



Permit to Work Issue Procedure

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PROCEDURE

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 University duty of care. Non-routine high-risk tasks can produce health and safety risks over and above those normally encountered. 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 exhaustive and, in any case, specific Risk Assessments and Method Statements will be always required.

- Hot Work e.g., welding, hot roofing works
- Work involving Passive Fire Materials
- 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
- Biohazard maintenance activities
- Excavations creating a confined space
- Local exhaust ventilation
- Pressure systems
- HV & LV Electrical systems
- Installation of any Digital Services, data cabling etc.

3. Specific permits under Estates documents

University activities listed below have their own pre-printed PTW forms available from the Estates and Facilities Department:

- HV & LV Electrical systems
- Hot Works
- Confined Spaces
- Passive Fire Materials

4. Responsibilities

The Health and Safety Policy sets out general health and safety responsibilities for the University safety policies, procedures and working guidelines. However, to ensure the integrity of the University's physical assets, specific responsibilities under this procedure are;

4.1 University Project Lead

The Project Lead identifies a PTW is required. The Project Lead may also be considered as the 'Authorised Person' due to their professional expertise.

4.2 Authorised Person

The Authorised Person (the person 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 whilst 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 be 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 Project Lead or Authorised Person; advising that they have 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.

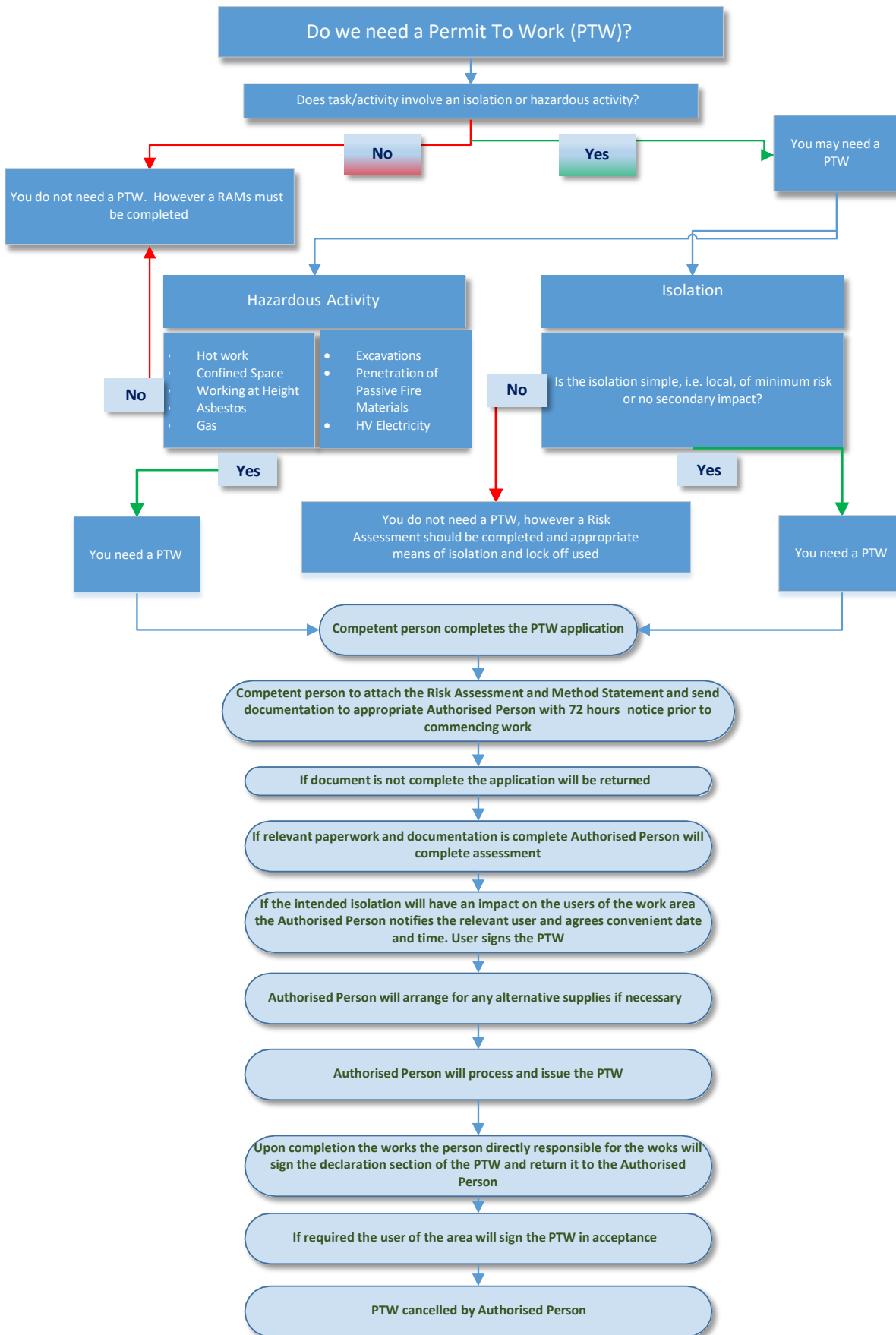
5.6 Hand back, Re-Instatement and Cancellation

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 Operational Risk and Compliance Manager. Queries or questions relating to specific maintenance activities should be referred to the Estates and Facilities Department.

Appendix 1



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