Lone Working

Permit To Work

# Permit to Work

The permit to work is an extension of the safe system of work, not a replacement for it. The permit to work system does not, by itself, make the job safe. It supports the safe system of work, providing a means of ensuring people lone working are aware of the hazards; it ensures there is a formal check confirming elements of the safe system of work are in place before people lone work; it is used to record findings and authorisations required to proceed with the entry.

The permit to work **must** be completed by the Permit Issuer prior to persons lone working.

The Permit Issuers must check the following:

* Persons lone working are trained, competent and medically fit.
* Persons lone working or acting as Outside Person have read and understood the safe system of work and understand their responsibilities.
* Adequate emergency arrangements and communications are in place and have been briefed to those lone working, person acting as Outside Person and if required the rescue team.
* Hazards have been adequately controlled.
* Equipment is fully isolated and tested.
* Correct equipment and PPE has been issued.

Once the Permit Issuer is satisfied that the arrangements and controls are effectively in place they can sign the permit authorising lone working. The person responsible for carrying out the lone work must also sign as the Permit Holder, to accept responsibility for carrying out the task in the lone work and to the agreed safe work procedure. All members of the work team entering the lone work area must also sign on to the permit to confirm they have understood the requirements set out in the safe work procedure.

The **FIRST COPY** is posted in a prominent position at the work site/area. Where practicable it should be displayed with any other active permits to recognise potential conflicts in the work activities.

The **SECOND COPY** is given to the person carrying out the work (Competent Person). The BOTTOM COPY must be given back to the Authorised Person when the PTW is cancelled.

# Period of Validity of Permit to Work

A Lone Working Permit to Work will only be valid for the duration of work each day.

Permits cannot be issued for consecutive days/shifts. A new permit needs to be issued at the beginning of each new shift to ensure the oncoming manager fully understands the task, risks and has checked there are adequate controls in place. However, they can use the information provided from the first permit and simply review to check it is still valid – this would, therefore, only entail completing a new permit to work document and not all the supporting paperwork.

If there is a requirement for the Permit Issuer to leave site during the shift, the permit may be transferred to another competent responsible Permit Issuer. The job status, isolations and control measures must be checked. The new Permit Issuer must complete the handover section on the permit - by doing so they assume responsibility for the work undertaken.

# Permit Completion and Hand back

The permit is terminated at the completion of the work or due to the fact it is the end of the working shift. In either case, the Permit Holder shall indicate the work status on the permit and sign it off in the presence of the Permit Issuer.

If the situation changes, which takes the permit out of the scope of the lone working system of work, e.g. a communication method breaks down, then the permit must be cancelled, conditions re-assessed and the permit reintroduced once appropriate communications have been re-established.

The Permit Issuer shall accept the permit back when they are satisfied that all conditions are safe and/or the work area can be put back into operation. This shall be confirmed by signing off the permit.

# Emergency arrangements

The responsible person for planning the work must put in place adequate emergency arrangements before the work starts; this must be documented

in the safe system of work. Please note that if the Emergency Response Team is not available at the time the lone working is to be carried out, the job **cannot commence.**

**Lone Working - Permit to Work**

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| **Lone Working Entry Permit** (To be used for ALL Lone Working) **Permit No.:** | | |
| **Site Address:** | | |
| **Location on site:** | | |
| **Section 1 - Permit Receiver:-** \*Delete as Appropriate\* | | |
| **Business Maintenance Personnel**  **Personnel 3rd Party Contractor**  | | |
| **Contractor Details:-** | | |
| **HAZARDS AND PRECAUTIONS**  **PRIMARY HAZARDS- Risk of Accidents or Injuries without Immediate Assistance, Difficulty in Evacuating, Exposure to Violence or Aggression, Struggles with Access or Egress.**  **2 - Pre-Work Safety Information** (To be completed by the Permit Receiver)  Work cannot commence without the following information in place and ALL boxes below ticked where appropriate to those precautions that have been taken. | | |
| Are you qualified/trained to undertake this work alone? Yes | | No |
| Has a two-way communication system been tested and put in place? Yes | | No |
| Has information been received regarding access to welfare facilities,  including light switches, toilets, drinking water, and any relevant rest areas or kitchens? Yes | | No |
| Has a briefing on reporting of accidents/incidents been provided? Yes | | No |
| Have security or some other site authority agreed timed check-ins with the lone worker? Yes | | No |
| Have the times for each check-in been scheduled below? Yes | | No |
| Are there adequate emergency procedures in place? Yes | | No |
| Have these emergency procedures been adequately communicated? Yes | | No |
| Has a briefing on first aid procedures been provided? Yes | | No |
| Is Personal Protective Equipment (PPE) required? Yes | | No |
| **Timed Check-ins (HH:MM e.g. 10:25; 17:35)** |  | |
| First Check-in: | Fifth Check-in: | |
| Second Check-in: | Sixth Check-in: | |
| Third Check-in: | Seventh Check-in: | |
| Forth Check-in: | Eighth Check-in: | |
| Other Precautions Required | | |
| Other Safety Equipment Required | | |

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| **Any other information and further control measures** | | |
| **Section 3 - Authorisation and Acceptance**  I confirm that I have verified the above information and ensured that the necessary precautions have been taken and it is safe to carry out the work as defined above and the permit information has been explained to all work involved and I accept responsibility. | | |
| **Permit Receiver** (Print Name):- | | |
| **Signature:** | | |
| **Section 4 - Authorisation**  I authorise the above work to be carried out as detailed in the scope of works. | | |
| **Permit Issuer** (Print Name):- | | |
| **Signature:** | | |
| **Time of Issue:** | **Date:** | **Expiry Time:** |
| **Section 5 - Extension of Permit**  I hereby certify that I have reexamined the conditions covered under this permit and authorise its extension time noted below | | |
| **Permit Extended to Time:** | **Date:** | **Signature:** |
| **Time:** | **Date:** | **Signature:** |
| **Time:** | **Date:** | **Signature:** |
| **Time:** | **Date:** | **Signature:** |
| **Section 6 - Hand back & Cancellation** \*Delete as Necessary  I confirm that the work has been \*completed/\*partially completed checked by myself & the area left in a safe condition | | |
| **Permit Receiver** (Print Name)**:-** | | |
| **Signature:** | | |
| **Time:** |  | **Date of Hand back:** |
| **Section 7 - Cancellation**  I have inspected the finished work, and the area has been left in a safe condition and hereby cancel this permit | | |
| **Permit Issuer** (Print Name): - | | |
| **Signature:** | | |
| **Time of Issue:** |  | **Date:** |