

# SAFE WORKING PROCEDURE

## Permit to Work

CORPORATE HEALTH & SAFETY | VERSION 2.01 | May 2022

### **STATEMENT:**

In order to comply with legislation and fulfil statutory responsibility, the council must make sure that:

- All maintenance / building work activities have been risk assessed, and control measures implemented to reduce the risk down to as low as is reasonably practicable.
- The workplace has been left in a safe condition.

### **SCOPE:**

This Safe Working Procedure (SWP) applies to:

- All managers including headteachers referred to as managers herein.
- All employees of Southampton City Council.
- All contractors working on behalf of the Council.



## 1. Responsibilities

### Managers/ Head Teachers are responsible for ensuring:

- 1.1. All maintenance/building work activities are risk assessed, and control measures implemented to reduce the risks to the lowest practicable level.

### Managers are responsible for ensuring compliance with the SWP and must:

- 1.2. Comply with the manager's responsibilities identified in SWP Control of Contractors and Service Providers.
- 1.3. Authorise the contractor's activities and where required, request copies of risk assessments and safe systems of work.
- 1.4. Seek competent advice where required i.e. Corporate Health and Safety Service
- 1.5. Ensure a Permit to Work is in place for hazardous activities where a significant risk remains (see [Appendix 1](#)).
- 1.6. Monitor activities and report any safety deficiencies in compliance with SWP Control of Contractors and Service Providers.
- 1.7. Ensure the working area is left in a safe condition.

### Contractors must:

- 1.8. Carry out work activities in accordance with risk assessments, safe systems of work/method statements and local procedures.
- 1.9. Strictly abide by the conditions of the Permit to Work.
- 1.10. Liaise with the Site Manager in relation to work activities.
- 1.11. Ensure the working area is left in a safe condition.

## 2. Procedures

- 2.1. This SWP must be read in conjunction with SWP Control of Contractors and Service Providers.
- 2.2. A "Permit to Work" (PTW) is a formal authority to operate a planned procedure designed to protect personnel working in hazardous areas or carrying out hazardous activities that are not covered by their work activity risk assessment or method statement. A PTW will be needed when the risks of a job or task are very high and the controls precautions need strict observance for the safety of those involved, examples include:
  - 2.2.1. Entry into and work in confined spaces – consider, access and egress / entry via service hatches/access panels / low oxygen or fumes.
  - 2.2.2. Hot Work – Consider areas where there is a high risk of fire, i.e. cutting / welding / brazing in flammable, explosive or combustible environments;
  - 2.2.3. Roof Work – Maintenance activities.
  - 2.2.4. A flow chart for the issue of a PTW is attached (see [Appendix 1](#)).
- 2.3. These must be issued by the Site Manager and/or the Authorising Manager (this can be the Principle Contractor) for the works, and control measures agreed with all parties. There are conditions that have to be adhered to (see 2.10).
- 2.4. The Site Manager/Authorising Manager must seek competent advice on precautions and controls implemented. Monitoring contractors' performance is required as per SWP Control of Contractors and Service Providers.
- 2.5. Throughout the duration of the works which have in place a PTW, local monitoring procedures should be established and recorded.
- 2.6. Once work is completed, the area must be signed off as safe by the Site Manager/ Authorising Manager, taking into consideration 'cool down periods' for hot works.
- 2.7. The PTW should be retained by the Manager/Responsible Person to evidence the management and monitoring of contractors.

- 2.8. The content of the PTW must:
- 2.8.1. Identify the work to be done and provide sufficient detail to reduce risks;
  - 2.8.2. Be accompanied by specific risk assessments and method statements;
  - 2.8.3. Indicate all limitations, for example, plant and equipment to be used, the period of validity, the area, storage tank, pipeline, pump or storage silo, etc.;
  - 2.8.4. Identify that the area has been checked and left safe;
  - 2.8.5. Provide a record to prove that all has been done to ensure a safe working environment;
- 2.9. All persons on site who need to be aware of the activity must be properly informed.
- 2.10. The following conditions must be adhered to under a PTW:
- 2.10.1. The permit is issued on the day of works;
  - 2.10.2. The work activity covered by the permit is task and time specific;
  - 2.10.3. Work may be stopped by any member of the operation or by anyone who has reason to believe that circumstances make the operation unsafe to continue. All relevant checks and tests should be carried out before work re commences by the relevant manager;
  - 2.10.4. The supervisor is responsible for notifying the authorising person when the work is completed and for signing the completion certificate;
  - 2.10.5. All permits must be completed in ink and a copy of the permit must be kept / displayed within the work area until completion of the work;
- 2.11. An 'Authorisation to Work' must not be confused with a 'Permit to Work'.
- 2.12. Civic Buildings Services have adopted an 'Authorisation to Work' form that has to be completed by all contractors carrying out works on any of their sites. Control of contractors is mandatory; the methods used to do this have to be suitable and sufficient to the workplace; this form is available for use on the Forms Library for those Site Managers who deem this approach to controlling contractors' works as appropriate for their workplace.
- 2.13. An authorisation to work will involve contractors making themselves known to site managers of their presence and the type of work they will be undertaking. The site manager can oversee proceedings, ensure the health and safety of staff and ensure the work is carried out in compliance with local procedures.
- 2.14. Control of this would include signing in and out of the site, contractors being made aware of potential asbestos locations (if breaking into the fabrication of the building), and the fire emergency procedures.

### 3. Safe Working Procedures Relevant to This Document

- 3.1. Control of Contractors and Service Providers
- 3.2. Risk Assessment
- 3.3. Working Safely at Height
- 3.4. Confined Spaces
- 3.5. [Relevant forms](#)
  - 3.5.1. Permit to Work – Confined Spaces
  - 3.5.2. Permit to Work – Roof Work
  - 3.5.3. Permit to Work – Hot Work
  - 3.5.4. Authorisation to Work

**Note:** Other safe working procedures may apply, and the assessor should consult the SWPs. An A-Z is available on the Council's [Health and Safety Intranet](#).

#### 4. Main Legislation Relevant to This Document

- 4.1. [Health and Safety at Work etc. Act](#)
- 4.2. [The Management of Health and Safety at Work Regulations](#)
- 4.3. [Construction, Design and Management Regulations 2015](#)

#### 5. Contact Address's and Guidance Links

- 5.1. Health and Safety Executive  
[www.hse.gov.uk](http://www.hse.gov.uk)
  - 5.2.1. INDG345 [Health and Safety Training, What you should know](#)
- 5.2. Royal Society for the Prevention of Accidents  
[The Royal Society for the Prevention of Accidents - RoSPA](#)
- 5.3. Institute of Occupational Safety and Health  
[www.iosh.co.uk/](http://www.iosh.co.uk/)
- 5.4. Health and Safety Service  
[Health and Safety Intranet](#)

For full contact address visit the health and safety intranet [Useful Contacts](#).

## Appendix 1



When a Contractor comes onto a site they must:

- ✓ Sign in
- ✓ Confirm Fire Precautions are in place
- ✓ Familiarise themselves with the Asbestos Register
- ✓ Ensure they are in possession of an Authorisation to Work document

### Assessing the risks for the work/activity/ process

