



Safety & Wellbeing Policy Arrangement

Section 40 – Permits to Work

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Section 40 – Permits to Work

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Further guidance on this matter can also be obtained from the safety team at healthandsafety@northlan.gov.uk

Section 40 – Permits to Work

1. Introduction

A permit to work system is a formal written system used to control certain types of work that are potentially hazardous. A permit-to-work is a document which specifies the work to be done and the precautions to be taken. Permits to work form an essential part of a safe system of work for many maintenance activities. They allow work to start only after safe procedures have been defined and they provide a clear record that all foreseeable hazards have been considered.

A permit system performs a number of key functions including:

- Ensuring work does not start until necessary preparations have been completed;
- Communicating information about hazards and controls to the work party;
- Defining what work can and cannot be undertaken whilst performing the task;
- Making sure people normally in charge of the plant, equipment and/or area know what work is being carried out;
- Providing a means by which the interaction between different pieces of work can be evaluated to identify any potential conflicts;
- Recording the locations that people are working in case there is an emergency;
- Providing a formal “hand back” when work is suspended or completed, so that there is no ambiguity about who is in control of the plant, equipment or area at any time.

The permits are an important tool for all those with responsibilities to manage properties, the work activities and the associated workforce.

It should also be highlighted that there may be a need to issue a number of different permits in order to ensure all significant risks have been identified.

North Lanarkshire Council recognises the importance of managing work activities in a manner that reduces risk of injury and/or ill health to a level that is as low as reasonably practicable.

In general this will be achieved through the process of risk assessment and the use of safe systems of work. The council recognises that in many circumstances the use of a “permit to work” will form a key part of the risk control tool box and acknowledges that industry best practice will support their use in a number of areas of work.

With this in mind North Lanarkshire Council will utilise appropriate “permits to work” in accordance with risk assessment findings or industry best practice.

Further information on the application of permits to work can be obtained from the Councils Health and Safety Team.

2. Implementation and Review

- 2.1 Each Service must ensure arrangements are appropriately implemented and that a copy of the 'Permits to Work Policy', or a Service based equivalent, is readily available in all Council premises both for employees and visitors to the premises.
- 2.2 Assistant Chief Executives have a delegated responsibility for ensuring steps have been taken, within their own Service, for compliance with the 'Permits to Work Policy'. In addition, steps need to be taken, at a contractual level, to ensure that those organisations, working on behalf of the Council, implement appropriate permit systems that are at least of an equivalent standard to those outlined within this document.
- 2.3 The Business Organisational and People Solutions is delegated a responsibility of reviewing the adequacy of these arrangements.

3. Risk Assessment

As with most aspects of health and safety, a permit to work system will be utilised in conjunction with the relevant risk assessment process. It is likely that in preparing the safe system of work for a particular activity the relevant permits to work will be integrated into such a system.

Whilst the general risk assessment form outlined within AS 4 – General Risk Assessment will be of use, some specialist assessment forms may also be of use, for example the assessment form for confined spaces as outlined within AS 29 – Confined Spaces or HSF31 Risk Assessment - Work at Height

As with all assessment processes those undertaking the assessment must have undertaken appropriate training and, either have demonstrable understanding of the work processes being evaluated, or work closely with someone who does.

4. Types and Use of Permits

Permit-to-work systems are normally considered most appropriate for non-production work, especially maintenance and construction at operational site. This covers a vast array of work, and in some cases different types of permit are used. The types of work typically covered by a permit to work system include:

- hot work;
- confined space entry;
- electrical work;
- use of radioactive material or explosives;
- excavations;
- pressure testing; and
- opening up systems where there is the potential to release hazardous substances (because it cannot be proved that they are isolated and/or hazard free).

Permit-to-work systems are normally considered most appropriate to:

- non-production work (e.g. maintenance, repair, inspection, testing, alteration, construction, dismantling, adaptation, modification, cleaning etc);
- non-routine operations;
- jobs where two or more individuals or groups need to co-ordinate activities to complete the job safely; or
- jobs where there is a transfer of work and responsibilities from one group to another.

Other arrangement sections will provide specific advice on when to use certain permits, however the table in paragraph 5 will help managers determine the main permits need to be considered when managing work activities within their area of work.

In the main, these permits will facilitate communications and discussions between relevant persons and ensure that the main health and safety issues are discussed, they are not a replacement for risk assessments, but can be a useful tool in controlling the risks identified through the assessment process.

Once a permit has been cancelled, a new permit must be issued should additional work/access be required. Cancelled permits should be retained for 12 months.

4.1 General Permission

This permit is intended for use in any circumstance where work is being undertaken that will introduce non standard work that will affect the integrity of existing safety systems, or potentially impact on the work of those that normally occupy the area.

It would normally be a standard issue to all contractors, and will allow the head of establishment to recognise that non standard work is taking place that may affect the level of risk normally experienced in that particular workplace. It will generally be the responsibility of the head of establishment, or nominated representative, to issue such a permit. On capital projects the clerk of works may well issue such a permit in consultation with the head of establishment, or it may be appropriate for the contractor to implement their own permit schemes if they have control of independent parts of an establishment. On occasion it may be appropriate to have contractors run some of their own permit systems, but utilise some NLC permits in conjunction with the head of establishment.

See appendix 1.

4.2 Hot Work

In addition to the General Permission Permit, the hot work permit is aimed at managing the risks brought about by working with potential sources of ignition. This could be a welding/cutting torch, a flame gun, a bitumen boiler or other heating processes.

The permit will examine the fire and explosion risks that will accompany that type work. It is not intended for use with normal day to day activities covered by the risk assessments controlled by the head of establishment, e.g. use of bunsen burners in a science lesson, lighting of a hot water boiler etc.

See appendix 2.

4.3 Confined Spaces

In addition to the General Permission Permit, the confined spaces permit will help examine the particular issues associated with entering a confined space. Such spaces have the potential to cause multiple fatalities and these permits should be used if there is any doubt over its appropriateness.

See Arrangement Section 29 (AS29) – Confined Spaces.

4.4 Fire Alarm

In addition to the General Permission Permit where work is taking place on elements of the fire alarm system, this permit will ensure all relevant persons are aware of the implications and that alternative fire monitoring and alarm schemes are put in place.

See appendix 3.

4.5 Electrical Systems

In addition to the General Permission Permit where work is taking place on an electrical system, it is important to ensure that **no live working** takes place, and that where it is does it is adequately managed. Additionally the implications that a potential loss in power might cause should also be considered within the permit process.

See Arrangement Section 16 – Electricity in the Workplace.

4.6 Roof Access

In addition to the General Permission Permit this permit will ensure that roof work is only undertaken once effective consideration has been given to the potential implication to those occupying the building. The permit is not specific to roof repairs or similar, but is intended to address the wider issues associated with working on a roof area and whilst it is not intended to address the day to day safety issues associated with roof work, some elements of this may be considered within the permit process.

See appendix 4.

4.7 Withdrawal of Plant/Equipment

In addition to a General Permissions Permit this permit will examine the safety implications of servicing larger items of plant and equipment, for example swimming pool dosing systems, work on a gas network or commercial sized boilers etc.

This permit seeks a logical assessment of the various materials and energies associated with the equipment and it endeavours to ensure that no connection errors occur that might cause a significant risk to those undertaking the work, or those that might be affected once the equipment is re-commissioned.

See appendix 5.

4.8 Other permits

There will be circumstances where a generic permit, of the types outlined above are not appropriate and it is therefore necessary to develop a local permit to deal with local issues. Advice on such a step will be available from the Council health and safety team, however the essential elements of a locally developed permit systems are listed below.

If a permit to work does not cover these general areas it is unlikely to fully achieve its purpose.

Essential Elements:

- Permit to work title
- Permit to work number (reference to other relevant permits or isolation certificates)
- Job location
- Plant identification
- Description of work to be done and its limitations
- Hazard identification - including residual hazards and hazards introduced by the work
- Precautions necessary - person(s) who carries out precautions, e.g. isolations, should sign that precautions have been taken
- Protective equipment
- Authorisation – a signature confirming that isolations have been made and precautions taken, except where these can only be taken during the work and date and time duration of permit to work
- Acceptance – a signature confirming understanding of work to be done, hazards involved and precautions required (also confirming permit to work information has been explained to all workers involved)
- Extension/shift handover procedures - signatures confirming checks have been made that plant remains safe to be worked upon and new acceptor/workers made fully aware of hazards/precautions and new time expiry given
- Hand back - signed by acceptor certifying work completed and by issuer certifying work completed and plant ready for testing and re-commissioning

- Cancellation - certifying work tested and plant satisfactorily re-commissioned
- Signatures (names must be legible)

5. Decision Table

This “decision table” is intended to offer a short overview of the permit process and help managers to make decisions on the types of permits that will assist them to manage their safety responsibilities. It should not be considered an exhaustive list of situations for which a permit is required. Local managers and the Council Health and Safety team will be able to supplement this information to provide robust indicators for the area of work being considered

Permit type	Needed?		Option	Action
General Permission Permit		Yes	Issued by Head of Establishment	Issue for day to day maintenance work
			Issued by Clerk of Works	Issue for work falling within capital projects
Hot work	No	Yes	Issued by head of establishment	Ensure fire safety considerations are made
Confined Spaces	No	Yes	Issued in accordance with guidance contained within arrangement section 29	
Fire Alarm	No	Yes	Live Working on power system? Or system out of commission for 4 hours or more	Seek additional advice
			No live working, out of use for less than 4 hours	HE can issue
Electrical Systems	No	Yes	Live Working	Seek additional advice
			No live working	HE can issue
Roof Access	No	Yes	General repairs	HE can issue
			Project work lasting several days	HE issues in consultation with Sector officer/ COW
Withdrawal of Plant/Equipment	No	Yes	General repairs to single items	HE can issue
			Maintenance work involving linked systems or equipment	Seek additional advice

Managers should undertake awareness training on permit systems prior to using any permit process. Service based guidance outlining local arrangements on the process will be developed and should be considered in the first instance.

6. Information, Instruction, Training and Supervision

It will be necessary to ensure that all those involved in the issuing and use of permits to work receive the appropriate amount of information, instruction and training. A range of resources exist to assist in its provision and can be accessed via CONNECT.

General Permission Permit

Details

Local reference:

Establishment:			
Issued to (Chargehand (CH)):			
Company :			
Landline:		Mobile:	
Description of Work:			
Specific Location of Work:			
Detail of equipment, systems associated with work:			
Validity Details			
Start Date:		Start Time:	
Work Finish Date:		Finish Time:	
Permit Issued by (Head of Establishment (HE)):			

Considerations at Point of Issue

Factor				Comment/Notes
Site induction given to all	<input type="checkbox"/> Yes	<input type="checkbox"/> No		No = provide induction to all workers
Fire evacuation affected	<input type="checkbox"/> Yes	<input type="checkbox"/> No		Yes = ensure alternative arrangements for all
Roof work	<input type="checkbox"/> Yes	<input type="checkbox"/> No		Yes = complete roof work permit
Hot work	<input type="checkbox"/> Yes	<input type="checkbox"/> No		Yes = complete hot work permit
Confined space	<input type="checkbox"/> Yes	<input type="checkbox"/> No		Yes = complete confined spaces permit
Electrical system	<input type="checkbox"/> Yes	<input type="checkbox"/> No		Yes = system to be powered down
Excavations	<input type="checkbox"/> Yes	<input type="checkbox"/> No		Yes = seek guidance on safety of this work
Disturbance of structure	<input type="checkbox"/> Yes	<input type="checkbox"/> No		Yes = ensure asbestos register checked
Waste materials secure	<input type="checkbox"/> Yes	<input type="checkbox"/> No		No = ensure security as necessary

Higher Risks, Risk Assessments & Safe Systems of Work

Copies of risk assessments/ safe systems of work passed to Head of Establishment	<input type="checkbox"/> Yes	<input type="checkbox"/> No	No : Risk assessments can only be complete if exchange of findings is made by each stakeholder
Relevant risk assessments and safety procedures passed to contractor	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

Additional relevant comments:

Issue/Termination

Issue	Print	Signature	Date/Time
Issued by (HE): I agree appropriate risk reduction processes appear to be in place. Control			
Accepted by (CH): I accept conditions of permit and will work within limits of relevant assessments			
Termination	Print	Signature	Date/Time
Hand back by Contractor (CH) tick: <input type="checkbox"/> Work is complete and systems fully available <input type="checkbox"/> Work not yet complete, additional work needed			
Accepted by (HE) tick: Status of work noted and control of area <input type="checkbox"/> Accepted <input type="checkbox"/> Deferred until conclusion of work			

This permit is not valid unless endorsed by all relevant stakeholders - a copy must be held by each party.



Hot Work Permit

(For blowlamps, cutting & welding or other heat producing equipment)

Details

DATE:..... ISSUED TO:.....

BUILDING: FLOOR/LOCATION:.....

SUPERVISOR OF WORK:.....

WORK INVOLVED:.....

The location where this work is being undertaken has been examined, necessary precautions (as per page 2) taken and permission has been granted for this work.

This Permit Expires

Time Commenced Completed

Signed..... Name

(Establishment manager or nominated individual responsible for authorising hot work)

Final Checks/Acceptance of Area Back to Management Control

- To be made 30 minutes after completion of any operation

The area, around the area of hot work has been inspected at an interval of not less than 30 minutes after the last period of hot work. The area was found to be free of obvious signs of smouldering or fire.

Signed.....
 (Supervisor of Works)

- To be made 60 minutes after completion of any operation (where safe access remains possible)

Area around (and below) location of hot work has been checked at 60 minutes and was found to be free of obvious signs of smouldering or fire.

I accept the area back into my direct control.

Signed.....
 (Location Manager)

Fire Prevention Processes – Hot Work

Prior to approving any hot work the establishment manager, or nominated deputy, shall inspect the work area and confirm that appropriate precautions, as listed below, have been considered to prevent fire.

Check each item carefully

PRECAUTIONS

- Sprinklers and other Fire Fighting Systems and Equipment in service where possible
- Hot Work Equipment is in good condition
- Gas containers/flammable liquid containers to be changed/filled in the open

WITHIN 15 METRES OF WORK

- Floors swept clean of combustibles and wetted down or covered with non combustible material where necessary
- Combustible materials, hazardous or flammable liquids have been removed or are protected with non combustible curtains or sheets
- Non combustible covers suspended beneath work to collect sparks

WORK ON WALLS OR CEILINGS

- Any combustible material has been protected against sparks or heat
- Combustibles moved away from other side of walls and away from metal through which heat can be transferred

WORK ON ENCLOSED EQUIPMENT

(Tanks, containers, ducts, dust collectors etc.)

- Equipment cleaned of all combustibles and dust
- Containers purged of flammable liquids and vapours

FIRE WATCH

- To be provided during and 30 minutes after operation
- Supplied with extinguishers and/or hose reel
- Trained in use of fire fighting equipment and in sounding the fire alarm

Additional Notes/Observations & Requirements:



Fire Alarm System: Permit to Work

Section 1 - Details

(To be completed by the establishment manager of the property where hot work is being undertaken)

Property/Establishment:

Date Required : From:/...../..... To:/...../.....

Times Required : From: To:

Degree of Isolation required (Circle) Complete / Partial

Reason for isolation:	
Extent of areas affected:	
Extent of personnel affected:	
Equipment / zones to be isolated:	
Contingency measures to be put in place: A - during working hours B - outwith working hours	A B
Does the isolation effect the audibility of the fire alarm system, if so how will the alarm be raised & the building evacuated	

Systems

- a) General Permission Permit Issued Yes No
- b) Security Notified (if applicable) Yes No
- c) Risk assessment for work being undertaken evident Yes No
- d) Method statement has been produced Yes No
- e) Additional emergency evacuation procedures are in place and communicated to all relevant persons (as required) Yes No

Note: Where a no box is ticked, then additional actions may be necessary to allow work to proceed safely.

Property Manager:

Job Title:

**Section 2 – Acceptance of Permit by Contractor/Person Undertaking Hot Work
(To be completed by the person undertaking the work)**

I understand and will ensure compliance with Risk Assessment, Method Statement and Local requirements

Works Supervisor Signature: Date:

**Section 3 – Authorisation
(Completed by Appropriate Establishment Manager (or Deputy))**

I believe the isolation is necessary and that the operation can be completed safely in accordance with the details above.

Name:

Signature: Date:...../...../.....

Section 4 – Hand Back

The permitted work on the Fire Alarm System has been completed and the system is returned to full operational condition.

Works Supervisor Signature: Date:

Additional Comments:
.....

Accepted back as operation system

Establishment Manager Date:



ROOF ACCESS PERMIT

Section 1 - Work Details

Access Required for - Building:

Roof Section:..... Area:

Permit Requested By:

Job Title:

Company:

Description of Work or Reasons for Access:

.....

Section 2 – Hazards for Which Safety Precautions Required

- | | |
|--|--------------------------|
| | Tick |
| Work on or near a fume stack | <input type="checkbox"/> |
| Work on or near radio/telephone communication equipment | <input type="checkbox"/> |
| Proximity of overhead electricity power lines | <input type="checkbox"/> |
| Access to or near a fragile roof section | <input type="checkbox"/> |
| Access to or near an unprotected roof edge | <input type="checkbox"/> |
| Objects falling from the roof | <input type="checkbox"/> |
| Working on or near a cooling tower/evaporative condenser | <input type="checkbox"/> |
| Working around glazing units | <input type="checkbox"/> |
| Working above occupied work/activity areas | <input type="checkbox"/> |
| Other (s) | <input type="checkbox"/> |
| (Specify) | |

Where box(es) have been ticked, specific controls must be in place to manage the specific risks, evidence to demonstrate this control must be sought, or further advice obtained.

Means of entry to the roof is to be by: at location

Permit is only valid: From: am/pm, Date:.....
 To:..... am/pm, Date:.....

Access Authorised by:.....
 Title:
 Signature:.....

Note: It is the responsibility of the organisation undertaking the work to ensure that risk assessments/safe systems of work exist for all hazards and that all required safety precautions are maintained. Direct supervision must be provided for the duration of this permit.

Section 3 - Completion of Works

The maintenance work, requiring access to the roof areas outlined in section 1, has now been completed.

All barriers/gates etc that were open/removed to permit work to be completed have been re-instated and locked as necessary.

All materials/equipment have been removed from the roof area and the roofing structure has not been damaged as a result of the work.
(please note any damage that has been noted during work period)

The roof work has been concluded and the work area is handed back to the control of the property manager.

Person in Charge of Works/Access.....

Title:

Contact No:.....

Signature:

Company:

Section 4 - Acceptance of Request to cancel permit

I acknowledge that the work that required roof access has been concluded and I am satisfied that I can now operate this property in a safe and appropriate manner. Accordingly the permit is now cancelled.

Permit Cancelled by:.....Date:

Title:

Additional Restrictions/ Implementation Notes

Part C – Declaration

I hereby declare that the operations detailed in Part A and B have been completed and that the above particulars are correct

Signed.....Date.....Time.....

Part D – Receipt/Acceptance of Certificate

I have read and understood this Certificate and will undertake to work in accordance with the conditions in it

Signed.....Date.....Time.....

Part E – Completion of Work

The work has been completed and all persons under my supervision, materials and equipment have been withdrawn

Signed.....Date.....Time.....

Part F – Request for Extension

The work has not been completed and permission to continue is requested

Signed.....Date.....Time.....

Part G – Extension

I have re-examined the plant detailed above and confirm that the Certificate may be extended to expire at.....(time)

Further Precautions
.....

Part H – Cancellation of Permit

I hereby declare this Permit to Work cancelled and that all precautionary measures specified have been withdrawn

Signed.....Date.....Time.....

Part I – Return to Service

I accept the above plant/equipment back into service

Signed.....Date.....Time.....

Part J – Remarks, Special Conditions and Extra Information

.....
.....
.....
.....

Employee Information Sheet – Permits to Work

A Permit-To-Work, (PTW) system is a formal written system used to control certain types of work that are potentially hazardous. A PTW is a document which specifies the work to be done and the precautions to be taken.

Permits-To-Work form an essential part of safe systems for many maintenance and installation activities. They allow work to start only after safe procedures have been defined and they provide a clear record that all foreseeable hazards have been considered.

A permit is needed when work can only be carried out if normal safeguards are dropped or when new hazards are introduced by the work. Permits are required for work undertaken by both NLC teams and Contractors.

Examples of tasks for which a permit should be issued include:

- Work on machinery and plant
- Work within a confined space
- Work in a location where the accidental or unauthorised starting of plant or machinery could cause harm
- Work where the existence of a known hazard such as flammable or toxic fumes, lack of oxygen or the presence of corrosives might cause injury to that person
- Hot work (e.g. welding, cutting, braising etc)
- Electrical work
- Work on remotely controlled plant
- Emergency maintenance
- Work on roofs and at heights
- Use of suspension access./cradles
- Work on hot water systems
- Work with asbestos
- Excavation work
- Work on lifts

The Council's approach to the use of permits to work is outlined within a number of documents found on Connect, but the main documents are AS16 – Electricity in the Workplace, AS29 – Confined Spaces and AS40 Permits to Work.

If you are involved in work with items that generate heat (other than as part of day to day work), interferes with the fire alarm system of a building, requires access to a roof or involves the removal of plant or equipment from normal use, for maintenance or other work, then there is likely to be a need for a permit to be issued. You must speak to your line manager about this.

If you need any additional information on the relevance of, or the application of, permits to work within your own area of work then discuss the matter with your own line manager or the Council's Health and Safety team.

Impact Assessments

Document Title: Health and Safety Policy
Arrangement Section 40 – Permits to Work

Date: 01 April 2017

Review Date: As circumstances dictate

Environmental Impact Assessment: This document has been assessed for significant environmental impact; no detrimental impact has been identified.

Equality Impact Assessment: This document has been assessed for significant equality implications; no significant issues have been identified.

General Comments: This document is the arrangement section relating to the management of potential hazardous activities by means of permits to work and is associated with the Council's health and safety policy required by the Health and Safety at Work Act 1974. The general aim of the council is to ensure a healthy and safe working environment for all persons working for, or make use of, Council Services. Nothing in the document serves to have any negative impact on either equality issues or the environment. In general, associated documents will encourage positive consideration of both these areas to ensure all members of the workforce and community are afforded access, so far as is reasonably practicable, to the same opportunities for a healthy and safe workplace as well as a sustainable environment.