



68. Strawberry How Nursery School

Code of Practice for Permit to Work

Purpose of permits to work

Permits to work are a formal system used to control high risk activities. These enable an assessment of risks to be made and to specify control measure which will be put in place to minimise the risk.

Permits to work will usually be necessary for such activities as maintenance or construction work by external contractors unless a risk assessment indicates otherwise.

Examples of types of work for which permits will be required include:

Working at height, including the roof.

Working in confined spaces.

Hot work (Welding, soldering etc)

Isolation of or modification to fire safety systems/alarms.

Live working on electricity supply systems.

The intention of the permit to work is:

Ensure that the work which is intended to take place is properly authorised.

Clarify the nature and extent of the work.

Specify which precautions must be taken and which activities are prohibited. Consideration must be taken of the activities of other parties which may impact on or be affected by proposed work.

Indicate the date, time and location which the specified activities may occur.

Ensure that all persons who have control or affected by activity are aware.

Provided a record of the work, that the specified precautions have been understood and enacted.

Preparation for permit to work:

The permit should usually be drawn up by the member of staff who has arranged for the work to take place/ the person who is supervising the work.

Obtain and read the contractors method statement and risk assessment for the work to be undertaken.

Gather the relevant information in relation to the work, including the intended starting time and date, anticipated duration, description of task duration and the names of those who are carrying out the work.

Inspect the intended location of the work. Considering the method statement, determine any additional measures or actions that are required to minimise the risks associated with carrying out the intended tasks.

Determine a date, time and duration for the work to take place. The allocated duration should be sufficiently long enough to enable the job to be carried out in a satisfactory fashion.

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