Doncaster and Bassetlaw Teaching Hospitals
NHS Foundation Trust

Permit to Work
Policy and Procedures

This procedural document supersedes: CORP/HSFS 31 v.2 – Permit to Work Policy and Procedures.



Did you print this document yourself?
The Trust discourages the retention of hard copies of policies and can only guarantee that the policy on the Trust website is the most up-to-date version. **If, for exceptional reasons, you need to print a policy off, it is only valid for 24 hours.**

Executive Sponsor(s):	Kirsty Edmondson-Jones Director of Innovation & Infrastructure
Author/reviewer: (this version)	Gary Hewit - Health and Safety Advisor
Date written/revised:	October 2023
Approved by:	Trust Health and Safety Committee
Date of approval:	23 November 2023
Date issued:	January 2024
Next review date:	**Extended to January 2027 – this policy is still fit-for-purpose**
Target audience:	All Trust-wide staff, all contractors

Amendment Form

Please record brief details of the changes made alongside the next version number. If the procedural document has been reviewed **without change**, this information will still need to be recorded although the version number will remain the same.

Version	**Date Issued**	**Brief Summary of Changes**	**Author**
Version 3	January 2024	• Amended to reflect change of author. • Amended to the up-to-dated version of the APD template. • Additional Associated Trust Procedural Document added	Gary Hewit
Version 2	25 Nov 2020	• Changes have been made from Care Groups to Divisions.	Neil Donegan
Version 1	11 Oct 2017	• This is a new procedural document for the Permit to Work Policy and Procedures, please read in full.	Sean Tyler Neil Donegan

Contents

Page No.

1 INTRODUCTION 4
2 PURPOSE 4
3 DUTIES AND RESPONSIBILITIES 5
3.1 The Trust Board 5
3.2 Chief Executive 5
3.3 Director of Estates and Facilities 5
3.4 All Directors and Deputy Directors 5
3.5 Deputy Director of Estates and Facilities 5
3.6 Departmental/Estates and Facilities Managers and Authorised Persons 6
3.7 Issuing Officer 6
3.8 Authorised Persons 6
3.9 Competent Persons 7
3.10 Other Staff 7
3.11 Health and Safety Advisor 7
3.12 Fire Safety Advisor 7
3.13 Local Security Management Specialist 8
3.14 Infection, Prevention and Control Team 8
3.15 Contractors 8
4 PERMIT TO WORK (PTW) PROCEDURE 9
4.1 Types of Permits 9
4.2 Objections or Work outside the Scope of the Permit 11
4.3 Safety Documentation 11
5 TRAINING/SUPPORT 12
6 MONITORING COMPLIANCE WITH THE PROCEDURAL DOCUMENT 12
7 DEFINITIONS 13
8 EQUALITY IMPACT ASSESSMENT 13
9 ASSOCIATED TRUST PROCEDURAL DOCUMENTS 14
10 DATA PROTECTION 14
11 REFERENCES 15
APPENDIX 1 – PERMIT TO WORKFLOW CHART 17
APPENDIX 2 - EQUALITY IMPACT ASSESSMENT PART 1 INITIAL SCREENING 18

1 INTRODUCTION

The content of this document has two clear purposes. It is a Trust policy covering the guidelines, regulations, and duty of care for all staff and contractors undertaking work on Trust properties in relation to the use and operation of Permit to Work.

The policy describes the commitment of the Trust to provide a safe environment for patients and staff. As part of the Trust's duty of care, it also applies to all employees of the Trust, agency staff, students and persons affected by our safety arrangement, that is, patients, visitors, contractor's staff, and anyone else who has cause to be on the Trust's sites. A Permit to Work procedure is a formal written system used to control certain types of work, which are potentially hazardous. Its aims are to ensure that proper consideration is given to the risks of specific work and who the work effects. This will ensure that the risks are dealt with prior to work commencing.

It also serves as a policy detailing the Trust's requirements of those contracting companies during preparation for undertaking work to Trust land, buildings, plant, and equipment and for the full duration of the work. This document shall be issued to all contracting companies as a part of their approval process and available by request from the Trust in electronic format. Contracting companies are expected to ensure that all personnel under their employ who are to be engaged on Trust work are trained on the requirements of this policy. Non-compliance with Statutory Regulations or with Trust policies by a contracting company or any of its employees shall lead to the suspension of operations at no cost to the Trust.

Nothing within this policy is to be construed as relieving a Contractor of any of his Statutory obligations under the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999, or any other current and relevant Legislation, Regulations or Approved Codes of Practice.

2 PURPOSE

This policy lays down the mandatory requirements of the Trust for work activities within the Trust's Estates & Facilities, and applies to all sites, premises, and equipment within the Trust, or where the Trust provides a service from, at which new construction, refurbishment and maintenance work is undertaken or any other contracted services provided.

As part of the Trust's duty of care, this policy also applies to all employees of the Trust, agency staff, students and persons affected by the Trust's safety arrangement, that is, patient, visitors, contractor's staff, and anyone else who has cause to be on the Trust's sites. This policy outlines the guidelines, regulations, and duty of care for all contractors undertaking work on Trust property.

Nothing in these guidelines absolves contractors or their respective sub-contractors, their employees and the self-employed from their duty to comply with all relevant Health and Safety legislation.

3 DUTIES AND RESPONSIBILITIES

3.1 The Trust Board

The Trust Board has a generic responsibility for all aspects of Health & Safety. Contractors working on Trust property pose a significant risk and the Trust Board, therefore, has a responsibility to ensure that there is an approved Policy for the Permit to Work System available to minimise that risk.

3.2 Chief Executive

The Chief Executive is responsible for ensuring that there is a suitable management structure in place to manage the Policy for the Permit to Work System and its associated procedures. Responsibility for this is delegated to the Director of Estates and Facilities.

3.3 Director of Estates and Facilities

The Director of Estates and Facilities is accountable to the Chief Executive and Trust Board for ensuring that all who undertake work in connection with the development, maintenance or disposal of Trust's assets do so in accordance with the requirements set out within this policy. They are also responsible for ensuring services provided by external providers are appropriate, effective, efficient, safe, and compliant with current statutory Legislation, Regulations and NHS Good Practice Guidance including Health and Safety and Infection Prevention and Control and that the risks are identified and managed as part of the Trust Governance Framework.

3.4 All Directors and Deputy Directors

All Directors and Deputy Directors have a responsibility for ensuring that their Divisional wards and department managers are aware of the Policy & Procedures for the Permit to Work System and enforce its use within their own areas of responsibility.

3.5 Deputy Director of Estates and Facilities/Head of Capital Infrastructure

The Deputy Director of Estates and /Head of Capital Infrastructure is accountable to the Director of Estates and Facilities for ensuring that this policy and appropriate procedures and systems are in place to ensure that all contractors' activities are conducted safely and in compliance with current legislation, regulations, and good practice.

The Deputy Director shall ensure the Director of Estates and Facilities/Head of Capital Infrastructure is kept informed at reasonable time intervals as to the effectiveness of the arrangements for the management of contractors and shall report any serious deviations to and when they arise. The Deputy Director of Estates and Facilities/Head of Capital Infrastructure shall ensure that regular audits are undertaken regarding the Policy & Procedures for the Permit to Work System, including regular checks on adherence to the Trust Policies and Procedures.

The Deputy Director shall ensure permit to work register is maintained, which will define all specific staff who can issues permits to work (issuing officers) and include names of relevant Authorised Persons (AP's), Competent Persons (CP's), and the systems they control.

3.6 Departmental/Estates and Facilities Managers and Authorised Persons/ Capital Project Officers/Managers and IT Managers

The above staff are the most likely to commission staff and contractors in their day-to-day duties in the Trust and, as such, carry a responsibility to be aware of, and familiar with the Policy & Procedures for the Permit to Work System. They should make every endeavour to ensure that they, and staff under their control, comply with the relevant documentation.

They all hold a responsibility to ensure that specific work undertaken by their staff and contractors is undertaken safely and in accordance with applicable legislation regulations and good practice.

It is the responsibility of the person commissioning or managing the contractors to ensure that pre-commencement meetings are held prior to the start of any work. During the meeting the contractor must provide details of how they intend to carry out any work and the risks associated with that work, to ascertain whether any precautions need to be taken before or during the work. Permit to work systems may be required for some types of work; these methods of work must be agreed and documented prior to commencement of the work.

Each manager in areas where contractors are working must be made aware of any hazards and risks presented by the work and relevant safety measures, as well as ensuring contractors are made aware of risks that may be present in the area they are working.

Where there is the potential for the work to impact on the delivery of patient care or where the work takes place in the proximity of a clinical area, advice must be sought from the Trust Infection Control Team.

3.7 Issuing Officer

Employees of the Trust Estates & Facilities directorate once suitably trained and authorised in writing by the Deputy Director of Facilities, can issue permits. They are defined in this policy as Issuing Officer. The Issuing Officer will be duly authorised to only issue permits that they are competent and trained/qualified to issue.

3.8 Authorised Persons

The Director of Estates & Facilities will formally appoint in writing the Authorised Person (AP) to appropriate defined systems and installations. The AP shall be responsible for ensuring that all the actions to achieve a Safe System of Work have been completed. The Authorised Person will be the Issuing Officer for Permits.

3.9 Competent Persons

The Competent Persons (CP) shall be responsible for undertaking specified duties on the plant and apparatus and will be the person issued the Permit to Work, the limits of these duties will be clearly defined in accordance with an Authorised Person's instructions. While carrying out these duties the Competent Persons must ensure that all safety measures are taken to prevent danger, avoid injury and prevent damage to equipment.
The responsibilities of Competent Persons are to be fully conversant with the nature and the extent of the work to be done, to read the contents and confirm to the person issuing the safety document that it is fully understood, during the course of the work, adhere to, and instruct others under their charge to adhere to, any conditions, instructions or limits specified on the safety document, retain the safety document and (where appropriate) keys in safe custody, and correctly implement any management procedure to achieve this, warn all persons as quickly as possible to withdraw from, and not to work on, the equipment concerned until further notice if, during the course of work, a hazard which could result in danger arises or is suspected. The situation shall be reported immediately by the Competent Persons to an Authorised Person and to comply with these 'Safety Rules' when carrying out work whether instructions they are issued orally or in writing.

3.10 Other Staff

All employees who may be required to organise, work alongside, or assist contractors have a responsibility to co-operate with their line manager in using the Trust's Policy & Procedures for the Permit to Work System and to participate, where required in any relevant training.

All staff have a duty to look after their own safety and that of others affected by their acts or omissions, and therefore must co-operate with management in following agreed procedures when contractors are undertaking work on behalf of the Trust.

3.11 Health and Safety Advisor

The Health and Safety Advisor will work closely with those responsible for the Policy & Procedures for the Permit to Work System in the provision of advice and practical assistance in all matters for health and safety. The Health and Safety Advisor shall undertake regular audits regarding adherence to the policy and procedures, reporting any serious deviations as and when they arise to the Head of Compliance and Head of Capital Projects and Deputy Director of Estates and Facilities.

3.12 Fire Safety Advisor

The Fire Safety Advisor will work closely with those responsible for the Policy & Procedures for the Permit to Work System in the provision of advice and practical assistance in all matters relating to fire safety.

3.13 Local Security Management Specialist

The Local Security Management Specialist will work closely with those responsible for the Policy & Procedures for the Permit to Work System in the provision of advice and practical assistance in all matters relating to Security Management.

3.14 Infection, Prevention and Control Team

The Infection, Prevention and Control Team is responsible for providing advice on matters relating to infection, prevention and control and the risks which could arise as a result of construction work in clinical areas. The Infection, Prevention and Control Team will be responsible for performing audits in clinical areas during the construction/alteration work to ensure that the highest standards of infection, prevention and control are maintained throughout the work.

3.15 Contractors

Contractors are responsible for ensuring compliance with all Health and Safety procedures and legislative requirements. Contractors working on premises, which are leased out, to another Trust must, in addition to the Trust procedures, set out in this policy, follow any relevant policies on Health and Safety Management that the occupying Trust has in place. Non-compliance with any of these policies may result in termination of the contract. The Contractor must also ensure that they do not interfere with the day-to-day operation of the departments or site.

All contractors either visiting or working on any of the Trust's properties will ensure all his employees on the Trusts site have either Reset Certification Scheme (RCS) ID badges or ID badges which includes company name, employees name and photograph and must have a Contractors pass or a Permit to Commence Work document supplied by the Trust.
Additional permits are in existence to cover different types of work activities on various specialist hazardous pieces of equipment or systems. The Trust's Representative who is responsible for a given project/work will under normal circumstances is the first person to contact in respect of any necessary Permits and any issues associated.

Risk Assessments Method Statements and Safe Systems of Work are the responsibility of the Contractor unless work is being carried out jointly with Trust personnel. In such cases the safe system of work must first be approved by the Trust's representatives.

If the Main Contractor intend to use any other sub-contractors or self-employed individuals to provide services to the Trust these must also be registered with RCS and follow all instruction as required by the Trust for the Contractor and be approved by the Trust. They can register and subscribe themselves as companies or individuals.

The Contractor will also ensure that his activities will not endanger members of the public or Trust employees working in the location of the works and will ensure that all accidents or incidents are reported to the relevant member of the Trust Compliance Team.

4 PERMIT TO WORK (PTW) PROCEDURE

On arrival at site the Contractor must follow the Trust's Policy and Procedure for the Management of Contractors together with the agreed methods of work. (See Appendix 1) Prior to starting work the Contractor must attend an agreed location in order to sign in and obtain the relevant identification, information relating to the Contractor and their location of work must be entered onto the RCS system. All Contractors working on behalf of Doncaster and Bassetlaw Teaching Hospitals NHS Foundation Trust will be expected to have attended Contractor Induction.

Contractor or Staff who are appointed as Competent Persons will be the person issued the Permit to Work.

The Permit-to-Work System is not simply permission to carry out high hazard and complex or dangerous work but is essentially part of a procedure that provides planning and instructions on how a potentially high hazard complex and dangerous work can be carried out safely. They are required if there is a risk of serious injury which cannot be adequately controlled by normal physical safeguards. Permits specify the work to be done and precautions to be taken and provide a clear record that all foreseeable hazards have been considered. The risk assessments and method statements will indicate the level of permit.

The issue of a Permit does not, by itself, make the work safe. This can only be achieved by those preparing for and those carrying out the work. The Permit is a document that authorizes competent people with the appropriate skills experience and knowledge to carry out Specific work, limited by a specific area.

The Issuing Officer signs that all the necessary precautions for achieving Safety from the System have been complied with and will be secure for the duration of the work activity. Hence, the Issuing Officer/ Authorised Person must carry out a comprehensive assessment of all the risks associated with undertaking a particular job at a particular time and the context of the work to ensure safe systems of work.

4.1 Types of Permits

The Trust Operates three specific types of permits that cover the full range of work required on an Acute Hospital site.

Visitor and Contractor Safety Register is the simplest form of permit and are used for general business visitors not undertaking work on the building fabric. Visitors and Contractors shall comply with all relevant Health & Safety Law, Trust, and company Health & Safety rules, and understand the fire procedures for the premises and provide copies of current public and employer liability insurance and a method statement for work being undertaken.

Permit to Commence Work allows contractors to undertake low risk works to the building fabric.
This type of permit can only be issued via the Estates & Facilities Directorate on each of the

three main sites. The RESET Certification login asks the contractor several questions which forms a permit to commence allowing work to be carried out from up-loaded risk assessments and method statements. If the RESET system has not had the work up-loaded, then it will ask the contractor to contact the Estates team before work commences.

The RESET certification Scheme is mandatory on all Trust sites. Information on the Scheme can be found in the Policy and Procedures for the Management of Contractors.

Should the RESET system not be available, or an infrequently used specialist contractor is commissioned, then the commissioning officer is to issue a paper permit to commence and obtain certification of competency to carry out task, method statements and risk assessments from the specialist contractor prior to work commencing and record these for future audit purposes. This permit will only be issued if valid job specific risk assessments and method statements have been completed and approved by the Estates designated officer prior to the start date when the work is to commence.

High-Risk Permits are issued to all Staff and Contractors undertaking specific or high risk works on Trust premises. This type of permit is normally issued by Authorised Persons. Access to this permit is via the Estates & Facilities Directorate on each of the three main sites.
Depending on the nature of the tasks to be undertaken and the risks associated with them it may be necessary to initiate one or several other supplementary permits for the duration of the task to be undertaken. Accordingly, the main Contractors permit to commence work and/or RAMS (Risk Assessment and Method Statement) shall lead to the issue of other specialist Permits to Work as required depending on the nature of the task to be undertaken.

The following attachments will be provided with the High-Risk Permit where appropriate:

Working Instructions (Method Statement & usage of equipment for carrying out of the work
Works Assessors Report (A risk assessment, which will highlight any problems that may arise, as well as providing information or any additional safety requirements).
COSHH Requirements (Highlighting areas of risk that may arise due to work being carried out or materials being used).

Types of High-Risk Permits are: -

- **Hot Working Permit** (Soldering, Welding Plastic, arc, gas, etc.)
- **Fire alarm Isolation Permit** (requires 48hr notice prior to work being commenced).
- **Medical Gases Pipeline Systems (MGPS) Permit** (high & low risk Permit for working on MGPS to include all work associated with the pipeline /plant and alarm systems. Permit can only be issued to the contractor or staff if s/he has successfully completed the competent person (CP) paperwork for that site and has been entered onto the CP register for working on MGPS).
- **Confined Spaces Permit** (access Permit for any work in a defined Confined Space).
- **Pressure Systems Permit** (work carried out on Boiler plant, Steam services, Refrigeration where system working pressure is in excess of 0.5 Bar. Permit can only be issued to the contractor or staff if s/he has successfully completed the competent person (CP) paperwork for that site and has been entered onto the CP register for working on Pressure Systems)

- **Excavation Permit** (Permit issued prior to any Excavation Work).
- **Electrical Low Voltage LV Permit** (Permit can only be issued to the contractor or staff if s/he has successfully completed the competent person (CP) paperwork for that site and has been entered onto the CP register for working on Low voltage systems). Electrical Isolation for Passenger & Goods Lifts will be carried out under the LV Permit.
- **Electrical High Voltage HV Permit** (Permit can only be issued to the contractor or staff if he/she has successfully completed the competent person (CP) paperwork for that site and has been entered onto the CP register for working on High voltage systems).
- **Asbestos Permit** (all works in connection to Asbestos, removal, encapsulation, or exposure. Permit can only be issued to the contractor or staff if she/he has successfully completed the competent person (CP) paperwork for that site and has been entered onto the CP register for working on asbestos).
- **Water Systems Permit** (Permit can only be issued to the contractor or staff if s/he has successfully completed the competent person (CP) paperwork for that site and has been entered onto the CP register for working on the water system specified).
- **Ventilation Systems Permit** (Permit can only be issued to the contractor or staff if s/he has successfully completed the competent person (CP) paperwork for that site and has been entered onto the CP register for working on the specific Ventilation System).

This list is not exhaustive and there may be other tasks deemed to require a Permit to Work.

4.2 Objections or Work outside the Scope of the Permit

Objections on Safety Grounds

Where a Permit to Work is issued, the Competent Person who receives it may object to any work instructions that accompany the permit on the grounds of Safety. If an objection is raised, then it should be discussed with the Permit Issuing Officer in the first instance: - The Issuing Officer is obliged to discuss any queries regarding instructions on the grounds of safety.

Work outside the Scope of the Permit

If during work which is covered by a Permit to Work the Competent Person discovers further work or variations to existing work instructions are required, the Permit Issuing Officer must be contacted, and all work halted until a decision is reached (a new Permit will need to be issued with the cancellation of existing Permit).

4.3 Safety Documentation

Additional Documents

Attached to the Permit for Work may be additional instructions, other than the work instructions, concerning work procedures, materials to be used, testing required during work, safety procedures or COSHH requirements etc.

Safety Document

Competent Persons shall not start or restart work under a safety document issued to another Competent Person.

Clearing of Safety Documents

Competent Persons clearing a safety document should do so only after all persons working under the safety document have been withdrawn from, and warned not to work on, the equipment concerned. Where appropriate they ensure that all tools, equipment, and loose material have been removed, guard and access doors replaced, and the workplace left tidy.

Safety Document Working Party

The Working Party can be of any size (i.e., 1 to 21) and may consist of other Competent Persons, Responsible Persons, specialist fitter's etc. Members of a Working Party carrying out work instructions which are covered by a Permit for Work are to take working instructions from the Competent Person who has received the Permit for Work. Every member of a Working Party has a responsibility to safeguard the Health & Safety of themselves, other employees, and anyone else who may be affected by works in progress.

The job will be stopped immediately if any work is found to be being performed outside the scope of the permit. An incident will be raised and a reapplication for a permit to work will be surrendered inclusive of a new risk assessment and method statement.

The job will be stopped immediately if it is found that unsafe practices are being performed against health & safety and against the contractor's method statement. An incident form will be submitted to the site's Health & Safety Advisor and the contractor may be banned from site.

5 TRAINING/SUPPORT

All Issuing Officers will be trained to standards appropriate to the discipline and in line with the appropriate Health Technical Memorandum HTM for specialist services and appointed in writing to perform the task of issue of Permits by the Deputy Director of Estates & Facilities.

6 MONITORING COMPLIANCE WITH THE PROCEDURAL DOCUMENT

What is being Monitored	Who will carry out the Monitoring	How often	How Reviewed/ Where reported to
The monitor and Compliance and effectiveness of this policy	Deputy Director of Estates & Facilities	Annually	Report To the Director of Estates & Facilities

Review of policy	Head of Compliance Estates & Facilities Health and Safety Advisor	3 Yearly or when significant change to process	Approval Estates & Facilities Health & Safety Committee and Trust Health & Safety Committee
Monitor approved contractors.	Head of Compliance Estates & Facilities Health and Safety Advisor	Annually Ad Hoc	Report To the Director of Estates & Facilities Report any issues to Estates managers and contractors supervisors.
Monitor Approved/Competent persons allocation.	Head of Compliance Estates & Facilities	Annually	Premises Assurance Model Dashboard To the Director of Estates & Facilities

7 DEFINITIONS

AP - Authorised Person
CP - Competent Person
PTW - Permit to Work
RCS – Reset Certification Scheme

8 EQUALITY IMPACT ASSESSMENT

The Trust aims to design and implement services, policies and measures that meet the diverse needs of our service, population, and workforce, ensuring that none are disadvantaged over others. Our objectives and responsibilities relating to equality and diversity are outlined within our equality schemes. When considering the needs and assessing the impact of a procedural document any discriminatory factors must be identified.

An Equality Impact Assessment (EIA) has been conducted on this procedural document in line with the principles of the Equality Analysis Policy (CORP/EMP 27) and the Fair Treatment for All Policy (CORP/EMP 4).

The purpose of the EIA is to minimise and if possible, remove any disproportionate impact on employees on the grounds of race, sex, disability, age, sexual orientation, or religious belief. No detriment was identified. (See Appendix 2)

9 ASSOCIATED TRUST PROCEDURAL DOCUMENTS

CORP/HSFS 1 - Health and Safety Policy
CORP/HSFS 3 - Lone Workers Policy
CORP/HSFS 5 - Violence Prevention & Reduction Policy
CORP/RISK 30 - Risk Identification, Assessment and Management Policy
CORP/HSFS 7 - Control of Substances Hazardous to Health (COSHH) Guidance
CORP/HSFS 10 (A) – Asbestos Policy
CORP/HSFS 10 (B) – Asbestos Management Plan
CORP/HSFS 10 (C) – Asbestos Safety Information Manual
CORP/HSFS 14 - Fire Safety Policy (Note: to be read in conjunction with CORP/COMM 2 - Smoke Free Acute Services Policy) PLUS Protocol 0 - Fire Safety Management and Governance; Protocol 1 - Fire Prevention; Protocol 2 - Fire Risk Assessment; Protocol 3 - Fire Stopping; Protocol 4 - Fire Doors and Fire Door Assemblies
CORP/RISK 15 – Serious Incidents (SI) Policy
CORP/HSFS 16 - Mobile Communications Policy
CORP/HSFS 17 A - Waste Management Policy
CORP/HSFS 17 B - Waste Management Manual
CORP/HSFS 18 – Trust Water Policy
CORP/HSFS 21 - Ionising and Non-Ionising Radiations Safety Policy
CORP/HSFS 22 - Electronic Door Access Control and System Policy
CORP/HSFS 27 - Electrical Safety Policy
CORP/HSFS 28 - Window Management Policy
CORP/HSFS 30 – Management of Contractors Policy and Procedure
CORP/HSFS 32 – Work at Height Policy
CORP/HSFS 33 – First Aid at Work Policy
CORP/HSFS 34 – Closed Circuit TV Policy
CORP/HSFS 36A – Water Safety Plan: Governance Policy
CORP/HSFS 36B – DBTH Water Safety Plan Operations and Procedures Manual (WSP/Tech)
CORP/HSFS 37 – Pest Prevention Control Policy
CORP HSFS 38 – Heating and Ventilation Policy
CORP/FAC 3 - Medical Gas Systems Policy (can also be accessed via Patient Care 'Medicines Management' section)
CORP/EMP 4 – Fair Treatment for All Policy
CORP/EMP 27 – Equality Analysis Policy

10 DATA PROTECTION

Any personal data processing associated with this policy will be carried out under ‘Current data protection legislation’ as in the Data Protection Act 2018 and the General Data Protection Regulation (GDPR) 2016).

For further information on data processing carried out by the trust, please refer to our Privacy Notices and other information which you can find on the trust website: https://www.dbth.nhs.uk/about-us/our-publications/uk-data-protection-legislation-eu-general-data-protection-regulation-gdpr/

11 REFERENCES

HSE.GOV. (1997). Confined Spaces Regulations 1997. [ONLINE] Available at: http://www.hse.gov.uk/confinedspace/legislation.htm

HSE.GOV. (2014). Construction (Design and Management) Regulations (CDM) 2015. [ONLINE]Available at: http://www.hse.gov.uk/construction/cdm.htm

HSE.GOV. (2014). Control of Asbestos Regulations 2012. [ONLINE]Available at: http://www.hse.gov.uk/asbestos/regulations.htm

HSE.GOV. (2014). Health & Safety at Work Act 1974. [ONLINE]Available at: http://www.hse.gov.uk/legislation/hswa.htm

HSE.GOV. (2015). Health and Safety (First Aid) Regulations1981. Third edition. [ONLINE]Available at: http://www.hse.gov.uk/pUbns/priced/l74.pdf

HSE.GOV. (1999). Ionising Radiation regulations 1999. [ONLINE]Available at: http://www.hse.gov.uk/pUbns/priced/l121.pdf

HSE.GOV. (1998). Lifting Operations & Lifting Equipment Regulations (LOLER) 1998. [ONLINE]Available at: http://www.hse.gov.uk/pUbns/priced/loler.pdf

HSE.GOV. (1999). Manual Handling Operations Regulations 1999, (as Amended) (MHOR) [ONLINE] Available at: http://www.hse.gov.uk/foi/internalops/ocs/300-399/313_5.htm

HSE.GOV. (2015). Personal Protective Equipment at Work Regulations 1992. Third edition. [ONLINE]Available at: http://www.hse.gov.uk/pUbns/priced/l25.pdf

HSE.GOV. (2013). Provision & Use of Work/Equipment Regulations 1998. [ONLINE]Available at: http://www.hse.gov.uk/pubns/indg291.pdf

HSE.GOV. (2013). Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013. [ONLINE]Available at: http://www.hse.gov.uk/riddor/

HSE.GOV. (2015). The Electricity at Work Regulations 1989. [ONLINE]Available at: http://www.hse.gov.uk/pUbns/priced/hsr25.pdf

Legislation .GOV. (2014). Defective Premises Act 1972. [ONLINE]Available at: http://www.legislation.gov.uk/ukpga/1972/35/section/4

Legislation.GOV. (2002). Electrical Safety, Quality and Continuity Regulations 2002. [ONLINE]Available at: http://www.legislation.gov.uk/uksi/2002/2665/pdfs/uksi_20022665_en.pdf

Legislation.GOV. (2016). Electromagnetic Compatibility Regulations 2016. [ONLINE]Available at: http://www.legislation.gov.uk/uksi/2016/1091/pdfs/uksi_20161091_en.pdf

Legislation.GOV. (1972). Highly Flammable Liquids and Liquefied Petroleum Gases Regulations 1972. [ONLINE]Available at: http://www.legislation.gov.uk/uksi/1972/917/pdfs/uksi_19720917_en.pdf

Legislation .GOV. (2014). Management of Health and Safety at Work Regulations 1999. [ONLINE]Available at: http://www.legislation.gov.uk/uksi/1999/3242/contents/made

Legislation.GOV. (2000). Pressure Systems Safety Regulations 2000 Pressure Systems Safety Regulations 2000. http://www.legislation.gov.uk/uksi/2000/128/contents/made

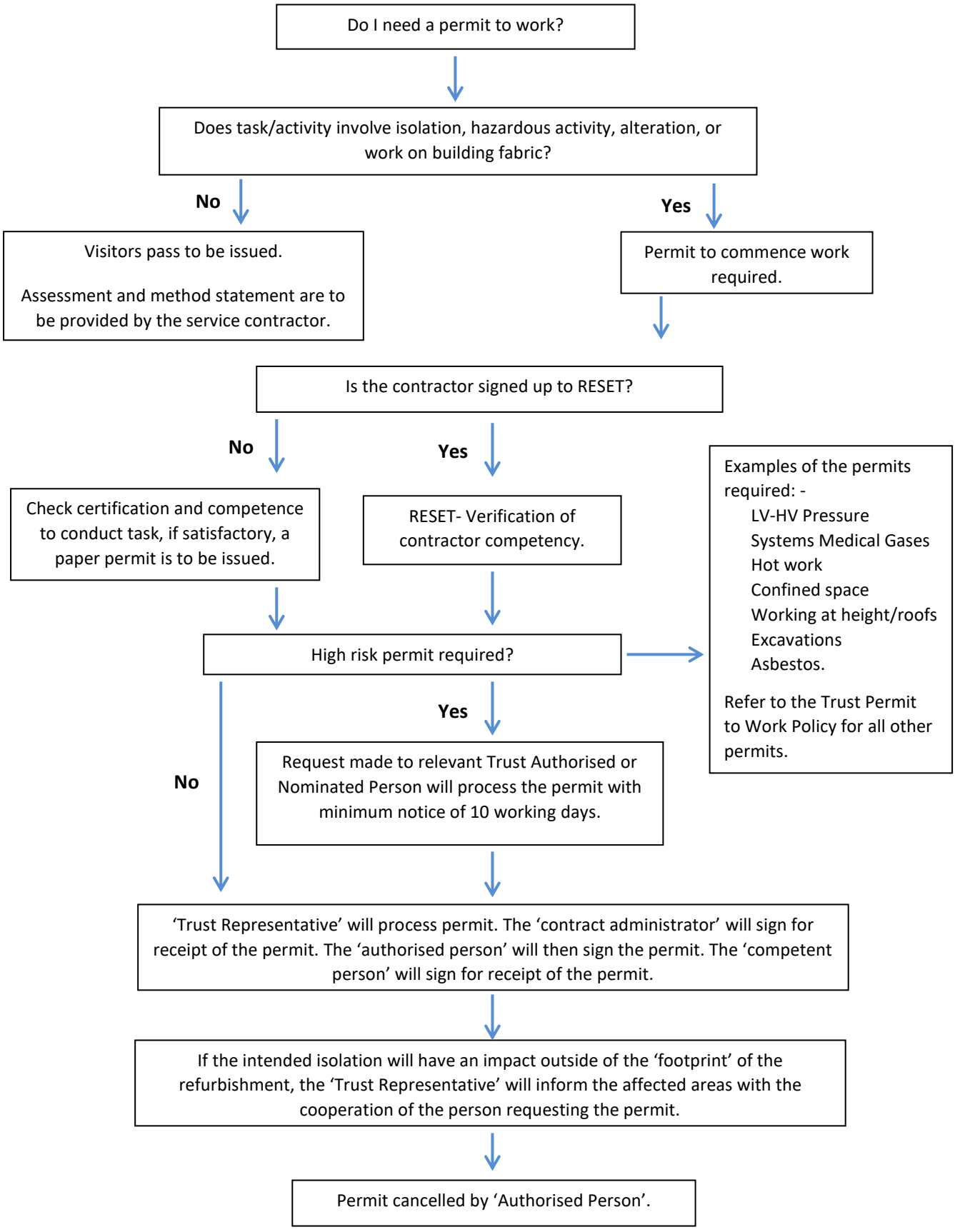
Legislation.GOV. (1998). The Noise at Work Regulations 1989. [ONLINE]Available at: http://www.legislation.gov.uk/uksi/1989/1790/contents/made

Legislation.GOV. (2005). The Working at Height Regulations 2005. [ONLINE]Available at: http://www.legislation.gov.uk/uksi/2005/735/contents/made

Legislation .GOV. (2014). The Workplace (Health, Safety and Welfare) Regulations 1992. [ONLINE]Available at: http://www.legislation.gov.uk/uksi/1992/3004/contents/made

This list is not exhaustive and is the responsibility of Staff and Contractor to ensure that they are conversant with all relevant legislation.

APPENDIX 1 – PERMIT TO WORKFLOW CHART



APPENDIX 2 - EQUALITY IMPACT ASSESSMENT PART 1 INITIAL SCREENING

~~Service/Function~~/Policy/~~Project/Strategy~~	Division	Assessor (s)	New or Existing Service or Policy?	Date of Assessment
Permit to Work Policy and Procedures	Estates and Facilities	Gary Hewit	Existing Policy	10 October 2023

1) Who is responsible for this policy? Name of Division/Directorate: Estates and Facilities

2) Describe the purpose of the service / function / policy / project/ strategy? Who is it intended to benefit? What are the intended outcomes? To ensure compliance with the Health and Safety at Work Act and all other related legislation in relation to staff and contractors undertaking hazardous works.

3) Are there any associated objectives? Legislation, targets national expectation, standards: Trust wide staff and contractors specific objectives to comply with the Health and Safety at Work Act and all other related legislation when undertaking hazardous work on all Trust sites.

4) What factors contribute or detract from achieving intended outcomes? – Trust staff and contractors awareness.

5) Does the policy have an impact in terms of age, race, disability, gender, gender reassignment, sexual orientation, marriage/civil partnership, maternity/pregnancy and religion/belief? Details: [see Equality Impact Assessment Guidance] - No

- **If yes, please describe current or planned activities to address the impact** [e.g., Monitoring, consultation] – N/A

6) Is there any scope for new measures which would promote equality? [any actions to be taken] – N/A

7) Are any of the following groups adversely affected by the policy?

Protected Characteristics	Affected?	Impact
a) Age	No	
b) Disability	No	
c) Gender	No	
d) Gender Reassignment	No	
e) Marriage/Civil Partnership	No	
f) Maternity/Pregnancy	No	
g) Race	No	
h) Religion/Belief	No	
i) Sexual Orientation	No	

8) Provide the Equality Rating of the service / function /policy / project / strategy – tick (✓) outcome box

Outcome 1 ✓	Outcome 2	Outcome 3	Outcome 4

If you have rated the policy as having an outcome of 2, 3 or 4, it is necessary to carry out a detailed assessment and complete a* **Detailed Equality Analysis form – see CORP/EMP 27.

Date for next review: 10/10/2026

Checked by: Sean Tyler **Date: 10/10/2023**