of the reasons for stoppage/suspension are detailed at part 9 complete with details of what arrangements have been put in place to make safe and isolate and prevent all unauthorised access to the activity/process.

Signed	Name	Position
Date	Time	

Permit Serial No:..... Page 3

PART 8 – AREA FACILITIES MANAGER’S DECLARATION

I certified that this permit to work is cancelled and that the task/activity detailed at part 2 has been (* delete as applicable)	*a. Completed	
	*b. Stopped/Suspended. I concur that the task was stopped/suspended for the reasons detailed at part 9 and agree with the arrangements that have been put in place to prevent unauthorised access. This permit to work is now cancelled and all further work will be authorised on Permit to Work serial No _____	
Signed	Name	Position
Date	Time	

PART 9 – WORK STOPPED/SUSPENDED BY PERSON IN CHARGE

a. The task detailed at Part 2 has been stopped/suspended for the reasons listed		
b. The following arrangements have been put in place to make safe and prevent unauthorised access to the work area, and interested parties notified of any safety-related implications of the work stopping e.g. electrical supplies or other services remaining isolated		
Certified by the person in charge		
Signed	Name	Position
Date	Time	

Appendix 3 - Register of Permits to Work

Administrative Area _____

Serial No of Permit	Activity	Date and Time Permit Issued	Date and Time Permit Closed	Area Facilities Manager / Delegate	Person in Charge

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