



# Permit to Work

## 1. Background

Outside contractors as well as Abbeyfield The Dales (ATD) employees are often engaged to undertake repairs, maintenance, refurbishment or installation of plant and equipment, or building alterations on Abbeyfield The Dales premises. In health and safety terms, the term 'contractor' is commonly applied to those who visit the premises of others, and who are therefore probably less familiar with the workplace and associated risks, yet sometimes carry out operations more hazardous than those normally carried out by those employed there. In order to limit or reduce the risks associated with those hazardous activities, avoid accidents, prevent injuries and cut costly losses and damage, it is necessary to provide a strong degree of control over any contractors or ATD staff involved in potentially high-risk work on ATD premises.

## 2. Objectives

ATD is committed to providing services that enhance the quality of life for older people and developing services that will meet the needs of future generations. This commitment is based on the Mission and Values of ATD. ATD will also comply with all relevant and current legislation.

The aim of this policy is to:

- Safeguard all persons living and working within or visiting ATD premises against the hazards and risks associated with some tasks requiring a Permit to Work. It applies to all ATD premises as required under the Health & Safety at Work etc. Act 1974 and associated legislation.
- Abbeyfield The Dales are obliged, both by statute and common law, to protect our workforce from health risks and personal injury and also to conduct all its undertakings in such a way as to ensure that all persons working within or visiting ATD premises are likewise protected

The Health and Safety at Work etc. Act 1974 sets out the extent of ATD duties and responsibilities as employers with regard to occupiers, contractors and the self-employed.

We are aware of the hazards associated with high-risk work activities in the workplace and are committed to reducing these hazards to such a level that the possibility of injury to members of staff, or any others likely to be affected by the activity, is reduced to SFAIRP ("SFAIRP" is short for "so far as is reasonably practicable"). We will ensure that appropriate and adequate expert advice and support is available to everyone involved in activities requiring a Permit to Work, by only employing persons with the necessary authority, knowledge, experience and skill to support the above aims.

## 3. Scope

All staff, including agency workers and temporary staff, visitors, volunteers and contractors who may be present in all ATD premises.

## 4. Policy

### 4.1. Permit to Work

An effective way of reinforcing control over hazardous activities is provided by the use of a permit-to-work system. A Permit to Work is a formal written means of making sure that the risks associated with potentially dangerous jobs are properly assessed and the work is carried

out using appropriate safety procedures. It is an accepted method of documenting the task being undertaken including the identification of the hazards involved, the personnel and equipment being employed, the method to be adopted, the location of the work and the safety precautions to be applied. It also sets a time limit for completion of the activity.

It is an organised and pre-defined safety procedure, providing a record of all foreseeable hazards that should have been considered in advance.

Correct operation of the system will ensure that: -

- The work being undertaken is clearly defined and closely controlled;
- All potential hazards are identified, and appropriate safety precautions are applied;
- Everyone associated with the work being undertaken is aware of the safety measures required and all the factors involved;
- The area affected by the work is clearly defined;
- The period of time during which the work may take place is clearly laid down;
- The correct personal protective equipment is provided and used;
- All affected parties are aware of the status of any equipment involved;
- The appropriate local managers are aware of the work in progress;
- All persons living and working within or visiting ATD premises are not exposed to hazardous conditions;
- all legal requirements are complied with to reduce risk SFAIRP.

## **4.2. Procedure**

The Permit to Work Procedure should be read in conjunction with the Permit to Work Policy. It provides an effective way of reinforcing control over hazardous activities is provided by the use of a permit to work system. A Permit to Work is a formal written means of making sure that the risks associated with potentially dangerous jobs are properly assessed and the work is carried out using appropriate safety procedures.

## **4.3. Definitions**

### **4.3.1. Authorised Person:**

Someone with sufficient knowledge and experience to determine whether the person requiring the Permit to Work has the competence to assess, control and manage the work being undertaken Further, someone who has the necessary experience and knowledge to identify the hazards associated with the work being undertaken and assess the precautions and procedures to be adopted to ensure the safety of those involved or who may be affected by the work (This is the Maintenance Manager or Health & Safety Manager).

### **4.3.2. Competent Person:**

Someone who is able to accept the responsibilities involved, have the necessary knowledge, sufficient experience and practical expertise, together with the appropriate training necessary to safely carry out the job being undertaken and reduce risk SFAIRP.

## **4.4. Roles & Responsibilities**

A Permit to Work may only be initiated by one of the Authorised Person's from within ATD who is in a position to have access to all relevant files and documentation (e.g. asbestos register), and have the necessary experience to be able to provide the appropriate advice on any potential hazards associated with the work being undertaken.

The Authorised Person should know exactly what work is to be done and should have previously identified all possible hazards, where necessary in conjunction with the appointed

tradesman or contractors. He or she should also be aware of all relevant procedures and precautions that are in place and/or applicable to the task.

A Permit to Work must only be issued to a Competent Person who is working for a company that has been already been fully accepted as a ATD approved contractor, who is able to accept the responsibilities involved on behalf of the organisation or company they represent. They must also possess sufficient knowledge, skill and practical experience to carry out the allocated task in the safest manner possible.

As a general guide, a Permit to Work is required for work:

- in confined spaces;
- in locations where accidental or unauthorised starting of plant may endanger others;
- on conveyors, lifts, hoists, cranes etc;
- where toxic fumes or gases are present;
- where corrosives or other hazardous chemicals might cause injury;
- where lack of oxygen can occur;
- where hot cutting or welding is required;
- where pressure systems are involved;
- where complex low voltage electricity (current below 1000 volts ac or 1500 volts dc) or high voltage electricity (current above 1000 volts ac) is involved;
- where buried services may be affected;
- where radio-active materials are involved;
- where moving machinery or equipment is involved;
- where road traffic is present and moving in excess of 15 mph;
- whilst working at height;
- whilst working on fragile or dangerous roof coverings.

However, this list is not exhaustive, and discretion must be used when deciding what work requires the issue of a permit-to-work. Special arrangements must be made when the presence of asbestos is either suspected or known. In this instance ATD Asbestos Policy, and the asbestos register and report must also be consulted and applied.

#### 4.5. Site Visits

Before a Permit-to Work is issued the Authorised Person should visit the location where the work is to be carried out, with a representative of the contractor or the member of staff undertaking the work, for an on-the-spot inspection of the task and when requested the Health & Safety Manager.

In the case of routine or reoccurring work, the Authorised Person may dispense with the on-the-spot inspection if they are fully conversant with any plant, procedure or hazard involved. **The decision not to make an on-the-spot inspection must be discussed and agreed with their Line Manager before the work is commenced. If there is any doubt whatsoever, they must contact the Health & Safety Manager and a site visit must be made.**

#### 4.6. Issue and Use of Permits

Under no circumstances must anyone be allowed to start any hazardous work before the Authorised Person has completed a Permit to Work certificate, and it has been accepted and countersigned by the contractor.

The Authorised and the Competent Person must never be the same person, and this can be checked at the time with ATD Health & Safety Manager.

A Permit is not transferable and must only be issued for one specific job of work. Where the work involves a number of associated tasks, a separate Permit should be issued for each task and each Permit should be cross-referenced with the others.

Where more than one Authorised Person is involved in any single contract or job of work, all such persons must co-operate with each other and co-ordinate their activities to ensure that the appropriate number of Permits to Work are issued and the activities of one contractor/member of staff (Competent Person) does not prejudice the safety of another.

Ideally, in such cases one of the Authorised Persons should take the lead role to ensure continuity of approach and consistency of control. A Permit to Work is issued under certain specific conditions.

The precautions originally considered necessary and appropriate will therefore only hold good if the task is carried out as originally intended and agreed.

If it is necessary in any way to deviate from the task as originally agreed when the Permit was first issued, the old Permit should be signed off and another one issued containing new conditions.

On completion of the work, the Competent Person must sign off the original copy of the permit and return it to the Authorised Person or given to the building manager and kept in their records.

The Authorised Person who issued the permit-to-work must also ensure that all persons who were working under the permit are clear of the area and that all equipment, brought in to do the work, is removed. All guards and safety devices must have been re-fitted, and any plant must be safe for its intended use.

#### **4.7. Completions of Permits**

The only documents to be used to authorise hazardous work being undertaken in premises or areas under the control of ATD, are the following Permit to Work certificates:

- Working at Heights
- Excavations
- Hot Works
- Confined Spaces
- Miscellaneous Work

No other Permits should be introduced or developed without the express authorisation from the ATD Senior Management Team and the Trustees.

**Guidance for issuing specific types of Permit is set out in Appendix Two.**

#### **4.8. Monitoring the System**

To ensure the Permit to Work system is operating correctly and that safety is always being maintained during any hazardous activity, the Authorised Person or any other person nominated by them to act of their behalf must monitor the system on a periodic basis.

This should be achieved by carrying out:

- Spot-checks on the use of Permits to Work;
- Questions or tests to establish contractors/staff “competence;”
- Analysis of RAMS (Risk Assessment Method Statement); and
- Investigation in detail of any untoward incidents under Permit to Work conditions by The Health & Safety Manager.

Some of the items that should be checked during a spot-check are as follows:

- The person actually doing the work is aware on the existence of the Permit to Work;
- The equipment on site is safe, in good condition and being used correctly;
- All specified precautions are being taken;
- Work is not continuing outside the time limits specified;
- Work is not extending outside the area covered by the Permit;

- Work is being restricted to only that which is specified;
- The original permit is available at the work area;
- Persons not involved in the work are being kept away from the area; and
- Where relevant, regular monitoring is being undertaken throughout the duration of the permit.

On completion of a supervisory/spot check visit, the Authorised Person must complete Section 7 of the permit-to-work to confirm that the work is being carried out in a safe manner, or otherwise. If any of the agreed precautions or conditions are being contravened, the Competent Person should indicate what action is going to be taken to remedy the situation. The authorised person must contact the Health & Safety Manager if any of the agreed precautions or conditions are being contravened

#### 4.8.1. Policy/Procedure Compliance Monitoring Table

What will be Monitored	Permit to Work system is operating correctly and that safety is always being maintained during any hazardous activity
How/ Method	spot-checks on the use of Permits to Work; questions or tests to establish contractors/staff “competence;” analysis of RAMS investigation in detail of any untoward incidents Permit to work conditions
Frequency	Annually as a minimum
Lead	Health Safety Manager
Reporting to/ What Committee	Non-compliance will be reported to the relevant SLT/ Director for them to take appropriate action
Gap analysis/Action	Non-compliance will be reported to the relevant SLT/ Director for them to take appropriate action
How will changes be implemented/ lessons learned distributed	Report generated following Health, Safety inspection and then sent to SLT and the CEO

## 5. Finance, Value for Money & Social Value

N/A

## 6. Supported Appendices

Appendix 1: Guidance for Completion of Permits to Work

Appendix 2: Permit to Work - Working at Heights

Appendix 3: Permit to Work - Excavations

Appendix 4: Permit to Work - Hot Works

Appendix 5: Permit to Work – Confined Spaces

Appendix 6: Permit to Work – Miscellaneous

## 7. Linked Policies

Health & Safety (HSF007)

## 8. Legislation/Regulation

N/A

## 9. Review

Every 3 years, subject to any regulatory or legislative updates.

It is important that the permit-to-work system is regularly reviewed and up-dated. It must not be allowed to become static but must change to meet new or changing circumstances and hazards. Although all persons signing the permit are stating exactly what actions they have taken, or intend to take, it is still the statutory duty of Abbeyfield The Dales to provide a safe place of work and a safe system of work. All employees also have a statutory responsibility to take reasonable care for the health and safety of themselves and other persons, irrespective of whether a permit-to-work has been issued

## **10. Procedure/Guidance**

N/A



### The intention of the Permit to Work is to:

- Ensure that the work which is intended to take place is properly authorised.
- Clarify the nature and extent of the work
- Specify which precautions must be taken and which activities are prohibited. Consideration should also be given to the activities of other parties which may impact on or be affected by the proposed work. These activities may need to be temporarily suspended or modified.
- Indicate the date, time and location that the specified activities may occur
- Ensure that all those persons who have control of or are affected by the activity are aware
- Provide a record of the work, that the specified precautions have been understood and enacted, and that the workplace and or equipment are returned to a safe condition.

### Preparation for a Permit to Work:

- The Permit should usually be drawn up by the Authorised Person; the person who is supervising the work.
- In order to draw up the Permit the Authorised Person must obtain and read the contractor's method statement and risk assessment ("RAMS") for the work to be undertaken. It is the Authorised Person's responsibility to ensure the RAMS are sufficient and appropriate.
- The Authorised Person will determine if the work to be carried out requires a Permit to Work. Other high risk activities, which are not listed above may also require a Permit to Work. If the Authorised Person is unsure whether a Permit is required, they should consult their Line Manager or Health & Safety Officer.
- The Authorised Person must determine the type of permit(s) that is/are required.
- In order to complete the Permit the Authorised Person must gather the relevant information from the Competent Person in relation to the work, including the intended starting time and date, the anticipated duration, a description of the task, and the names of those carrying out the work.
- The Authorised Person must inspect the intended location of the work. Considering the method statement, determine any additional measures or actions that are required in order to minimise risks associated with carrying out the intended task(s) at this location. This may include isolation of services such as electricity, or gas. In order to determine the necessary actions it may be necessary to call upon the expertise of others who are familiar with the location or the activities to be carried out. Other adjustments may need to be made before the work commences.
- It is the Authorised Person's responsibility to determine a date, time and duration for the work to take place. The allocated duration should be sufficiently long enough to enable the job to be carried out in a satisfactory manner.
- It is the Authorised Person's responsibility to determine a date, time and duration for the work to take place. The allocated duration should be sufficiently long enough to enable the job to be carried out in a satisfactory manner but not too long as this work becomes the norm.

## Guidance for Issuing Specific Types of Permits to Work

### Working at Heights, Including Roof Access

A Permit to Work will be required if a risk assessment carried out following examination of the Competent Person's method statement indicates that there is a risk of a hazard such as a fall from height, a fall of an object from height, exposure to radiation or hazardous fumes or any other significant hazard. The measures taken to minimise the risk will be indicated in Section 4 of the Permit.

### Confined Spaces, Including Ducts

Whenever possible, the need to enter confined spaces should be avoided, alternative methods should be considered to undertake the task. Entry by a person should only be undertaken if there is no reasonable alternative.

A confined space is defined as 'any place, including any chamber, tank, vat, silo, pit, trench, pipe, sewer, flue, well or similar space in which, by virtue of its enclosed nature, there arises a reasonably foreseeable specified risk'.

Foreseeable risks include: A lack of oxygen which can occur:

- Where there is a reaction between some soils and the oxygen in the atmosphere;
- following the action of groundwater on chalk and limestone which can produce carbon dioxide and displace normal air;
- Inside steel tanks and vessels when rust forms.

If a risk assessment indicates that the oxygen level may be low, arrangements should be made to measure the oxygen level at the place of work within the confined space, before entering. The confined space must not be entered unless the oxygen level is in the range 18-22%. Details of the appropriate measurements, and results, if necessary, will be given in Section 3 of the permit. These readings must be carried out by the Competent Person's fully trained staff.

If the oxygen levels are below 18% it may be appropriate to permit suitably trained personnel to enter the confined space using an appropriate form of breathing apparatus.

### Poisonous Gas, Fume or Vapour

These can:

- Build-up in sewers and manholes and in pits connected to the system
- Enter tanks or vessels from connecting pipes
- Leak into trenches and pits in contaminated land, such as old refuse tips and old gas works.

If a risk assessment indicates that there is a reasonable possibility that poisonous or asphyxiating gases may be present, appropriate steps must be made to measure their concentration, before entering the confined space. Details of the appropriate measurements, and results, if necessary, will be given in Section 4 of the permit.

If dangerously high levels of a poisonous or asphyxiating gas are found to be present, it may be appropriate to permit suitably trained personnel to enter the confined space using an appropriate form of breathing apparatus. Details of the methods to be used will be given in Section 3 of the permit.

### Flammable Materials

Entry to the confined space should be prohibited if a risk assessment indicates that there is a reasonable possibility that there may be flammable liquids or vapours present which may give rise to a fire or explosion.

## Entry of Materials

Entry to the confined space should be prohibited unless the possibility of the entry of liquids and solids which can suddenly fill the space, which may result in a person being drowned, asphyxiated or otherwise injured, has been eliminated. If it is necessary to put such isolations in place, these will be indicated in Section 4 of the Permit.

## Heat

If a risk assessment indicates that hot conditions may exist which could lead to a dangerous increase in body temperature, appropriate steps will be taken, for example, limiting the exposure time, in order to minimise the risk of injury. The appropriate steps will be indicated in section 4 of the permit.

## Means of Escape or Rescue

The means by which a person in a confined space can escape or be rescued in the event of an emergency should be indicated in section 4 of the permit.

## Hot Work

Hot work includes working with flame cutting apparatus, oxyacetylene welding apparatus, electric welding apparatus, blow lamps, grinding equipment, working with bitumen boilers or any other equipment producing flame, intense heat or sparks.

The following precautions must be in place:

- Personnel trained in use of fire extinguishers must be in the working team.
- At least one appropriate fire extinguisher must be at the place of work.
- The work area is to take place must be cleared of flammable materials.
- Heat or smoke detectors should be isolated before hot work begins.
- Remain at the workplace for at least 60 minutes after hot work ends.
- Remove isolation from heat or smoke detectors after hot work ends.
- If a risk assessment indicates that additional precautions are required, these will be indicated in section 4 of the permit.

## Excavations

A permit to work is required for all excavation work, digging of trenches and the like which is carried out within the Trusts premises.

Prior to issuing the permit, the person arranging the work to take place will ensure that there is sufficient information regarding underground services such as electricity and data cable runs, water or gas pipe work and will have sufficient information regarding ground conditions and surrounding buildings.

Where contractors are to carry out excavations they must provide a method statement which is to give details of the method of excavation, precautions to prevent trench collapse, fencing around the trench, PPE to be utilised and the process for reinstatement of the excavation.

## Miscellaneous

Similar procedures will be followed for permits for other hazardous procedures, including live working on electricity supply systems, work involving interaction with asbestos and work in areas where there is a risk of exposure to hazardous chemicals or microorganisms. These activities can be recorded on the Miscellaneous Permits.



## Part 1 - Permit Details

Permit Number:

This permit to work will allow person(s) named in section 6 to work at heights as defined in sections 1-3 so long as sections 4-6 are fully completed. No work is authorised other than that defined in section 2a/b and it can only take place within the dates and time scales defined in section 5.

Location of Work:

Details of Work:

Method of Access:

Tools to be Used:

## Part 2 - Precautions to be taken to reduce:

Risk of Weather Exposure:

Risk of Fume Exposure:

Risk of Falling from Building:

Risk of Falling Objects:

Other:

Reviewed by Head of Care Services (23/01/20)

Abbeyfield The Dales Ltd. Registered Charity Number: 1160258, Company No: 9008680, Home England No: 5066

### Part 3 - Abbeyfield The Dales person authorising work:

Permit commences (i.e. work is allowed to start):

Date:  /  /  Time:  :

Expiry of permit (i.e. work must stop and roof secured):

Date:  /  /  Time:  :

Name:

Designation/ Job Role:

Signature:

### Part 4 - Person who will directly manage the work:

I confirm that I, and those under my control, will abide by the precautions set out in sections 4 above.

Name:

Company:

Designation/ Job Role:

Signature:

### Part 5 - Safety check:

To be carried out at a random time during the duration of the work to check compliance.

Name:

Signature:

Date:  /  /  Time:  :

### Part 6 - Handover of the work (verified by signatory of section 6):

I hereby declare that the work detailed above is complete, area is safe and secure:

Name:

Company:

Designation/ Job Role:

Signature:

### Part 7 - Completion of the work (verified by signatory of section 5):

I hereby declare that the work detailed above is complete, area is safe and secure:

Name:

Designation/ Job Role:

Signature:



# Excavations

## Part 1 - Permit Details

Permit Number:

This permit to work will allow person(s) named in section 6 to carry out an excavation as defined in sections 1–3 so long as sections 4-6 are fully completed. No work is authorised other than that defined in section 2 and it can only take place within the dates and time scales defined in section 5.

Location of Work:

Details of Work:

Method of Access:

Tools to be Used:

## Part 2 - Precautions to be taken to reduce:

Risk of damage to underground services:

Damage to trees:

Collapse of trench:

Persons/objects falling into trench:

Other:

Reviewed by Head of Care Services (23/01/20)

Abbeyfield The Dales Ltd. Registered Charity Number: 1160258, Company No: 9008680, Home England No: 5066





# Hot Work

## Part 1 - Permit Details

Permit Number:

This permit to work will allow person(s) named in section 6 to carry out hot work as defined in sections 1-3 so long as sections 4-6 are fully completed. No work is authorised other than that defined in section 2 and it may only take place within the dates and time scales defined in section 5.

Location of Work:

Details of Work:

Method of Access:

Tools to be Used:

## Part 2 - Precautions to be taken to reduce:

Personnel trained in use of fire extinguisher must be in the working team:

At least one appropriate fire extinguisher must be at the place of work:

The area where hot work is to take place must be cleared of flammable materials:

Smoke or heat detectors local to the work must be isolated before work begins:

Remain in the workplace for at least 60 minutes after the hot work ends, plus 1 additional hour:

Reinstate smoke or heat detectors when hot work is completed:

Other actions:

Reviewed by Head of Care Services (23/01/20)  
Abbeyfield The Dales Ltd. Registered Charity Number: 1160258, Company No: 9008680, Home England No: 5066



# Confined Spaces



## Part 1 - Permit Details

Permit Number:

This permit to work will allow person(s) named in section 6 to work in confined spaces as defined in sections 1-3 so long as sections 4-6 are fully completed. No work is authorised other than that defined in section 2 and it may only take place within the dates and time scales defined in section 5.

Location of Work:

Details of Work:

Method of Access:

Tools to be Used:

## Part 2 - Precautions to be taken:

Provision of air movement:

Warning signs / barriers:

Communication methods:

PPE to be used:

Emergency action plan:

Other:

Oxygen level prior to entry,  
minimum 18%

Reviewed by Head of Care Services (23/01/20)

Abbeyfield The Dales Ltd. Registered Charity Number: 1160258, Company No: 9008680, Home England No: 5066

### Part 3 - Abbeyfield The Dales person authorising work:

Permit commences (i.e. work is allowed to start):

Date:  /  /  Time:  :

Expiry of permit (i.e. work must stop and roof secured):

Date:  /  /  Time:  :

Name:

Designation/ Job Role:

Signature:

### Part 4 - Person who will directly manage the work:

I confirm that I, and those under my control, will abide by the precautions set out in sections 4 above.

Name:

Company:

Designation/ Job Role:

Signature:

### Part 5 - Safety check:

To be carried out at a random time during the duration of the work to check compliance.

Name:

Signature:

Date:  /  /  Time:  :

### Part 6 - Handover of the work (verified by signatory of section 6):

I hereby declare that the work detailed above is complete, area is safe and secure:

Name:

Company:

Designation/ Job Role:

Signature:

### Part 7 - Completion of the work (verified by signatory of section 5):

I hereby declare that the work detailed above is complete, area is safe and secure:

Name:

Designation/ Job Role:

Signature:



## Part 1 - Permit Details

Permit Number:

This permit to work will allow person(s) named in section 6 to work in confined spaces as defined in sections 1-3 so long as sections 4-6 are fully completed. No work is authorised other than that defined in section 2 and it may only take place within the dates and time scales defined in section 5.

Location of Work:

Details of Work:

Method of Access:

Tools to be Used:

## Part 2 - Precautions to be taken:

Other:

Reviewed by Head of Care Services (23/01/20)

Abbeyfield The Dales Ltd. Registered Charity Number: 1160258, Company No: 9008680, Home England No: 5066

