

Permit-To-Work Guidance and Templates

This document has been constructed to provide guidance in how to use a permit to work correctly. The first part explains the function of a Permit-To-Work and when to use one. The second part explains how to complete the sections of the permit. Part three provides examples of work to be carried out under permit conditions

Permit-To-Work:

Existing statutory provisions require employers to provide safe systems of work that are, so far as is reasonably practicable, safe and without risks to the health of employees and to others who may be affected by the work. However, certain types of work carry a particularly high risk of serious injury, serious ill health or property loss and require more formal safety planning and control. This can be achieved by the use of a Permit-To-Work system.

What is a Permit-To-Work? – It is an analytical tool to ensure that a series of checks, measures or controls are put in place before any person undertakes a particular activity. Permits-To-Work are the result of a risk assessment identifying that a high residual risk is present in/on the operation assessed.

The aim of a permit-to-work is to:

- Specify the area of work;
- Provide an adequate description of the work to be carried out;
- Specify the control measures and safety precautions in place;
- Identify who is undertaking the work;
- Clearly state the time period over which the permit is valid (should not exceed one working day).

Often a Safe System of Work will be sufficient for work with associated risks that cannot be eliminated. A competent person will assess whether a task can be covered by a Safe System of Work alone or whether a Permit-To-Work is also required as the checking and monitoring tool that will ensure the higher risk rating for the particular task is addressed.

The PTW system itself will not ensure safety, it relies totally on the named personnel who implement and use the permit understanding the importance of following/complying with each stage of the permit procedure strictly.

These key personnel are usually the Senior Authorised Person who issues and cancels the permit, and the Authorised Person who is responsible for carrying out the work safely in the 'field'.

Degrees of competence:

Senior Authorised Person (Site Manager) – The person who authorises and issues a permit-to-work must have sufficient/adequate knowledge relating to the equipment being worked on, the control measures and safety precautions required, a clear understanding of the implications of a failure to follow the laid down procedures and sufficient knowledge to assess the competence of the persons in the field who will undertake the work.

Authorised Person (Contractor) – The person responsible for the work will be fully trained in the field of the work to be carried out. They must be aware of the safety of other persons coming under their control. They must ensure that the conditions of the permit are strictly adhered to and that no variations are introduced.

Component parts of a permit-to-work

ISSUE:

Completed by the Senior Authorised Person ensuring that each part of this section is completed, including:

- The work to be carried out – a full description the work to be done, clearly defining the boundaries and limitations and the length of time the permit is valid for, i.e. one working day.
- Safety/control measures that must be instituted – e.g. isolation of equipment, where isolated, requirement for barriers and signs, security of equipment to prevent falling or sliding.
- Other precautions – the use of any special equipment, PPE, special 'one off' instructions.

Note: Unless deemed to be suitably competent to a Senior Authorised Person level, a person cannot issue a permit-to-work to themselves.

RECEIPT:

Acceptance by the Authorised Person of the work to be carried out and the conditions required by the permit. This person is also signing to accept the conditions on behalf other persons involved in the task and responsibility for their compliance with the conditions of the permit.

HANDOVER: (Change of responsibility)

This section shall be used when work cannot be completed within the timescale detailed on the permit by the first person(s) that the permit has been issued to, or, if the authorised person has to leave the work for a prolonged period for whatever reason. Both the Senior Authorised person who issued the permit and the new Authorised Person taking over the responsibility shall sign off this section.

CLEARANCE: The Authorised (Responsible) Person shall confirm that:

- The work for which the permit was issued for is complete (or suspended);
- That all the control measures instituted during the work have been removed, e.g. isolation;
- Whether power has / has not been restored;
- All personnel, tools and equipment have been removed from the area.

CANCELLATION:

The Senior Authorised Person who authorised the work shall sign off the permit to confirm that the work is complete and the permit is cancelled.

Note: If the work has not been completed and equipment/process has not been left in operational mode then they must ensure that adequate instruction and information is provided to this effect to relevant senior personnel (i.e. client management) and any person(s) affected by the work. This will include the use of suitable signage being attached to the equipment.

Permit-To-Work Tasks

The following are examples of tasks that would require a Permit-to-Work system used in conjunction with an appropriate Safe System of Work including the use of appropriate work equipment:

- Roof work - Open edge, fragile roof working;
- 'Live' electrical working – specified work;
- Specified 'Dead' electrical working involving circuit repairs or component repairs/replacement within a system – i.e. replacing fuses, breakers, isolators, transformers;
- Confined spaces working – High risk activities identified by assessment;
- Hot working – where flammable or combustible materials are present and cannot be removed or adequately isolated.

Permits to work can be issued for all contractor work completed on site. This is an effective way to ensure work on the site/premises are well controlled. Premises Managers with multiple sites will find such procedures useful in assisting with responsibilities under the Management of Health and Safety Regulations. **See forms attached for Permit-to-work templates which should be used in conjunction with this guidance.**

HOT WORK PERMIT

Applicable to:	Applicable to CUTTING, WELDING, GRINDING, SOLDERING, BRAZING, BLOW LAMPS OR BLOW TORCHES , or the use of any equipment producing HEAT, SPARKS OR NAKED FLAME .
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<i>Contract No.</i>		<i>Permit No.</i>	
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Exact location & description of work:

<i>Permit valid from</i>	Date:		<i>Time:</i>	
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<i>Permit valid to</i>	Date:		<i>Time:</i>	
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Health & Safety Checklist: Before work starts	Yes or No N/A
Has a Risk Assessment been carried out specifically for this work?	
Has a Safe Method of Work Statement been produced specifically for the work?	
Have persons been informed of the details of the Risk Assessment and Safe Method of Work Statement specific to this work?	
Have combustible materials and flammable liquids or gases been identified and removed from the area or protected?	
Where work is above floor level, have non-combustible curtains or sheets been suspended beneath the work to collect sparks?	
Is sufficient suitable fire-fighting equipment in place and persons able to use it?	
Is all equipment in safe condition and persons trained to use it?	
Has the contractor discussed any isolation requirement for smoke detectors and have safe isolation procedures been implemented?	
Are there emergency procedures in place?	
Are there arrangements for the work area to be watched for hot spots/fire/smouldering for an hour after hot work has ceased?	

If any of the above questions have been answered 'No', hot work must not be permitted

Other specific control measures and conditions required:

ISSUE/RECEIPT:

Permit form completed and issued by:

Position:		Name:	
Signed:		Date	

Permit Issued to:

Position:		Name:	
Signed:		Date	

Name of Supervisor (Contractor) responsible for monitoring the safety of hot work for this task:

Position:		Name:	
Signed:		Date	

HANDOVER (Change of Responsibility) If work is cannot be completed and permit is issued to another party please complete the Handover section:

Senior Authorising person (Premises Manager/Officer):

Position:		Name:	
Signed:		Date	

New Authorised contractor/ Person being issued the permit:

Position:		Name:	
Signed:		Date	

CLEARANCE and Hand Back: The work has been completed and the area left in safe condition. The materials worked on have been given a suitable time to cool i.e. monitored for at least 1 hour.

CANCELLATION

Permit form cancelled by(Premises Manager/Officer):

Position:		Name:	
Signed:		Date	

PERMIT TO WORK AT HEIGHT			
Applicable to:	Anyone working on SCAFFOLDING, MOBILE ELEVATING WORK PLATFORMS, CHERRY PICKERS, SCISSOR LIFTS, MOBILE TOWERS, LADDERS, ROOFS and to WINDOW CLEANERS .		
<i>Contract No.</i>		<i>Permit No.</i>	
<i>Exact location & description of work:</i>			
<i>Permit valid from</i>		<i>Time:</i>	
<i>Permit valid to</i>		<i>Time:</i>	
Health & Safety Checklist: Before work starts			Yes or No N/A
Risk Assessment been carried out specifically for this work?			
Safe Method of Work Statement been produced specifically for the work?			
Have persons been informed of the details of the Risk Assessment and Safe Method of Work Statement specific to this work?			
Persons who are required to work at height been trained for this type of work?			
Persons who are required to work at height suitably competent and fit?			
Has work at height been minimised wherever possible?			
Has access equipment for working at height been inspected by a competent person?			
Is access equipment for working at height suitable and safe?			
Are others in the vicinity who could be affected by this particular work at height safeguarded?			
Are there emergency procedures in place?			

If any of the above questions have been answered 'No', working at height must not be permitted

Other specific control measures and conditions required:

E.g. use of a personal fall restraint system if working from a boom type mobile elevating working platform

ISSUE/RECEIPT:

Permit form completed and issued by:

Position:		Name:	
Signed:		Date:	

Permit Issued to:

Position:		Name:	
Signed:		Date:	

Name of Supervisor (Contractor) responsible for monitoring the safety of working at height for this task:

Position:		Name:	
Signed:		Date:	

HANDOVER (Change of Responsibility) If work is cannot be completed and permit is issued to another party please complete the Handover section:

Senior Authorising person (Premises Manager/Officer):

Position:		Name:	
Signed:		Date:	

New Authorised contractor/ Person being issued the permit:

Position:		Name:	
Signed:		Date:	

CLEARANCE and Hand Back: The work has been completed and the area left in safe condition.

CANCELLATION

Permit form cancelled by (Premises Manager/Officer):

Position:		Name:	
Signed:		Date:	

ELECTRICAL WORK PERMIT

Applicable to:	Applicable to work on and near ALL HV ELECTRICAL SYSTEMS		
Contract No.		Permit No.	
Exact location & description of work including <u>exact</u> identification of electrical equipment to be worked on:			
Permit valid from	Date:		Time:
Permit valid to	Date:		Time:
Health & Safety Checklist: Before work starts			Yes or No N/A
Has a Risk Assessment been carried out specifically for this work?			
Has a Safe Method of Work Statement been produced specifically for the work?			
Have persons been informed of the details of the Risk Assessment and Safe Method of Work Statement specific to this work?			
Has the HV electrical system been made dead?			
Have tests been carried out to prove the system dead?			
Are all system activation controls isolated and locked and the keys held by authorised persons?			
Have access barriers and warning notices been provided?			
Are there emergency procedures in place?			
If any of the above questions have been answered 'No', electrical work must not be permitted			
Other specific control measures and conditions required:			

ISSUE/RECEIPT: Permit form completed and issued by:			
Position:		Name:	
Signed:		Date:	
Permit Issued to:			
Position:		Name:	
Signed:		Date:	
Name of Supervisor (Contractor) responsible for monitoring the safety of electrical work for this task:			
Position:		Name:	
Signed:		Date:	
HANDOVER (Change of Responsibility) If work is cannot be completed and permit is issued to another party please complete the Handover section:			
Senior Authorising person (Premises Manager/Officer):			
Position:		Name:	
Signed:		Date:	
New Authorised contractor/ Person being issued the permit:			
Position:		Name:	
Signed:		Date:	
CLEARANCE and Hand Back: The work has been completed and the area left in safe condition.			
CANCELLATION Permit form cancelled by (Premises Manager/Officer):			
Position:		Name:	
Signed:		Date:	

PLEASE NOTE: This permit is ONLY for work on Electrical Systems which are “DEAD”. It is never absolutely safe to work on live electrical equipment. There are few circumstances where it is necessary to work live, and this must only be done after it has been determined that it is unreasonable for the work to be done dead. Even if working live can be justified, many precautions are needed to make sure that the risk is reduced 'so far as is reasonably practicable'. See: [Electricity at work: Safe working practices](#) for more details. Additional permission and agreement MUST be sort should such work be required.

If any of the above questions have been answered 'No', work must not be permitted

Other specific control measures and conditions required:

ISSUE/RECEIPT:

Permit form completed and issued by:

Position:		Name:	
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Signed:			
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Permit Issued to:

Position:		Name:	
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Signed:		Date:	
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Name of Supervisor (Contractor) responsible for monitoring the safety of work for this task:

Position:		Name:	
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Signed:		Date:	
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HANDOVER (Change of Responsibility) If work is cannot be completed and permit is issued to another party please complete the Handover section:

Senior Authorising person (Premises Manager/Officer):

Position:		Name:	
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Signed:		Date:	
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New Authorised contractor/ Person being issued the permit:

Position:		Name:	
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Signed:		Date:	
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CLEARANCE and Hand Back: The work has been completed and the area left in safe condition.

CANCELLATION

Permit form cancelled by (Premises Manager/Officer):

Position:		Name:	
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Signed:		Date:	
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CONFINED SPACE WORK PERMIT

Applicable to:	Applicable to all work completed in confined space. Work in a space of an enclosed nature where there is a risk of death or serious injury from hazardous substances or dangerous conditions (e.g. lack of oxygen).
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Contract No.		Permit No.	
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Exact location & description of work:

Permit valid from	Date:		Time:	
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Permit valid to	Date:		Time:	
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Health & Safety Checklist: Before work starts	Yes or No N/A
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Has a Risk Assessment been carried out specifically for this work?	
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Has a Safe Method of Work Statement been produced specifically for the work?	
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Do the risk assessments and the method statements highlight the specific issue with the confined space on this site?	
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Have the following hazards been considered and are controls in place if applicable: <ul style="list-style-type: none"> ➤ A lack of oxygen; ➤ Poisonous gas, fume or vapour; ➤ Liquids and solids which could fill the space; ➤ Fire and explosions (eg flammable vapours, excess oxygen); ➤ Residues left in tanks, vessels or on internal surfaces; ➤ Dust present in high concentrations; ➤ Hot conditions. 	
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Have the following additional factors resulting from planned works been considered and are controls in place if applicable: <ul style="list-style-type: none"> ➤ Machinery being used causing hazards such as lack of dust extraction or electric shock; ➤ Gas, fume or vapour from welding or by use of flammable solvents or adhesives. 	
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Other specific control measures and conditions required:

ISSUE/RECEIPT:

Permit form completed and issued by:

Position:		Name:	
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Signed:		Date:	
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Permit Issued to:

Position:		Name:	
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Signed:		Date:	
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Name of Supervisor (Contractor) responsible for monitoring the safety of work for this task:

Position:		Name:	
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Signed:		Date:	
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HANDOVER (Change of Responsibility) If work is cannot be completed and permit is issued to another party please complete the Handover section:

Senior Authorising person (Premises Manager):

Position:		Name:	
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Signed:		Date:	
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New Authorised contractor/ Person being issued the permit:

Position:		Name:	
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Signed:		Date:	
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CLEARANCE and Hand Back: The work has been completed and the area left in safe condition.

CANCELLATION

Permit form cancelled by (Premises Manager):

Position:		Name:	
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Signed:		Date:	
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