

**Nuneaton  
&  
Bedworth**



**United to Achieve**

## **Permit to work**

Housing Communities and Economic Development

## POLICY MANAGEMENT

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## **1.0 Policy and Purpose**

- 1.1 The overall aim of this policy is to describe the procedures to be implemented to ensure that all tasks that are required to be undertaken which are controlled by the use of a permit to work are managed effectively and appropriately to ensure the issue of the permit is completed in a formalised and standardised manner.
- 1.2 The permit to work documents are easily accessible for all contractors/stakeholders and are used and completed correctly and in line with this policy.
- 1.3 To ensure the safety elements of a building are left in good order and to maintain the safety of the building is in place. For example fire breaks in loft spaces are not damaged or compromised and any fire doors in loft spaces are left closed and secure.
- 1.4 This policy sets out the responsibilities and duty placed upon the contractor/stakeholder and the Council and any others utilising the permit to work policy.
- 1.5 This policy applies to all managers, employees and contractors who have an interest in any works where a permit to work would be required.

## **2.0 Definition**

- 2.1 The definition of a permit to work: a formal document which provides written permission for a person/persons, contractor, stakeholder or employee to carry out work of a particularly hazardous nature or to work in a potentially hazardous environment.
- 2.2 The permit to work document will contain information on work required to be done and the relevant precautions that will need to be adhered to.

## **3.0 Typical works/activities that would require a permit to work**

- 3.1 Typical areas / work activities that should be covered by a permit include:
  - Works affecting, requires access through or in close proximity to a buildings compartmentation fire break.
  - Hot works - Please use Appendix C – ‘Permit to Works – Hot Works’
  - Confined spaces
  - High Voltage electrical work
  - Excavation works
  - Demolition works
  - Work on scaffold towers, mobile elevated working platforms (MEWPs)
  - Work in isolated locations, or areas with difficult access or those at high levels.

- Work in the proximity of, or involving, explosives or highly flammable substances.

#### **4.0 The Process**

- 4.1 The Council acknowledges that the effective issue and monitoring process for permits to work is extremely important to ensure that we maintain and control, safe working functions for all our staff, contractors and stakeholders so we can effectively manage and maintain our Housing assets.
- 4.2 A permit of work must be obtained from the Council before any works commence.
- 4.3 Refer to Appendix A for the process on how a permit of works is requested and monitored

#### **5.0 Permit-to-Work Authorising Officers**

- 5.1 The permit issuer is denoted as the authorising officer, this person and/or role has been appointed as they are classed as a competent person and have received or have a reasonable working knowledge of the work processes due to be carried out by the requestor. A person defined as competent when that person:

“Has sufficient training and experience or knowledge as to enable them to assist in securing compliance, on the part of the employer, with the necessary safety legislation and maintenance procedures.”

- 5.2 The following staff are authorised to issue a relevant ‘Permit-to-Work’ on behalf of Nuneaton and Bedworth Borough Council:

- Property Services Manager
- Head of Development
- Principal Building Surveyor
- Senior Building Surveyor
- Development Project Officer
- Mechanical and Electrical Engineer
- Building Surveyor
- Clerk of Works
- Building Maintenance Manager
- Property Services Trade Manager
- Trade Officer
- Project Officer
- Plant, Maintenance & Energy Officer

- 5.3 The competent person has been provided with clear guidance on how the permit to work process works and will be responsible for the following:

- Validating, Issuing, denying, monitoring and closing permit to work applications
- Allocating every application with a unique serial number for ease of monitoring
- Discussing the work to be undertake with the requestor and other stakeholders/Council officers so that the identification and confirmation of any hazards can be addressed ensuring the relevant control measures can be implemented and adhered to by the requestor
- Processing the application requests, approving or denying issuing relevant documentation to the requestor
- Monitor the completion of the works to ensure compliance to any noted control measures has been adhered to
- Recalling the contractor and/or raising rechargeable repairs in the event the permit to work controls haven't been breached
- Inspecting the area of work to ensure all areas are still compliant in regards to fire safety elements of the structure. For example fire breaks are intact and fire doors in confined spaces are left closed and secure.

## **6.0 Permit to work Requestor**

- 6.1 The permit to work requestor must be able to demonstrate to the Council that they are fully competent to undertake the nature of works. The Council may request certified documentation to support this which must be uploaded at the time of the application request on the website.
- 6.2 The requestor must agree, understand and adhere to any conditions imposed on them if their permit to work application is approved.
- 6.3 The requestor must ensure that a copy of the permit to work is available on site should inspection be requested.
- 6.4 The permit to work requestor will also be responsible for the following:
- Ensuring that all persons employed, contracted or being supervised by them working on the site have had the full scope of the permit to work scope of work and any conditions imposed fully explained to them as part of the site induction working practices.
  - Ensuring all persons employed or contracted or being supervised by them working on the site hold the appropriate relevant qualifications to undertake the scope of work due to be completed.
  - Ensuring that their Risk Assessments and/or Method Statements are revised to ensure the control measures are considered and implemented
  - Ensuring that all persons employed, contracted or being supervised by them working on the site are trained to use any relevant specialist equipment.

- Ensuring the site is left clean and tidy at the end of each working day. Ensuring that any welfare and site compounds are left locked and secure preventing any resident or member of the public to access these areas.
- Ensuring that all persons employed, contracted or being supervised by them working on the site are working in accordance with all Health and Safety Legislation, to include Construction, Design and Management Regulations 2015.

## **7.0 Exemptions – Planned Work**

7.1 There are no exemptions to planned work for this policy.

7.2 Reactive emergency work or out of hours work will require a post Permit-to-Work within 24hours (48hours if occurs over a weekend or bank holiday) to ensure the area is left clean, clear and compliant.

## **8.0 Exemptions – Planned Maintenance**

8.1 Specific maintenance programmes will be exempt from the Permit-To-Work as listed below. However, if the maintenance inspections require construction and alteration works then a permit-to-work will be issued:

- Fire Alarm Maintenance
- Legionella Control Inspections

8.2 NBBC's Contract Manager will carry out site audits annually with the Contractors to ensure they meet working practises expected.

8.3 Each Maintenance Contractor will supply the following documentation, this is to be reviewed and updated annually:

- Specification, detail and certification of any proposed fire stopping to cable or pipe penetrations
- Process and method of working within loft spaces to ensure area is left compliant
- A schedule of documented toolbox talks with operatives, evidence to be provided
- Documentation of sites worked, available on request, to include, but not limited to; date and time on site, operative carrying out the work; areas worked in; work carried out; photo evidence of before and after.

8.4 Contractors working under this exemption will accept full responsibility for the area, including the reporting of defective areas in regards to loft spaces and fire breaks. For example if a breach in fire breaks is found following a maintenance visit, the contractor assumes responsibility for this and will rectify.

## **9.0 Duration of Permits to work**

- 9.1 The duration of the permit to work will be clearly shown on the permit to work notice.
- 9.2 One permit to work will be accepted for the duration of a project at one site. Separate permit to works will be required and issued for each different working site.
- 9.3 Any Permit to work that is for a duration over 24 hours requires authorisation from a senior member of staff, this list includes:
- Property Services Manager
  - Head of Development
  - Principal Building Surveyor
- 9.2 If work is to take longer than the dates advised, due to any unforeseen circumstances, additional works, weather implications then the contractor must apply for a new permit to work.

## **10.0 Works in progress**

- 10.1 The Council will appoint a Clerk of Works to oversee the scope of works carried out by an external contractor to ensure the works are being completed to the agreed permit to work
- 10.2 Works carried out by the DLO will be overseen by a Trade Officer or Project Officer who will manage the scope of works carried out to ensure the works are being completed in accordance to the agreed permit to work.
- 10.2 If the Council identify any breaches during the scope of works being completed the site will be shut down immediately.

## **11.0 Signing off a permit to work**

- 11.1 When the scope of work is completed then the requestor must inform the Council so that the work can be post inspected and signed off.
- 11.2 The Council and the requestor must sign off the works and confirmation that any noted conditions have been fully met and works have been completed successfully in accordance to this.
- 11.3 A council officer must attend site to inspect works and ensure the property is left compliant.
- 11.4 Failure to adhere to conditions set out in the permit to work application will result in the requestor being issued an improvement notice which could result in a termination of contract and re-charges for any repairs.



11.5 Damage by Unauthorised Entry to the Roof Voids. The Council will seek immediate recompense with the Contractor involved when unauthorised entry without a Permit to Work or an official exemption in place is discovered. This will be by means of an initiated survey and any found damage will be charged for at the repairing cost incurred.

## **12.0 Monitoring of Permit-to-Works**

12.1 As far as is reasonably practicable, the Senior member of staff responsible for the department carrying out the work shall be responsible for ensuring the work is monitored at regular intervals and that the work is signed off an Permit-to-Work closed in line with this policy.

## **13.0 Complaints**

13.1 If a requestor is not satisfied by the way in which their application has been dealt with, or in the way in which their work may be criticised. The requestor can submit a formal complaint, this will then be dealt with in accordance with the Council's Customer Feedback Procedure.

## **14.0 Equalities**

14.1 All Council policies aim to address the general duty of the Public Sector Equality Duty (A requirement on Public Bodies within the Equality Act 2010) to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010;
- Advance equality of opportunity between people from different groups; and
- Foster good relations between people from different groups.

## **15.0 Review Date**

15.1 This policy will be reviewed every 3 years, or when a change in relevant Legislation is received.

## APPENDIX A - Process flow

Does the task/works involve alteration or work on the building fabric which fall into one of the below categories:

- Works affecting, requires access through or in close proximity to a buildings compartmentation fire break.
- Hot works
- Confined spaces
- High Voltage electrical work
- Excavation works
- Demolition works
- Work in isolated locations, or areas with difficult access or those at high levels.
- Work in the proximity of, or involving, explosives or highly flammable substances

No

Verify the works and confirm if the contractor needs to supply method statements and/or risk assessment

No Permit to work required

Yes

Is the contractor on the NBBC approved contractor list

No

Contractor to liaise with the NBBC Procurement Team

Work cannot be approved

Yes

Identify the scope of works due to take place and the location

Is the contractor certified or accredited to undertake these works

No

Yes

Verification of contractor competency confirmed by NBBC

Confirm what PPE is required as well as any specialist machinery or additional precautions which may be required

Confirm how long the work will take, if this is likely to be more than the date noted on the permit to work expiry date then further new permits will need to be applied for

Permit to work application needs to be submitted

Agree scope of work with NBBC representative and attend pre works inspection of site(s)

Has the permit to work application been successfully approved where you have received your permit to work approval documentation from NBBC

No

Yes

Permit to work approved and works can commence

On successful completion of the works, an inspection will be made by NBBC officer to formally sign off the permit of works

Yes

Are works being completed as agreed

Site is closed down until resolution agreed

No

## Appendix B – Permit-to-Work application form

<b>Permit to work Permit Number:</b>				
<b>Name of Requestor:</b>				
<b>Company Name:</b>				
<b>Company Full Business Address:</b>				
<b>Address of work:</b>				
<b>Specific location of the works at the above noted address :</b>				
<b>Scope of works:</b>				
<b>Permit valid from:</b>		<b>Time:</b>	<b>Date:</b>	
<b>Permit valid to:</b>		<b>Time:</b>	<b>Date:</b>	
<b>The following services have been isolated to assist with works – if applicable</b>				
<b>Yes / No</b>	<b>Point of Isolation:</b>	<b>Name (print)</b>	<b>Name (signature)</b>	<b>Date</b>
Electricity			Water	
Gas			Fire Alarm System	
<b>Any Other access implications which need to be noted:</b>				
<b>Conditions to be applied :</b>				
<b>Tools &amp; Equipment to be used :</b> <small>(e.g. Scaffold, PPE, Welding sets, 110V Tools etc.)</small>				
<b>Before work starts : requestor to provide a copy of their RAMS</b> <small>Copy of RAMs must be supplied to ensure any conditions are being implemented</small>				
<b>Date RAMS received:</b>				
<b>Requestor / Contractor Site Supervisor</b>	<b>Name:</b>	<b>Signature:</b>	<b>Contact Number:</b>	
<b>Second Appointed Contact</b>	<b>Name:</b>	<b>Signature:</b>	<b>Contact Number :</b>	
<b>Council Authorising Person</b>	<b>Name:</b>	<b>Signature:</b>	<b>Position:</b>	
<b>Senior Authorising Person (for durations over 24 hours)</b>	<b>Name:</b>	<b>Signature:</b>	<b>Position:</b>	
<b>Completion of work</b> <small>Work has been completed, all isolations reinstated, and all control conditions have been met and the site has been left in an acceptable condition.</small>				
<b>Inspected and signed off by</b>				
<b>Contractor Site Supervisor</b>	<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>	
<b>Council Authorising Person</b>	<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>	
<b>Permit to Work follow up action if necessary:</b>		<b>Permit to work date closed:</b>		

## Appendix C – Permit-to-Work application form (Hot Works Only)

For all operation involving flame, welding and hot cutting

**This permit is valid only for the job described and the timescales provided**

### Description of work

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### Location of Work

Building	Floor	Room	Location
Date required (max duration 1 day)		Valid From (time)	To

### Contact Details (method of Contact)

Mobile No.	Site's No.	Company No.	
N&BBC Project Officer	Contact Centre	Fire Eng.	

Potential Hazards	<input type="checkbox"/> Oxygen enrichment <input type="checkbox"/> Oxygen depletion <input type="checkbox"/> Toxic Gas <input type="checkbox"/> Explosive Gas <input type="checkbox"/> Bio Hazard <input type="checkbox"/> Poor lighting <input type="checkbox"/> Heat <input type="checkbox"/> Noise <input type="checkbox"/> Tripping/falling/striking objects <input type="checkbox"/> Other- provide details
Control Measures	<input type="checkbox"/> Hazard / equipment Isolated <input type="checkbox"/> Department staff informed <input type="checkbox"/> Protective equipment required - specify:
Other Identified Hazards	Controls Measures

### Mandatory Safety Requirements *(See reverse for further guidance)*

### Actioned

All areas to be checked and combustibles removed or protected before commencement of work	
All areas to be screened, protected, roped off as necessary and warnings signs displayed	
All systems associated with the work to be isolated, inclusive of smoke alarms	
Assistant to standby with fire extinguisher suitable for task. (Competent in use)	
Building Facilities Manager / Responsible Person notified	
Area to be checked/inspected for combustion <b>1 Hour</b> after completion of work	

### Person entering work area


Permit issued by	Date	Time	
Permit Received by	Date		

### Permit cancellation (Estates Dept.)

Name	Date	Time	

**What is 'Hot Works'?**

All temporary operations involving open flames or producing heat and/or sparks, this includes, but is not limited to, Brazing, Cutting, Grinding, Soldering, Thawing, and Welding.

#### **VALIDITY**

**Hot works permits are only valid for a maximum of 1 working day.**

**HOT WORKS CHECKLIST:** The Permit form guides you through the requirements, this is additional guidance.

Sprinklers and hose streams in service/operable. (Where applicable)

Hot Work Equipment in good condition (e.g., power source, leads, torches, etc. must be inspected prior to use to ensure they are fit for purpose)

Multi-purpose fire extinguishers (2) readily available.

Operative must be competent to use the fire extinguisher

Contact to be made with the Plant, Maintenance / Energy Officer (John Sweeney 02476 376582) to ensure the fire alarm system is protected / isolated as appropriate. **At least a two working day notice is required.**

#### **REQUIREMENTS WITHIN THE WORK AREA**

Area to be checked for combustable materials which must be removed before work can commence, this can include paper, cardboard, dust, lint, debris, flammable liquids and oily deposits. Floors swept clean.

Combustible flooring and other combustable surfaces must be protected with heat protection mats, or other suitable materials.

All wall and floor openings covered.

Walkways protected beneath hot work.

Explosive atmosphere in area eliminated.

Flammable liquids / gas cylinders removed from work area or stored appropriately

Area to be screened, protected and safety signs displayed

#### **WORK ON WALLS OR CEILINGS**

Combustibles moved away from other side of wall.

#### **FIRE WATCH/HOT WORK AREA MONITORING**

Fire watch must be provided during and for a period of 1 hour after work, including any coffee or lunch breaks, remember that adjacent surfaces need to be checked. (Walls, ceiling voids etc.)

#### **COMPLETION OF WORKS AND FIRE WATCH**

Ensure that any fire alarms protection devices have been removed and returned.

**NB:** In the event that it is not possible to reset the fire alarm system, and or remove covers for the fire alarm detector heads, then a site specific assessment must be carried out and appropriate controls measures implemented. N&BBC's Project Manager for the works must be made aware.