Permit-To-Work Systems Policy

Purpose

To ensure that Compass Group UK & Ireland effectively manages the risks associated with “High Risk” work operations.

Introduction

This Policy should be read in conjunction with Compass HSE Process HS 1.19 “Control of Third-Party Risk. Which outlines the procedure for the issuing of the Compass Authority to Work for Low-Risk Activities by Third Party Suppliers.

A Permit to Work forms part of a written Safe System of Work. It allows work to start only after safe procedures have been defined and they provide a clear record that all foreseeable hazards have been considered and methods of control have been implemented.

Permits to Work are used to control work operations that are designated as “High-Risk”. The table below identifies the Permits that form the Compass Group suite, and the appropriate “Issuing Authorities”.

High Risk Systems and Operations	Issuing Authorities
High Voltage Systems	Authorised Person or Authorising Engineer (HV)
Pressure Systems	Authorised Person or Authorising Engineer (Mech)
Low Voltage Systems	Authorised Person or Authorising Engineer (LV)
Ventilation Systems	Authorised Person or Authorising Engineer (Vent)
Working at Height	Authorised Person or Authorising Engineer (WaH)
Confined Space Working	Authorised Person or Authorising Engineer (CS)
Petroleum Systems	Authorised Person or Authorising Engineer (Pet)
LPG and Natural Gas Systems	Responsible Person or Authorising Engineer (Gas)
Lifting Operations	Authorised Person or Authorising Engineer (LOLER)
Hot Works	Responsible Person or Authorised Person (Fire)
Fire Systems Impairment	Responsible Person or Authorised Person (Fire)
Ground Penetration	Responsible Person (Grounds)
Asbestos	Responsible Person (ACM)

Permits to Work form only a part of the suite of Safety Documents available to Authorised Persons. A full list of the Safety Documents Available to the Authorised Person can found in Appendix 1.

On some contracts these activities will be controlled by the Clients Permit to Work Systems and in those cases the suite of permits and issuing authorities may be different from those listed above.

Scope

Some High-Risk Systems controlled by Compass may have “Demarcation Agreements” is place allowing some works within the Competent Persons Area of Control, to be completed by Certificated Competent Persons without the need for a Permit to Work.

Demarcations Agreements are produced by the Authorising Engineer in collaboration with the Authorised Persons, so the following table is provided as a guide only. Additional guidance on Demarcation Agreements can be obtained from the appointed Authorised Person(s) or the Authorising Engineer.

High Risk Systems	Works Requiring Safety Documentation (Permit)
High Voltage Systems	All Works.
Pressure Systems	• Steam, HTHW & MTHW, Systems and Equipment • LTHW, CHW, HWS & BCWS Systems and Equipment where the Points of Isolation are within the Authorised Persons Demise. • LTHW, CHW, HWS & BCWS Systems and Equipment that require more than Two Points of Isolation. • Compressed Air or Gas Systems operating at (>10 Bar). • Hydraulic Systems.
Low Voltage Systems Working	• Systems and Equipment where the Points of Isolation are within the Authorised Persons Demise. • Systems and Equipment that require more than One Point of Isolation. • Stored Energy Equipment which is itself a source of electrical energy e.g. Generators, UPS, Battery Storage, Power Factor Correction equipment where stored energy needs to be safely discharged.
Ventilation Systems	• Works on Critical Ventilation Systems. • Works on Local Exhaust Ventilation Systems (LEVs).
Working at Height	See Table in Appendix 2.
Confined Space Working	All Entries.
Petroleum Systems	• Systems and Equipment where the Points of Isolation are within the Authorised Persons Demise. • Systems and Equipment that require more than Two Points of Isolation. • Systems and Equipment where a Non-Proved or Alternative Isolation Method is utilised.
LPG and Natural Gas Systems	• Systems and Equipment that require more than Two Points of Isolation. • Systems and Equipment where a Non-Proved or Alternative Isolation Method is utilised. • Systems and Equipment where a Bypass or Purging is Required.
Lifting Operations	See Table in Appendix 3.
Hot Works	All Hot Works Activities.
Fire Systems Impairment	Where the works reduce the buildings' ability to Detect, Alert to the Presence of, Contain or Fight a Fire.
Ground Penetration	All Works which mean breaking into the Finished Floor Level.

Procedures

The procedures for the issue of a High-Risk Permits are outlined in the associated Safety Rules and Procedures (SRPs). The following is therefore included only as a guide.

Additional guidance on these procedures can be obtained from the appointed Authorised Person(s), Responsible Person or Authorising Engineer.

High Voltage Systems (SRP01)

- Authorised Person reviews Task Risk Assessments, Method Statements and Work Team Competencies.
- Authorised Person produces a Switching Schedule listing, in chronological order, the actions required to Isolate the Point(s) of Work and verify the Isolations through “Proving Dead” or “Confirming Dead”.
- Switching Schedule countersigned by second Authorised Person or Authorising Engineer.
- Authorised Person completes the items listed on the Switching Schedule.
- Authorised Person prepares the Permit to Work.
- Authorised Person briefs the Competent Person on the actions taken and Issues the Permit to Work.

Pressure Systems (SRP02)

- Authorised Person reviews Task Risk Assessments, Method Statements and Work Team Competencies.
- Authorised Person produces a Safety Programme listing, in chronological order, the actions required to Isolate the Point(s) of Work and verify the Isolations through Depressurisation or Draining.
- Safety Programme countersigned by second Authorised Person or Authorising Engineer.
- Authorised Person completes the items listed on the Safety Programme.
- Authorised Person prepares the Permit to Work.
- Authorised Person briefs the Competent Person on the actions taken and Issues the Permit to Work.

Low Voltage Systems (SRP03)

- Authorised Person reviews Task Risk Assessments, Method Statements and Work Team Competencies.
- Authorised Person produces a Switching Schedule listing, in chronological order, the actions required to Isolate the Point(s) of Work and verify the Isolations through “Proving Dead” or “Confirming Dead”.
- Switching Schedule countersigned by second Authorised Person or Authorising Engineer.
- Authorised Person completes the items listed on the Switching Schedule.
- Authorised Person prepares the Permit to Work.
- Authorised Person briefs the Competent Person on the actions taken and Issues the Permit to Work.

Ventilation Systems (SRP04)

- Authorised Person reviews Task Risk Assessments, Method Statements, and Work Team Competencies and COSHH Information (LEVs).
- Authorised Person produces a Safety Programme listing the actions required to Isolate the Point(s) of Work and verify the Isolations through “Proving Dead” and Chocking or Strapping as required.
- Safety Programme countersigned by second Authorised Person or Authorising Engineer.
- Authorised Person completes the items listed on the Safety Programme.
- Authorised Person prepares the Permit to Work.
- Authorised Person briefs the Competent Person on the actions taken and Issues the Permit to Work.

Working at Height (SRP05)

- Authorised Person Provide Area Assessments and Method Statements as required.
- Authorised Person reviews Task Risk Assessments, Method Statements and Work Team Competencies.
- Authorised Person prepares the required Access Equipment Checklist(s) and Permit to Work.
- Authorised Person conducts Pre-Access Checks of Access Equipment, Work Area Controls, Communications and Emergency Procedures.
- Authorised Person briefs the Competent Person and Issues the Permit to Work.

Confined Spaces (SRP06)

- Authorised Person Provide Area Assessments and Method Statements as required.
- Authorised Person reviews Task Risk Assessments, Method Statements and Work Team Competencies.
- Authorised Person produces a Safety Programme listing the actions required to control the Hazards within the Confined Space and to Isolate the Point(s) of Work.
- Safety Programme countersigned by second Authorised Person or Authorising Engineer.
- Authorised Person completes the items listed on the Safety Programme.
- Authorised Person prepares the Permit to Work.

- Authorised Person conducts Pre-Entry Checks of Area Atmosphere, Safety Equipment, Work Area Controls, Communications and Emergency Procedures.
- Authorised Person briefs the Competent Person on the actions taken and Issues the Permit to Work.

Petroleum Systems (SRP07)

- Authorised Person reviews Task Risk Assessments, Method Statements and Work Team Competencies.
- Authorised Person produces a Safety Programme listing, in chronological order, the actions required to Isolate the Point(s) of Work and verify the Isolations through Depressurisation, Draining or Purging.
- Safety Programme countersigned by Operating Authority, second Authorised Person or Authorising Engineer.
- Authorised Person to take over control of Installation from Operating Authority.
- Authorised Person completes the items listed on the Safety Programme.
- Authorised Person prepares the Gas Monitoring Checksheet, Permit to Work and Pre-Entry Checksheet (If required).
- Authorised Person and Competent Person measure and record the Pre-Start Gas Concentration Levels at the Point of Work and Downwind Boundary.
- Authorised Person briefs the Competent Person on the actions taken and Issues the Permit to Work.
- Authorised Person and Competent Person monitor and record the Gas Concentration Levels at the Point of Work and Downwind Boundary.

LPG and Natural Gas Systems (SRP08)

- Responsible Person reviews Task Risk Assessments, Method Statements and Work Team Competencies or Review and Sign the Routine Operation / Non-Routine Operation (If works on Main or Service Lines).
- Responsible Person prepares the Permit to Work.
- Responsible Person Issues the Permit to Work.
- Competent Person informs the Responsible Person that the Works are to Commence.
- Competent Person Bypasses, Isolates, Depressurises and Purges the Point of Work.
- Competent Person measures and records the Pre-Start Gas Concentration Levels at the Point of Work and Downwind Boundary.
- Competent Person monitors and records the Gas Concentration Levels at the Point of Work and Downwind Boundary.

Lifting Operations (SRP09)

- Authorised Person reviews Task Risk Assessments, Method Statements, Lifting Plans and Work team Competencies.
- Authorised Person produces a Safety Programme listing the actions required to control the Hazards associated with the Lifting Operation.
- Safety Programme countersigned by second Authorised Person or Authorising Engineer.
- Authorised Person prepares the Pre-Lift Checksheet and Permit to Work.
- Authorised Person conducts Pre-Checks of Lifting Equipment, Lifting Accessories, Work Area Controls, Communications and Emergency Procedures.
- Authorised Person briefs the Competent Person and Issues the Permit to Work.

Hot Works

- Responsible Person reviews Task Risk Assessments, Method Statements and Work Team Competencies.
- Responsible Person determines the Controls required to reduce the Risk from the Task and from Erroneous Evacuation.
- Responsible Person arranges implementation of the Controls, including the Issue of a Fire Systems Impairment Permit if required.
- Authorised Person Permit to Work.
- Responsible Person conducts Pre-Start Checks and Issues the Permit to Work.

Fire Systems Impairment

- Responsible Person reviews Task Risk Assessments, Method Statements and Work Team Competencies.
- Responsible Person determines the Controls required to reduce the Risk from reduction in Building Resilience.
- Responsible Person arranges implementation of the Controls, including Fire Watch, Temporary Alert Systems, Additional Fire Extinguishers etc.
- Authorised Person Permit to Work.
- Responsible Person conducts Pre-Start Checks and Issues the Permit to Work.

Ground Penetration

- Responsible Person reviews Task Risk Assessments, Method Statements and Work Team Competencies.
- Responsible Person reviews Site Plans and determines the Controls required to reduce the Risk from the Excavation, including Buried Services, Undercutting, Collapse, Flooding etc.
- Responsible Person arranges implementation of the Controls.
- Responsible Person conducts Pre-Start Checks and Issues the Permit to Work.

Asbestos

- Responsible Person reviews Task Risk Assessments, Method Statements and Work Team Competencies.
- Responsible Person reviews The Asbestos Register and determines the Controls required to reduce the Risk of Exposure to Asbestos Fibres.
- Responsible Person arranges implementation of the Controls.
- Responsible Person conducts Pre-Start Checks and Issues the Permit to Work.

Permit Issue and Cancellation

- Permits are to be Issued and Cancelled at the Point of Work, or at the Access to the Work Area.
- The Authorised or Responsible Person will Complete and Sign the Issue Section of the Permit.
- The Competent Person will Complete and Sign the Receipt Section of the Permit.
- The Works can now be undertaken.
- The Authorised or Responsible Person will monitor the task as required.
- Upon Completion the Authorised or Responsible Person will check the work area for Satisfactory Completion, Cleanliness and Safety.
- The Competent Person will Complete and Sign the Clearance Section of the Permit.
- The Competent Person will Complete and Sign the Cancellation Section of the Permit.
- Permits and Associated Documentation will be filed in the Operational File or in Line with Site Procedures
- Cancelled Permits are to be retained for a minimum of 3 Years.
- Completed Permit Pads are to be retained for a minimum of 3 Years from the date of the last issued Permit.

Appendix 1: Safety Documentation

High Risk Systems	Available Safety Documentation
High Voltage Systems	• Permit to Work • Sanction for Test • Limitation of Access • Standing Instruction • Specific Written Instruction
Pressure Systems	• Permit to Work • Limitation of Access • Standing Instruction • Specific Written Instruction • Minor Isolation Certificate
Low Voltage Systems Working	• Permit to Work • Sanction for Test • Limitation of Access • Standing Instruction • Specific Written Instruction • Sanction to Work or Test On or Near Live Conductors • Minor Isolation Certificate
Ventilation Systems	• Permit to Work
Working at Height	• Permit to Work
Confined Space Working	• Permit to Work • Standing Instruction
Petroleum Systems	• Permit to Work • Sanction for Test • Limitation of Access • Minor Isolation Certificate
LPG and Natural Gas Systems	• Permit to Work • Sanction to Work • Limitation of Access • Standing Instruction
Lifting Operations	• Permit to Work
Hot Works	• Permit to Work
Fire Systems Impairment	• Permit to Work
Ground Penetration	• Permit to Work

Additional guidance on these Safety Documents can be obtained from the appointed Authorised Person(s) or the Authorising Engineer.

Appendix 2: Working at Height Permit Requirements

Activity	(1) Standing Height <0.8m	(2) Standing Height 0.8 to 1.5m	(3) Standing Height 1.5 to 3.0m	(4) Standing Height 3.0 to 5.0m	(5) Standing Height >5.0m
(A) Step-Up Platforms and Stools					
(B) Portable Steps and Ladders					
(C) Podium Steps and Platform Ladders					
(D) Manual Vertical Elevated Platforms					
(E) Mobile Elevated Work Platforms					
(F) Scaffolds and Scaffold Towers					
(G) Suspended or Mast Climbing Cradles					
(H) Abseil/Rope access					
(I) Openings and Edges					
(J) Fixed Ladders, Towers and Gantries					
(K) Masts					
(L) Protected Roof Areas					
(M) Exposed Roof Areas					
(N) Work near live services/RF antennae					

Low Risk	CP Level 1, 2 or 3 or ATW
Low / Medium Risk	CP Level 2 or 3 or ATW
Medium Risk	CP Level 3 or ATW
High Risk	Permit to Work
Not Permitted	Authorising Engineer
Not Applicable	

Additional guidance on Working at Height Permits can be obtained from the appointed Authorised Person(s) or the Authorising Engineer.

Appendix 3: Lifting Operations Permit Requirements

Lifting Equipment Type		Lifting Operations Category*			
		(1) Routine	(2) Basic	(3) Standard	(4) Complex
A	Hoists (Fixed)				
B	Hoists (Mobile)				
C	Gin Wheels				
D	Palette Trucks				
E	Jacks (Screw or Hydraulic)				
F	Block and Tackle				
G	Lifting Tables				
H	Dock Levellers				
I	Vehicle Tail Lift				
J	Stacker (Electric or Hydraulic)				
K	Forklift or Telehandler				
L	Chain Block (Fixed)				
M	Chain Block (Running)				
N	Crane (Workshop)				
O	Crane (Vehicle Mounted)				
P	Crane (Gantry)				
Q	Crane (Wheelmount)				
R	Crane (Crawler)				
S	Crane (Pedestal)				
T	Crane (Tower)				
U	Air Lift				

Categorisation	Safety Documentation
A1, B1, C1, D1, E1, F1 and G1	Authority to Work or Level 1 Competent Person
H1, I1, J1, K1 and L1	Authority to Work or Level 2 Competent Person
A2, B2, C2, D2, E2, F2, G2, H2, I2, J2, K2, L2, M2 and N2	Authority to Work or Level 3 Competent Person
A3, B3, F3, J3, K3, L3, M3, O3, P3, Q3, R3, S3, T3, O4, P4, Q4, R4, S4, T4 and U4	Permit to Work
M1, N1, O1, P1, Q1, R1, S1, T1, U1, 02, P2, Q2, R2, S2, T2, U2, C3, D3, E3, G3, H3, I3, N3, U3, A4, B4, C4, D4, E4, F4, H4, I4, J4, K4, L4, M4 and N4	Not usually applicable. Contact Authorising Engineer

Additional guidance on Lifting Operations Permits can be obtained from the appointed Authorised Person(s) or the Authorising Engineer.