

**Truro and Penwith
Academy Trust**

Permit to Work Policy

The following policy applies to all Truro & Penwith Academy Schools:

**Alverton Primary School
Berrycoombe Primary School
Blackwater C.P. School
Bodriggy Academy
Cape Cornwall School
Cardinham School
Chacewater Primary School
Gulval School
Hayle Academy
Kehelland Village School
Kennall Vale School
Lanivet Community Primary School
Liskeard Hillfort School
Mithian School
Mousehole Primary School**

**Nancledra School
Newlyn School
Pendeen School
Pensans C.P. School
Perranporth C.P. School
Roche C.P. School
Sennen Primary School
St Dennis Primary Academy
St Erth School
St Ives School
St Just Primary School
Threemilestone School
Trewirgie Infants School
Tywardreath School**

DATE APPROVED BY TPAT Board of Trustees: May 2019

DATE FOR REVIEW: May 2022

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1. INTRODUCTION

1.1 In most work situations a risk assessment will identify all significant risks and how they are to be satisfactorily controlled without the need for specific written authorisation to commence work. However, in some situations the risk has been shown through experience to be particularly high if strict controls are not in place, and in such situations a permit to work may be introduced as an additional control measure.

1.2 A Permit to Work is a formal system of controls, using documentation and supervision, that is intended to safeguard the health and safety of workers (and others) involved in particularly hazardous activities. Permits are introduced to bring formal and specific control to high risk operations and governed by legislation. By ensuring that the work site, equipment and procedures have been confirmed as being satisfactory before work commences and when the work is complete.

1.3 All permits must be time-bound to allow for appropriate review of the work and to ensure that the required level of control is maintained at all times

1.4 The permit to work system does not replace the need for suitable and sufficient risk assessments or for method statements from contractors, consultants and directly employed staff, but is intended to work in conjunction with these documents.

1.5 Failure to adhere to the permit to work system is a serious breach of Health and Safety procedures and may be subject to disciplinary action.

1.6 The Health and Safety Executive identify the following to be included in a Permit to Work

- Type of permit – i.e. Hot Work, Asbestos etc
- Unique Permit Number
- Location of Work
- Details of work to be carried out
- Identification of hazards
- Precautions required
- Personal Protection Equipment required
- Authorisation to commence work
- Any extension of permit time
- Permit return
- Permit Cancellation

2.0 Conditions for a permit

The types of work that will be subject to a Permit to Work System include:

- Work at Height:
- High level (especially in common areas)
- Roof Work
- Work involving access to plant rooms. (Limitation of Assess)
- Confined space entry
- High and Low voltage electrical work
- Work involving excavations (Over 400mm deep)
- Hot Work
- Working with Asbestos (encapsulated or removal)

A Permit to Work will not be issued to contractors for works that are within a clearly identified site from which staff, students and non-authorised visitors are excluded and for which the contractor is deemed to be entirely responsible.

3.0 Responsible Person

The responsible person is responsible for co-ordinating and administering the area for which they have been appointed, they will act as the focal point for the authorised persons within their area

4.0 Authorised Person

Within their area of appointment, the authorised person is responsible for implementing, administering, monitoring and auditing the application of this policy and its procedures, the head teacher or site supervisor or both are deemed to be the Authorised person

The number of authorised persons available to issue and sign a Permit to Work will vary depending on the type of permit required and the size of the Academy school

5.0 Competent Persons

The use of Competent Persons is a prime requirement of the Permit to Work system. Although competency has never been defined in either the case or statute law, the Health & Safety at work regulations define a person as being Competent when that person:

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

Truro and Penwith Academy Trust expects that persons designated as Competent to have had:

- Valid and certificated training, where this is deemed necessary, including an element of health and safety appreciation, relevant to the permit issued for example (IOSH) Managing safely, NEBOSH National certificate;
- Experience of the work to be carried out; and
- Knowledge of Permit to Work procedures

6.0 Caretaking Staff

When caretaking staff need to carry out work that requires a permit, it will be issued and signed by the relevant authorised person. In most cases this will be the Headteacher or Business Manager, this again will be dependent on their training and knowledge levels.

7.0 Contractors (including Consultants)

When a contractor requires a permit they shall provide the relevant Responsible Person with a suitable and sufficient risk assessment and a method statement for the works to be undertaken. This information should, whenever possible, be submitted at least 5 working days before the start of the work and should allow the authorised person sufficient time to assess the work in detail. The exception to this will be 10 working days for confined space access requests. For work involving service maintenance contractors, method statements shall be provided for specific tasks at the beginning of the contract and reviewed and re-issued annually.

8.0 Issuing a Permit to Work

The following procedures should be followed when issuing a Permit to Work:

- A permit should be issued by the authorised person and its number logged. Every permit will have a unique number
- The Authorised person should ensure that no other permits have been issued that will have an impact on the one required
- The permit to be completed correctly with all the relevant information regarding the work to be carried out, including the exact location and the nature of the work
- All copies to be signed by the relevant authorised person and the person carrying out the work. The authorised person must satisfy themselves that the people carrying out the works understand the implications and conditions listed on the permit
- The correct copy of the permit is to be displayed prominently at the work place or as close as possible to the area being worked upon
- The precise time limits for which the permit is valid are to be indicated and observed at all times
- If issued to a contractor or consultant the company name is to be included
- If issued to a contractor, the contractors supervisor is to be identified
- With the exception of limitation of access and Roof works, all permits must be signed at work location
- No one can issue a permit to themselves

9.0 Monitoring the Work

As far as is reasonably practicable the authorised person shall be responsible for monitoring the work at intervals, to ensure that the competent person is adhering to the conditions of the permit

10.0 Permit Time Expired

Permits are only valid for the dates and times as indicated on the permit. The authorised person shall ensure the person in charge of the works is aware of the limitations of the permit. On permit expiry, the works supervisor shall be responsible for:

- Instructing the operatives to stop working and withdraw from the works area
- Returning the display permit to the originating authorised person
- Signing the relevant section of the display permit indicating whether the works are complete or not and confirming that all the works have ceased and all operatives have withdrawn from the area

Where the contractor's supervisor indicates that the works are incomplete, the authorised person shall accompany the supervisor to the works area to ensure that:

- Works have ceased
- The area has been left in a satisfactory and safe condition

When the authorised person has confirmed that the above have been satisfied, they shall:

- Sign the permit to acknowledge cancellation
- Inform necessary parties that the permit has been withdrawn
- Forward the completed permit (display copy) to the responsible person for filing.
- File their copy of the permit (Permits should be kept for at least twelve months) this will be required for safety audit purpose

- The authorised person shall then be required to issue another permit for the works if required

11.0 Completed Work

When the work has been completed the authorised person will inspect the site to ensure that:

- The works have ceased
- All tools and equipment have been removed
- All rubbish/arising's have been removed
- The works area has been left in a satisfactory and safe condition
- The permit is signed and closed
- Forward completed permit (display copy) to the responsible person for filing.
- File their copy of the permit (Permits should be kept for at least twelve months) this will be required for the safety Audit

12.0 Out of Hours Works

Whenever possible, work that requires a permit to work should be carried out only during normal working hours. However, there may be occasions when this is not possible and the authorised person must ensure that they are available to monitor the contractor or staff throughout the duration of the permit irrespective of when it takes place. Under no circumstances will a permit be issued ahead of time. Prior arrangements to be made with the Site supervisor / Caretaker or Head teacher

13.0 Permit to work Designations

13.1 Working at Height including roof access

A permit to work will be required for specific tasks conducted at height, and cases where the risk assessment process identifies that the work is high risk and additional level of control is required.

A permit to work is required for the following specific tasks conducted at height:

- Roof Access
- Work on fragile surfaces
- Work conducted at high levels in communal areas
- Working above a classroom or area of high occupancy

A comprehensive list of Risk Assessments for all roofs requiring a permit to work must be in place prior to the work commencing

Please refer to the Working at Height policy for the circumstances where a comprehensive Work at Height Rescue Plan will apply.

Note: A working at heights permit to work confer a right to work at height, they do not give permission or rights to carry out works that are subject to other permits to work, e.g. hot works.

13.2 Limitation of Access

All works within plant rooms, service ducts and risers shall be subject to a limitation of access permit.

Plant rooms etc. are under the sole control of the Site team or Head teacher and any works carried out by contractors either directly for maintenance services or via projects or contracts will require a limitation of access permit.

This limitation of access permit will allow job specific entry to plant room's, services ducts and other service areas to undertake the works detailed on the permit.

The Contractor taking control or working in the plant rooms agrees to take responsibility for returning it to the school in a clean and tidy condition which includes removal of all rubbish and waste, this will include the issue of waste transfer certificate if required.

The following procedure should be used when issuing Limitation of Access permits.

- Inspect plant room jointly with contractor and Caretaker or Head teacher and agree conditions of plant room. Take photographs if necessary.
- Issue Permit.
- On completion the works inspect plant room with the contractor.
- Sign permit off as works complete.

13.3 Confined Spaces

All access to and works within a confined space are subject to a permit to work procedure.

Where works are to be undertaken within the confined space a job specific risk assessment is required to be developed that will provide the necessary information, this will include a Safe System of work to be put in place to significantly reduce and manage any residual risk.

It is to be noted that entry into a confined space requires the preparation of suitable and sufficient rescue arrangements. The use of emergency services is not suitable as the primary arrangement in this respect.

The regulatory definition given for a Confined Space is "any place, including chamber, tank, vat, silo, pit, trench, pipe, sewer, flue, under floor void, well or other similar space in which, by virtue of its enclosed nature, there arises a reasonable foreseeable specified risk".

The "specified risk" means a risk of –

- Serious injury to any person at work arising from a fire or explosion
- The loss of consciousness of any person at work arising from an increase in body temperature.
- The loss of consciousness or asphyxiation of any person at work arising from gas, fume, vapour or the lack of oxygen.
- The drowning of any person at work arising from an increase in the level of a liquid
- The asphyxiation of any person at work arising from a free flowing solid or the inability to reach a reparable environment due to entrapment by a free flowing solid.

All known confined spaces and controlled areas must be identified and a full register be in place, this will identify the areas requiring the permit to work to be implemented.

The regulations are clear and state that where reasonably practicable; entry into a confined space should be avoided if another method of achieving the purpose of the work is possible.

Therefore all employees and contractors working on behalf of Truro and Penwith Academy Trust will in the first instance explore and consider the possibility of completing their work without the need to enter any identified confined space.

13.4 High Voltage

A Permit is not to be issued for an item of equipment which is already the subject of another Permit to Work or a Sanction for Test on live equipment.

The issue and cancellation (or loss) of every permit is to be recorded in the files in the dedicated Authorised Person(s) permit file.

A Permit to Work is to state precisely and legibly:

- The location and identity of the equipment that has been made safe and upon which the work is to be performed.
- Details of the work which is to be carried out.
- The specific point(s) of isolation and earthing.
- That Caution and Danger Signs are displayed where required.
- That safety locks are fitted at points of isolation.
- Any special instructions or safety measures.

Prior to issuing a Permit, the Authorised person is to:

- Identify to the prospective Competent Person the equipment on which the work is to be undertaken.
- Show the prospective Competent Person the safety arrangements at the points of isolation and at the places of work.
- Draw the attention of the prospective competent persons to any special instructions of safety measures noted in the Permit.
- Demonstrate to the satisfaction of the prospective competent person that the equipment is dead and safe to work on.

Any temporary absence of the competent person / Contractor from the working place, the work is to be temporarily suspended and adequate safety precautions taken until the work is resumed.

Having completed the work and having withdrawn all persons, instruments and tools from the working place, the Competent Person is to sign, and return the original Permit to Work to the Authorised Person.

The Authorised Person is then to cancel the Permit to Work by destroying the original and signing the duplicate and to ensure all permits are to be filed.

13.5 Low Voltage (LV)

For 'Complex Circuits fed by more than one source'

A Low Voltage Permit to Work is not to be issued for an item of equipment which is already the subject of another Permit to Work or a Sanction for Test on live equipment.

Any Low Voltage Authorised Person undertaking a task that requires a Permit to Work (PTW) must have the PTW issued to them by another Authorised Person.

The issue and cancellation (or loss) of every permit is to be recorded in the central low voltage file in the LV Authorised Person(s) files.

A Low Voltage Permit to Work is to state precisely and legibly:

- The location and identity of the equipment that has been made safe and upon which the work is to be performed
- Details of the work which is to be carried out
- The specific point(s) of isolation and earthing
- That Caution and Danger Notices are displayed where required
- That safety locks are fitted at points of isolation
- Any special instructions or safety measures

Prior to issuing a Low Voltage Permit to Work, the Authorised person is to:

- Identify to the prospective Competent Person(s) the equipment on which the work is to be undertaken.
- Show the prospective Competent Person(s) the safety arrangements at the points of isolation and at the places of work.
- Draw the attention of the prospective Competent Person(s) to any special instructions of safety measures noted in the Permit.
- Demonstrate to the satisfaction of the prospective Competent Person(s) that the equipment is dead and safe to work on.

Prior to accepting the Permit to Work, the prospective Competent Person, must demonstrate to the Authorised Person that they have understood the work to be undertaken and initial the safety documentation, thus rendering the documentation valid for the defined work.

The acceptance of a Permit to Work makes the Competent Person personally responsible for directly supervising or undertaking the defined work. The Competent Person is therefore not to leave the working place or to undertake other work while the defined work is in progress. During any temporary absence of the Competent Person from the working place, the work is to be temporarily suspended and adequate safety precautions taken until the work is resumed.

Having completed the work and having withdrawn all persons, instruments and tools from the working place, the Competent Person is to sign, and return the original Permit to Work to the Authorised Person.

The Authorised Person is then to cancel the Permit to Work by destroying the original and signing the duplicate permit.

13.6 Work Involving Excavations

All grounds works on all Academy sites shall be subject to a permit to dig, which shall only be issued by the authorised person.

A Permit to Dig is required for any excavation deeper than 400mm

The Risk Assessment & Method Statement should be sufficiently developed for the contractor to proceed.

Excavations will be carried out in accordance with all relevant legislation, but in particular

- The Construction (Health, Safety & Welfare) Regulations 1996
- Health and Safety Guidance 150 "Health and Safety in construction"
- Health and Safety Guidance 185 "Health and Safety in Excavations: Be safe and shore"
- Health and Safety Guidance 41 "Avoiding Danger from Underground Services"

Re-instatement to be completed to Highway specification.

13.7 Hot Work

Hot work is defined as work that involves temperature that could give rise to risks of fire and ignition of flammable substances and combustible materials, and includes work where there is a naked flame or generation of sparks, smoke or fumes

The following works shall be a permit to work on all Academy sites:

- Use of brazing and soldering equipment
- Bitumen Boilers
- Electric Arc Welding
- Gas welding or cutting
- Hot Air Welding
- Disk cutting in confined spaces where there is a risk of explosion

The duration of the permit to work will be no longer than a maximum of one working day, subject to the exceptions below

- All work must cease at least 1 hour before the end of the working day and the permits are location specific
- Where work lasts for more than one day i.e. Re-roofing with a bitumen boiler, the authorised person signing on behalf of the Estates Services may issue a permit covering up to 5 consecutive week days

Before the permit is signed, the authorised person shall inspect the working area for the following control measures

- Area is adequately ventilated
- Gas cylinders are secured in a vertical position and equipment is in a good condition
- Floors are clean and free from combustible materials
- All floor and wall opening are covered
- Suitable firefighting equipment is available

When hot work occurs in a confined space, a confined space permit will also be required to be issued

When hot work occurs on a roof

- Gas cylinders are sited at least 2 metres from the burner
- Heat insulated base is provided
- A permit to work roofs has been issued

Fire Control

The authorised person shall ensure the following general controls are in place

- Suitable and sufficient fire extinguishers are in place
- Staff carrying out the work are trained in their use
- Adjacent smoke heads are isolated and covered to prevent false alarms and uncovered and reinstated when the works are finished
- All fire doors are closed
- Arrangements are in place that hot work is not left unattended during tea/lunch breaks
- Staff carrying the works are aware of the emergency telephone numbers and have means to contact them.
- Arrangements are in place to carry out a check of the area at least 1 hour before the cessation of the work each day
- That the contractors staff are fully aware of the fire procedures for the area in which they are working

13.8 Asbestos

A permit to work is required for any work on Asbestos Containing Materials (ACM) or where there is a risk that ACM's may be disturbed during the course of any works. (Note: The Asbestos survey and asbestos database must be consulted prior to starting any work).

Any contractor or subcontractor working with ACM's must have the appropriate industry recognised insurance and training. Copies of these documents must be issued to the school prior to any work starting. Academy employed personnel are not authorised to work on ACM's.

Consultants acting on behalf of the Trust / Academy to project manage the removal or work on ACM's must also have the appropriate industry recognised insurance, training and provide evidence of this prior to starting work.

The Project Manager instructing the work will be responsible for issuing the Permit to Work in conjunction with the Asbestos Manager.

Before a permit is issued the following must be in place:

- An appropriate risk assessment has been carried out
- The asbestos survey and database information must be consulted to identify any further locations of ACM's in the area that may pose a hazard to the contractor whilst carrying out the work
- There is an acceptable written plan of work in place
- A Licenced contractor must be used for licensable work
- All affected parties have been informed
-

13.9 Fire Alarm Isolation

Fire Alarm isolation protocols listed below are to be followed at all times, in the event of a contractor requesting to isolate fire zones or fully disable the schools Fire alarm system.

- There has to be a written request, from the contractor, requesting the isolation of the Fire Alarm system to the affected area, this will need to be agreed with the premises team and or the Headteacher.
- All occupants to be advised, this is to include the Trusts Estates and Facility Manager.
- The responsible person , for the Project , will need to have a strategy in place , to affected areas , whilst the existing Fire alarm system is isolated, this is to be agreed with the site team or Headteacher
- Notices will need to be placed on the existing Fire panels , notifying the Isolation and proposed action plan
- Building Fire Marshalls to be informed in writing, they must also have a copy of the strategy in place in the event of a Fire alarm activation
- Occupants / Fire Marshalls/ Headteacher, to be informed of the length of time these temporary measures will be in place

All relevant persons to be notified, of the proposed alterations, that are in place during the proposed isolation to be sent to the Trusts Estates and Facilities Manager prior to work commencing

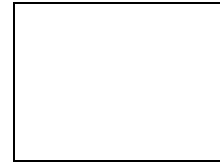
- All requests for isolation of Fire Alarms to go through External Fire Management (EFM) including Date & Time of commencement and completion.
- Any change or isolation of system to be noted on the Fire Risk Assessment and recorded in the Fire Log.
- Advise all occupants of intended change, this is to be circulated via the school office.
- Responsible person to monitor the Fire Alarm System during the isolation.
- In the event of an incident, Contractor and or Head teacher to meet emergency services on arrival.
- Inform the school that Systems have returned to normal.
- All work to be carried out by BAFE registered companies and commissioning documentation is to be left at the school office on completion of any works, this is to be filled in the school site files.
- All works shall follow the recommendations of BS5839 and all parts of this to the current British Standard

The permit to work template below, can be printed and must be given a unique number for each permit issued, training on the completing and issuing of the permit to work system will be given by arrangement by the Trusts Estate and Facility Manager.

Record of Revisions	
Date	
Revision	
Position	
Name	
Signature	

Record of Revisions	
Date	
Revision	
Position	
Name	
Signature	

Permit
Number



Contractor Permit to work

School/Building..... Date of issue/...../.....

Company Name	Company Address
Permit issued to...	Mobile Number
Known Hazards if any	Location & Description of work...

Name of Engineers carry out the works under the permit

1	2	3
4	5	6
Has the Risk Assessment/method statement been read and signed off	YES	NO

This permit allows you to do the following works

Asbestos	Excavation/trenching	
Duct cleaning	Fire Alarm system	
Work in confined space (C2/C3)	Working at heights	
Electrical	Hot works (welding/Brazing)	
Gas	Other (please specify)	

Plant, Tools Equipment being used.
Site induction completed
Authorised by
Signature Position
Competent Person
<ul style="list-style-type: none"> By signing this permit to work, you confirm the work will be carried as per the Risk Assessment & Method Statement pervaded to the School or Trust office. Signing this Permit to work confirms that the company holds suitable and sufficient insurance. Training records and method statements for the task involved in this permit.
Signed Position