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Consulted With	Post/Committee/Group	Date
??	Health & Safety and Security Manager	October 2017
Tony Doyle	Projects Manager	October 2017
Louise Teare	Director of Infection Prevention (DIPC)	October 2017
Richard Wilks	Senior Fire Officer	October 2017
Jo Mitchell	Head of Assurance & Compliance	October 2017
John Allen	Hospital Engineer	October 2017
Colin Payne	Senior Estates Manager PFI	October 2017
Phil Robson	Head of Maintenance	October 2017
Terry Fleming	Projects Manager	October 2017
Vince Ridings	MEHT PFI Bouygues	October 2017
Roger Campkin	BCH PFI Grosvenor	October 2017
Professionally Approved By	Carin Charlton, Chief Estates & Facilities Director	October 2017

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Author/Contact for Information	Ian Jackson, Principal Engineer
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1.2 Updated Monitoring section	Jo Mitchell	16/02/10
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Appendix 1 List of Works Requiring a Permit to Work

1. Purpose

- 1.1 This document provides a robust process to ensure that certain works at the Hospital Premises are only carried out in accordance with a Permit to Work system.

2. Introduction

- 2.1 The Trust manages and operates a number of healthcare sites and buildings for the provision of clinical services.
- 2.2 A significant element of the Hospital Premises is the PFI building at Broomfield Hospital. Responsibility for the condition and maintenance of this building rests with the Trust's PFI partner (Project Co). As such, certain elements of activity envisaged by this policy are controlled by Project Co.
- 2.3 Braintree Community Hospital (BCH) forms part of the Hospital Premises and is a PFI building. Responsibility for the condition and maintenance of this building rests with the Trust's PFI partner of this building (Project Co). As such, certain elements of activity envisaged by this policy are controlled by Project Co.
- 2.4 Activities at all the other buildings operated by the Trust (the "Retained Estate") are controlled by the Trust's Estates Department.

3. Aims

- 3.1 The Trust and it's Project Co. partners are committed to providing the safest environment possible which reduces risks to the health and safety of employees, patients, visitors, Contractors, and any persons who may be affected by their undertakings, as far as is reasonably practicable.
- 3.2 The Trust and it's Project Co. partners operate on the principle that health and safety matters have equal status with any other quality or business objective. For this reason, all Contractors operating on the hospital premises must ensure that Contractor personnel maintain similar safety standards, and work toward the same objective: that any work undertaken is as free as possible from risks to health and safety, so far as is reasonably practicable.
- 3.3 This document identifies those activities for which a Permit to Work is likely to be required and describes the overall process by which the Permit to Work system operates.

4. Scope

- 4.1 Permits to Work are designed to ensure that safe methods of working are adopted in circumstances where there is a potential hazard to those carrying out the work or to site users.
- 4.2 A Permit to Work is likely to be required before carrying out any of the activities listed in the Appendix 1.

- 4.3 Whilst the table in Appendix 1 identifies the range of specific activities that are likely to require a Permit to Work, there may also be a requirement to issue a Permit to Work if the method statement and / or risk assessment for undertaking proposed general activities indicates that:
- There is a high risk of injury where it is not sufficient to rely on human behaviour or systems of work;
 - Seemingly straight forward operations may interact with others to cause a serious hazard;
 - There is a requirement to undertake maintenance work which can only be carried out if normal control measures are removed; or
 - The proposed activity is one which itself produces new significant, hazards.
 - There is a statutory requirement for a permit to be used.

5. Definitions

- 5.1 Any company that is directly contracted by the Trust and its Project Co. partners, as part of a contract, or on an ad-hoc basis, is referred to as a **Contractor**.
- 5.2 A **Trust Contract Administrator** is the member of the Trust staff that is allocated as the responsible person to manage the delivery of a contract within the Trust property, excluding the PFI buildings.
- 5.3 A **Bouygues Contract Administrator** is the Project Co staff member that is allocated as the responsible person to manage the delivery of a contract within the Broomfield PFI building.
- 5.4 A **Grosvenor Contract Administrator** is the Project Co staff member that is allocated as the responsible person to manage the delivery of a contract within the BCH PFI building.
- 5.5 Collectively the Trust Contract Administrator, the Bouygues Contract Administrator and the Grosvenor Contract Administrator shall be referred to as the **Contract Administrator**.
- 5.6 An **Estates Manager** is the member of Trust or Project Co staff with responsibility for the issue of Permits to Work at the respective Hospital Sites, the discharge of such responsibility being determined by the location of the Work Site. The relevant Estates Manager for each Permit to Work will depend on where the work is proposed to take place: in the Retained Estate or in the PFI buildings.
- 5.7 The healthcare premises from which the Trust provides clinical services or has responsibility for ensuring they are capable of use for the provision of clinical services, inclusive of the PFI buildings, is referred to as the **Hospital Premises**.

- 5.8 A Permit to Work is a document issued by an Estates Manager which confirms that activities identified as requiring a Permit to Work can be carried out in accordance with a request from a member of Trust or Project Co staff / Contractor.
- 5.9 The location and area at the Hospital Premises where the Contractor's work is being carried out is referred to as the **Work Site**.

6. Roles & Responsibilities

- 6.1 It is the responsibility of Trust and Project Co staff and any of their Contractors to ensure that:
- Appropriate Permits to Work are obtained from the relevant Estates Manager for the types of work set out in section 4.0 above
 - The work is carried out strictly in accordance with the conditions set out in any issued Permit to Work
 - A completed Permit to Work is returned to the relevant Estates Manager once the work has been finished
- 6.2 It is the responsibility of the relevant Estate Manager to ensure that:
- All necessary declarations in the Permit to Work are properly completed
 - It is safe to take out of service any installations which are indicated on the Permit to Work as needing to be taken out of service
 - Trust / Project Co staff and contractors are notified of any particular risk control measures that should be applied in carrying out the work
 - Confirmation is obtained that installations have been properly re-instated
 - Records are maintained of all Permits to Work issued and when completed

7. Process

- 7.1 The range of activities for which a Permit to Work is likely to be required is described in Section 4.0 of this policy. The relevant Estates Manager must be contacted if there is any doubt as to whether a Permit to Work will be required.
- 7.2 Where the Work Site does not include the PFI buildings (ie it is within the Retained Estate), the necessary Permit to Work is to be obtained from the Trust's Estates Department. This Permit to Work must be obtained and operated in accordance with the procedures stipulated by the Trust's Estates Department.
- 7.3 Where the Work Site is within the Broomfield PFI building, the Permit to Work is to be obtained from Project Co and specifically by liaison with the estates staff at BOUYGUES, being Project Co's provider of the estates maintenance service. This Permit to Work must be obtained and operated in accordance with the procedures stipulated by BOUYGUES.

- 7.4 Where the Work Site is within the Braintree Community Hospital PFI building, the Permit to Work is to be obtained from Project Co and specifically by liaison with the estates staff at Grosvenor, being Project Co's provider of the estates maintenance service. This Permit to Work must be obtained and operated in accordance with the procedures stipulated by Grosvenor.
- 7.5 Where the Work Site covers both the Retained Estate and either of the PFI buildings, then separate Permits to Work must be obtained from both the Trust's Estates Department and from BOUYGUES and/or Grosvenor. The Contract Administrator acting for either the Trust or Project Co who is responsible for the proposed works should undertake the task of seeking such Permits to Work. To undertake this process, the Contract Administrator must liaise with the Estates staff at the Trust, BOUYGUES and/or Grosvenor. During such liaison, it may be agreed by all parties that a single Permit to Work would be acceptable to cover the proposed works. In such a circumstance, this single Permit to Work would be issued by the organisation (ie the Trust or Project Co) for which the Contract Administrator is acting.
- 7.6 In the circumstances described in Section 4.3 of this policy, it shall be the responsibility of the relevant Estates Manager to ensure that the relevant Contract Administrator is made aware of the need for a Permit to Work to be obtained.
- 7.7 Trust or Project Co staff/ Contractor shall complete the required declarations on the relevant Permit to Work, certifying competence to carry out the work and acknowledgement of the relevant Health and Safety procedures.
- 7.8 The relevant Estates Manager shall complete the relevant Permit to Work so as to certify, if appropriate, that the work described by the Trust or Project Co staff/Contractor may be carried out and identifying the particular risk management procedures to be followed.
- 7.9 In the event that the relevant Estates Manager is not content with the description of the work provided by the Trust or Project Co staff/Contractor then the relevant Estates Manager shall return the unsigned Permit to Work application to the individual who submitted it, with an explanation of why the application has been refused. Under no circumstances is work to be commenced until a permit to work has been approved and issued.
- 7.10 The relevant Estates Manager shall keep a copy of any approved Permit to Work and provide the Trust or Project Co staff / Contractor with the original. The Trust / Project Co staff/Contractor shall retain the Permit to Work on their person at all times while carrying out the work and may, at any time be requested by Trust or Project Co staff, depending on the location of the Work Site, to show the Permit. Failure to show a valid Permit to Work will result in the work being stopped immediately.
- 7.11 Should Trust or Project Co staff/Contractor discover during the progress of the work that either:
- Additional work outside the scope of the Permit to Work is required; or
 - The work described by the Permit to Work cannot take place in the times stated by the Permit; or

- The work described by the Permit to Work will take longer than the time period stated in the Permit;

the Trust / Project Co staff/Contractor must obtain a new/extended Permit to Work from the relevant Estates Manager which covers the new circumstances/timescale.

7.12 Upon completing the works, the Trust / Project Co staff/Contractor shall finalise the Permit to Work and then re-submit it to the relevant Estates Manager.

8. Monitoring

8.1 The relevant Contract Administrator is responsible for monitoring the activities of Contractors on site in accordance with the Control of Contractors Policy and for ensuring they have obtained and are operating to a Permit to Work where necessary or instructed.

8.2 Annual reports will be submitted to the Trust's Health & Safety Group of the compliance of Contractors on site.

9. References

Health & Safety At Work Act 1974

HSG 250 – Guidance on permit to work systems

Appendix 1

List of Works Requiring a Permit to Work

Activity	Permit to Work Likely to be required for the Retained Estate	Permit to Work Likely to be required for the PFI building
Undertaking work in Confined Spaces i.e. storage tanks, manholes, cellars and roof spaces	Y	Y
Work which involves or is associated with the Isolation of incoming services to a building i.e. electricity, water, steam, fire alarm or gas supplies	Y	Y
Undertaking Hot Works within a building i.e. work involving flame, hot air, welding, cutting, brazing, soldering or any other procedure which could lead to subsequent flame or spark	Y	Y
Carrying out <i>excavations - by machine or hand</i> , anywhere on site	Y	Y
All works that are covered by the Control of Asbestos Regulations 2012	Y	
Working at height as defined by the Work at Height Regulations 2005	Y	Y
Working on high voltage (H.V.) or low voltage (L.V) systems	Y	Y
Working on Medical Gas systems, as defined by the Trust's Medical Gases Policy	Y	Y
All works on pressure systems, as defined by the Pressure Systems Safety Regulations 2000 (HSE ACOP L122 (Second edition))	Y	Y
Work on Water Systems as defined by the Trusts's Water Quality Management Policy	Y	Y
Where proposed work is identified as having a high risk due to substances that fall under the COSHH regulations being used and the relevant MSDS , COSHH assessment highlighting potential hazards.	Y	Y
Working on Specialist Ventilations Systems as defined by HTM 03	Y	Y