

Health Safety and Environment

Control of Third Party Risk

HS 1.19

Authority to Work

COMPASS UK & Ireland Authority to Work Process

1.1 Application

Purpose of this Document:

The Compass UK&I Authority to Work (ATW) process is a formal written procedure used to control works conducted by contractors and third parties that have been identified as requiring operational controls.

This system is in place to ensure that proper consideration is given to the significant hazards, risks and required controls associated with a particular task. The ATW authorises competent workers to carry out specific work in a designated area at a certain time, setting out the main methods of work and precautions to be taken in order to complete the work safely.

It is also an essential means of communication between site management, end user, maintenance personnel, contractor supervisors/foremen and any other stakeholders that may be effected by work.

An Authority to proceed quick start flow chart can be found in Appendix 1.

1.2 Scope

The ATW system is applicable to all Compass Contractors, and third parties.

To ensure that the Health and Safety responsibilities of Contractors and Third Parties are properly managed to reduce the risks to individuals and Compass Group.

Managing Third Parties Control Measures

Minimum Requirements	Visitor	Delivery	Contractor	Contractor High risk activity	Contractor Construction
General Access Control	√	√	√	√	√
Short Induction	√	√			
Full induction			√	√	√
ATW			√	√	
Permit to Work				√	
Construction phase plan					√

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1.3 Roles & Responsibilities

This process is co-ordinated and controlled by the Authorised Signatory who has been appointed by an Authorised Engineer (AE) or the HSE Lead.

The AEs and HSE Leads are responsible for the training and authorisation of ATW Signatories.

a. Contract Lead/Site Manager:

The Compass Contract Lead/Site Manager has overall responsibility for ensuring the Safe System of Work is operated and adhered to.

The contract lead/ Site Manager is to ensure the ATW system must always be adequately resourced. When the nominated Authorised Signatory is not at the work place (i.e. on annual leave) there must be a nominated deputy.

b. Authorised Signatory:

The Authorised Signatory has been appointed to coordinate and control the issue and return of ATW documentation.

Authorised signatories may only approve works within their stated level of authority.

The Authorised Signatory as part of their duties will ensure:

- All work requiring an ATW is identified;
- The ATW contains a clear description of the work to be done, its location, start time and duration;
- ATW activities that may interact or affect other site activity are adequately controlled; all other work that would create a hazard if undertaken at the same time is suspended and made safe;
- Limitations on the timing and scope of the work are defined as well as actions to be taken in the event of site emergencies;

1.4 Appointment and Reappointment of Authorised Signatory:

a. To be eligible for appointment, the proposed Authorised Signatory will have successfully completed the Compass Authority to Work Training.

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b. Following completion of the Authority to Work Training the proposed Authorised Signatory will be assessed by the trainer. The assessment will contain the following elements:

- Written Questionnaire
- Sample Checksheet and Authority to Work
- Interview to discuss the Questionnaire and Sample Documentation

Following the assessment, the trainer will inform the proposed Authorised Signatory of the result and write to their Unit Manager to either explain the reason why their appointment could not be endorsed

or

Send a copy of their Certificate of Appointment signed by the trainer as the Endorser.

2.0 Process/ Procedures

- a. An ATW is valid for up to 8 hours and must be renewed daily from the date of issue.
- b. An ATW must be obtained from the Authorised Signatory prior to work commencing on site.
- c. Prior to work commencing and an ATW being issued the Authorised Signatory must use the Works Approval Checklist (appendix 2) in order to ensure all relevant documentation is in place and procedures have been followed.
- d. A written Scope of Work must be produced by bodies wishing to undertake work in sufficient detail for Compass to fully understand the work proposed in order to begin the preparation for an appropriate Authority. The scope of work must ideally be passed to Compass at least 5 days prior to work beginning.
- e. The Authorised Signatory must have a Scope of Work to issue an ATW.
- f. The Scope of Work shall include, but not be limited to, the following:
- Job definition
 - Assessment of risks (Including identification of hazards)
 - Method Statement (Including actions to eliminate and reduce risks)
 - Actions to eliminate and reduce risks

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- Specify health and safety conditions as necessary
 - Confirmation of Contractor Workforce skills/qualifications and competency
- g. The ATW is prepared by the Authorised Signatory only when he/she is in possession of, and fully understands the Scope of Work and Contractor Method Statement.
- h. Compass Group will not take control of the contractor’s operation or schedule the contractor’s work but will ensure safe working practices are followed.
- i. Display:
- The original Authority, plus all relevant associated documentation is to be held by the person conducting the work. The duplicate is to be held by the authorised signatory or the Supervisor in charge of the tasking.
 - On completion of the works the documentation shall be handed to the Authorised Signatory and filed within the Site H&S File.
- j. Suspension:
- All Authorities and associated documentation shall be returned to the point of issue if the work requires to be suspended or at the end of the working day and a new authority re-issued on the re-commencement of work.
- k. Authority Interaction:
- The ATW procedure is intended to aid hazard control plus provide guidance for all work activities that takes place on sites and establishments operated by Compass that may interact with normal operations.
 - The Authorised Signatory involved with issuing of Authorities must be aware of potential interaction between works on site and must ensure that when an Authority is prepared, the work to be carried out takes account of other activity currently planned or underway.
 - Interacting activities may make special demands upon task planning. Where this is the case controls are to be clearly detailed on the Authority documentation.
- l. Cancellation of an Authority:
- The Authorised Signatory is responsible for ensuring that:
 - The ATW and all associated documentation, is returned at the end of each working day to ensure the Supervisor knows that the work is suspended for the day.
 - On completion of the work the Authorised Signatory and Person in Charge must visit the work site to confirm that the following has been completed satisfactorily:

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- Work is completed as required and that the site has been restored to a safe and tidy condition.
- That any waste materials have been removed from site and the site is secure.
- Any disturbance /penetration of building fire compartmentation has been re-instated and labelled.
- The Person in Charge returns all associated documentation to the Authorised signatory who then fully cancels the Authority.

k. Risk Assessment: The Authorised Signatory must always consider alternative ways of carrying out the overall task and identifying the lowest risk option. The Authorised Signatory must take into account:

- The potential consequences, in the event of an unplanned event, to people equipment; and
- The likelihood of changes to the environmental conditions that could adversely affect the planned works e.g. deterioration in the weather.

l. Permits to Work: This process does not remove the need for a permit to work for high risk activities. The Permit to Work Process is covered under HS 1.14 and is not part of this procedure.

Compass Group requires higher risk work to be controlled using a Permit to Work: This cannot be authorised under an ATW:

m. Types of Permit to Work

- Electrical Work
- Work at Height
- Entry into Confined Spaces
- Pressure Systems
- Piped Medical Gases
- Fire System Impairment
- Hot Work
- Ground Penetration
- Any site specific hazardous works

n. Examples

(1) Electrical Work – work on isolated:

- HV & LV systems & equipment.
- “High energy” equipment which is itself a source of electrical energy e.g. generators, UPS, Power Factor Correction equipment where stored energy needs to be safely discharged.

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- This must not be confused with “Live Working or Testing” sanction which requires special written authorization as outlined in the Compass safety rules and procedures for LV systems.

(2) Pressure Systems – work on isolated:

- Steam systems, High and Medium temperature hot water.
- Vacuum systems and other “relevant fluids”.
- This should not be confused with pressure testing which should be carried out using a written SSOW.

(3) Entry into Confined Spaces: Any work activity requiring access to spaces (not necessarily fully enclosed) designated either permanently or temporarily as confined spaces.

(4) Hot work:

Welding, soldering, brazing, cutting or other open flame work; or the use of disc cutters or similar which may give rise to the risk of fire, **except** where carried out in an area designated for this purpose e.g. a welding bay.

(5) Work at Height: Any work (including access) on an unprotected flat roof, other structural elevation, or excavation, with a fall potential of 2 meters or more. Also work requiring the use of either permanent or temporary suspended access equipment; temporary fall protection or use of fall arrest equipment. However a Permit is not mandatory for short duration work from ladders or stepladders.

(6) Ground Penetration: Work involving ground or floor disturbance; either excavation, or disturbance for the purposes of test drilling or survey work where underground or concealed services are likely to be present.

These activities are deemed high risk and are controlled by the relevant Authorised Persons.

m. Monitoring, Auditing & Review of the system: the ATW system is to be audited regularly by HSE who are familiar with local management system arrangements.

The audit process examines and monitors ATW records. Non-conformance with the ATW system must be recorded, and subsequent remedial measures tracked to ensure all issues are effectively closed out.

The contract management team must be notified immediately if any non-conformance is identified during routine monitoring or auditing, which cannot be immediately resolved.

Sites to use Checklist at Appendix 3 which covers the below points to monitor:

- The job is continuing as planned (e.g. Scope of Work)?

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- Is the contractor working safely and as agreed?
- Is the work area being maintained in a tidy state?
- Are there any changes in contractor personnel?
- Are there any special or additional arrangements required?

2.1 Remote Sites

Where the issue of an Authority to Work is required on an unmanned site the following procedure is to be followed:

- Authorised Signatory is to review Task Risk Assessment and Method Statement considering the increased risk from the absence of a Compass presence on site.
- Authorised Signatory inform Risk Assessment and Method Statement Submitter of the access and reporting arrangements and confirms the contact details of the Attending Operative.
- Only when satisfied that the RAMS are appropriate and the operatives suitable qualified, the Authorised Signatory is to write, sign and issue the Authority to Work.
- Authorised Signatory to contact Attending Operative to confirm their understanding of the Task Risk Assessment and Method Statement and inform them of the access and reporting arrangements.
- Authorised Signatory to send Electronic Authority to Work to Attending Operative.
- Attending Operative to contact the Authorised Signatory or Designated Contact upon arrival at site.
- Attending Operative and Authorised Signatory or Designated Contact to agree Lone Working arrangements including reporting frequency.
- Authorised Signatory or Designated Contact to record contact times with Attending Operative.
- Attending Operative to contact the Authorised Signatory or Designated Contact upon leaving site and confirm status of task.
- Attending Operative to sign and return the Electronic Authority to Work to the Authorised Signatory.
- Authorised Signatory to file completed Authority to Work with a copy of the Task Risk Assessment and Method Statement and Contact Record.

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- The Completed ATW should be returned by the same method as it was issued. There may be a delay in its return if it was issued via a head office or operations base.

This procedure is not applicable where the Authorised Signatory deems the Risk from the location or Task to be High, or where a High-Risk Permit is required.

In these circumstances, the attendance of a suitable Compass Attendee is to be arranged. This is to include the relevant Authorised Persons(s) where applicable.

2.2 Call-Out and Emergency

Where a task has to be arranged at shorter notice, or out of normal hours the procedures in Sections 2.0 or 2.1 need to be followed, but the following arrangements may be utilised.

- Call Out Risk Assessments and Method Statements may be pre-approved and library copies used.
- Where an Approved Signatory is not available support can be given by the HSE and Technical Services Teams.

3.0 Training and Competence Requirements

Contractors

- a. Contractors intending to carry out work will be required to prove their competence.
- b. Our contractors carrying out medium and high-risk works have been requested to join **Reset** and for their individuals that attend our sites to hold Reset Individual Cards. Reset assists in the provision of our recognised supplier lists and is an alternative to manually checking and recording the training and competency paperwork of visiting contractors.
- c. The Reset Individual Card is a quick and easy way to access to the individual's online profile where a live view of ALL of their training records and accreditations can be found. A simple traffic light system gives an at a glance view of the Cardholder's status and allows an informed decision to be taken as to whether or not the works should proceed. Where a site uses Reset, it is important that the Reset Individual Card is asked for and checked on every visit before any work commences – this will ensure that any date sensitive qualifications have not gone out of date since a previous visit. Each cardholder verification is automatically recorded by Reset and this fulfils our need for record keeping. The contractor can also provide a Cardholders individual report, see Appendix 5, in advance of contractors arriving on site and this can be requested with the contractor's Risk Assessments and Method Statements. More details on Reset and how to use it can be found at Appendix 5.

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d. Please note a CSCS card is NOT an alternative to a Reset Card – a CSCS card only proves that the cardholder has passed a basic site health and safety test or holds a higher health and safety qualification (such as IOSH or NEBOSH).

e. Where Reset is not used, contractors intending to carry out work will still be required to have their competence verified. Copies of each worker’s qualifications and competences should be obtained and checked for relevance to the work or task to be carried out and to ensure they are still valid. This includes (the list is not exhaustive); Trade Qualifications for the relevant trade, Health and safety qualifications (PASMA, IPAF, Working at Height, Asbestos Awareness, Confined Spaces, IOSH, NEBOSH, specific trade cards, CTA Cards (Construction Plant Operators), NVQs etc. This documentation must be obtained in advance of contractors arriving on site, ideally 5 days prior, or as the contractor attends and must be checked on every visit before any work commences – this will ensure that any date sensitive qualifications have not gone out of date since a previous visit.

Authorised Signatories

f. To be appointed as an Authorised Signatory the following criteria must be met:

Essential

- Compass Perfect start Operational Management HSE e-learning modules
- IOSH Working Safely (Or equivalent)
- Asbestos Awareness (If applicable to site)
- ATW Training Module

Desirable

- IOSH Managing safely

4.0 Auditing

Authorised signatories should look to perform random spot checks on contractors to confirm that they are working to their submitted RAMS and the ATW as issued. Any non-conformances are to be reported to the Contract Manager and Technical Compliance Director.

5.0 Record Keeping

Contractors

a. Copies of the following records should be retained for a period of three years from date of checking:

- Qualification and competences (not required if verified using Reset)

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- Induction records (not required when induction recorded using Reset)
- SSOW /RAMS
- ATW and Permit to Work
- Contractor monitoring records

Authorised Signatories

b. A list of Authorised Signatories must be retained on file at the Site. Training records are to be annotated with the level and extent of the training received. The Compass CAE will also retain a copy of appointments.

5.0 Associated Documents and Procedures

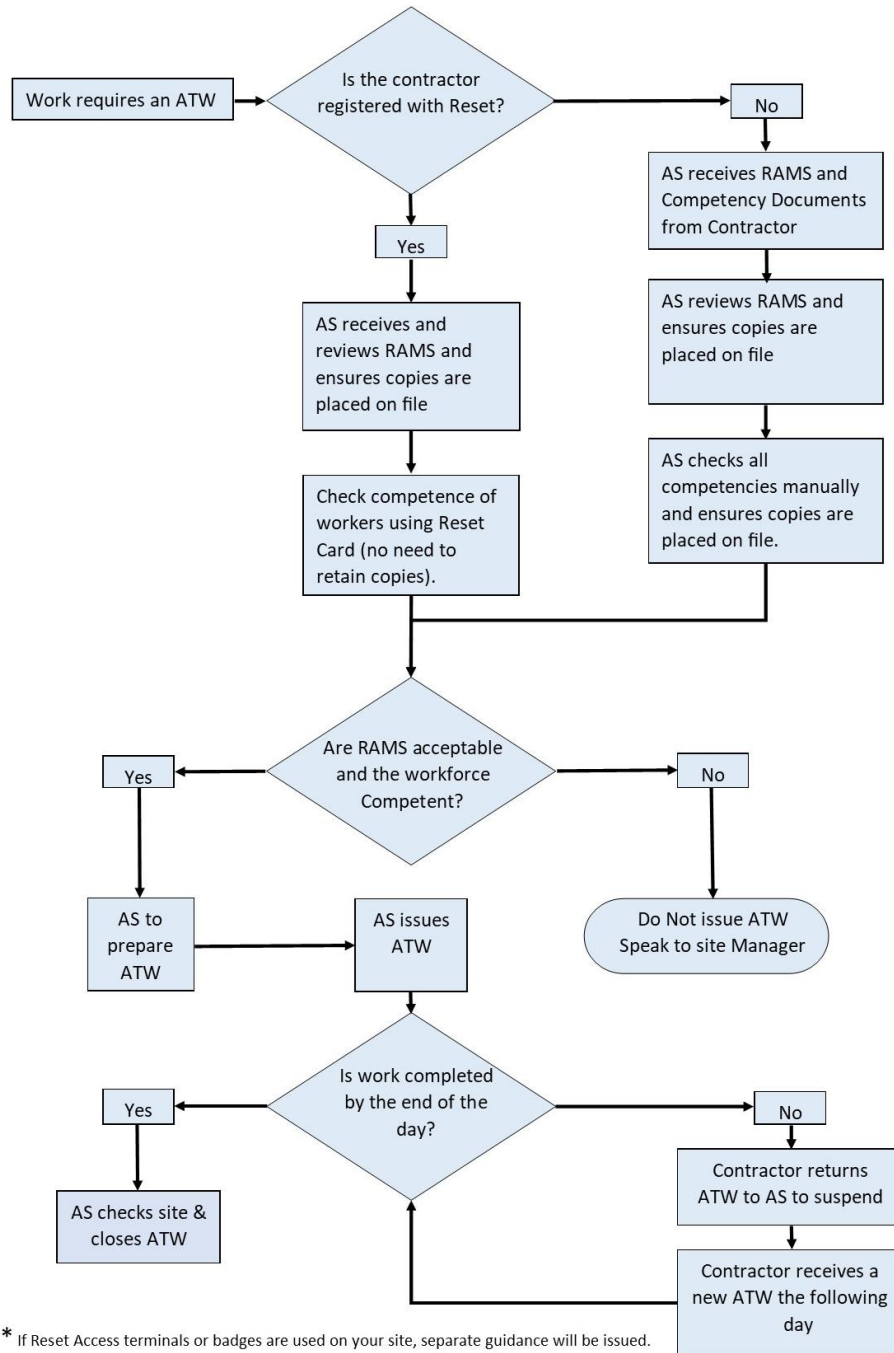
- HS 1.9 Duty Holder Matrix and Responsibilities
- HS 1.10 Induction
- HS 1.13 Method Statement
- HS 1.14 Permit to Work
- HS1.19 ATW
- HS1.20 Monitoring Contractors

Summary of Changes	Issue 02: 01-08-21 Release of new document
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Appendix 1: Authority to Work Process Flow Chart



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Appendix 2: Works Approval Checklist

Method Statement Approval Checklist											Authority Reference						
Item											Yes	No	NA	Remarks			
Description of Works																	
Registered with Reset																	
Reset Individual cards checked																	
OR Competencies manually checked and evidenced																	
Induction of team completed and recorded																	
Assessment of significant risks: <i>including access and egress, place of work, other a risk (i.e. the public), COSHH, Noise, manual handling etc.</i>																	
Control Measures Adequate: <i>Including barriers, guarding, Isolations, PPE</i>																	
Tools and Equipment certification evidenced																	
Relevant Parties Informed																	
Emergency Arrangements: <i>Including Fire, First Aid , lone working, rescue</i>																	
Temporary Amended Systems: <i>Including traffic rerouting, fire arrangements etc</i>																	
Monitoring and Compliance																	
High Risk Permit to Work required												Y		N			
HV	LV	WaH	CS	Hot	GP	Mech	FSI	Med	Other								

Approval											Yes	No	
Method Statement Covers 10 point Rule													
Risk Assessments included													
Is task critical to clients operations													
Satisfactory for implementation													
Subject to comment, satisfactory with a revised detailed submission													
Not satisfactory – resubmission required													

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Appendix 3: Authority to Work Monitoring Checklist

This checklist is intended to be used for the day to day monitoring of authorities in use.

Date:	Time:	Authority:
Reviewer:	Position:	Site:



If any unsafe conditions are found, the work must be stopped and the issuing authority notified immediately.

	Yes	No	N/A
1. Is the scope of work clearly specified?			
2. Are necessary risk assessments available for review?			
3. Are identified hazards listed on the RISK Assessment?			
4. Are appropriate precautions listed on the Risk Assessment?			
5. Is the operational time limit of the Authority clear?			
6. Are the Authority and attachments legible?			
7. Are signatures and initials traceable and legible?			
8. Do people know what to do in the event of emergency?			
9. Are the right people aware of the work?			
10. Is the work carried out in conformance with the Authority?			
11. Are control measures and personal protective equipment appropriate for the task?			
12. Are tools and equipment suitable and in good condition?			
13. Are housekeeping standards satisfactory?			
Comments:			
Reviewer:	Signature:		
Person in charge:	Signature:		

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Appendix 4: Authority to Work Permit Form

Authority To Work								
Date	Your Name	Your Contact Number	Company Name		Site Pass Issued		Pass Number	
					Yes	No		
Valid For Above Date Only		Specific details of work to be carried out				Time In	Contractor/Vendor Signature (on receipt and acceptance)	
Site Induction/Orientation Complete								
Safe System of Work Approved						Time Out	Contractor/Vendor Signature (on departure and cancellation)	
Competence Checked						Is a High Risk PERMIT TO WORK required before work commences?		Yes
Equipment and PPE checked		Type:	Permit Number:	When Date and Time		This Pass Must be returned to point of issue upon departure		
Asbestos Register Checked		Appointed Person Issuing Authority to Work					Authority Number	
Vehicle Reg		Print name		Signature		123456		
		Time		Date				

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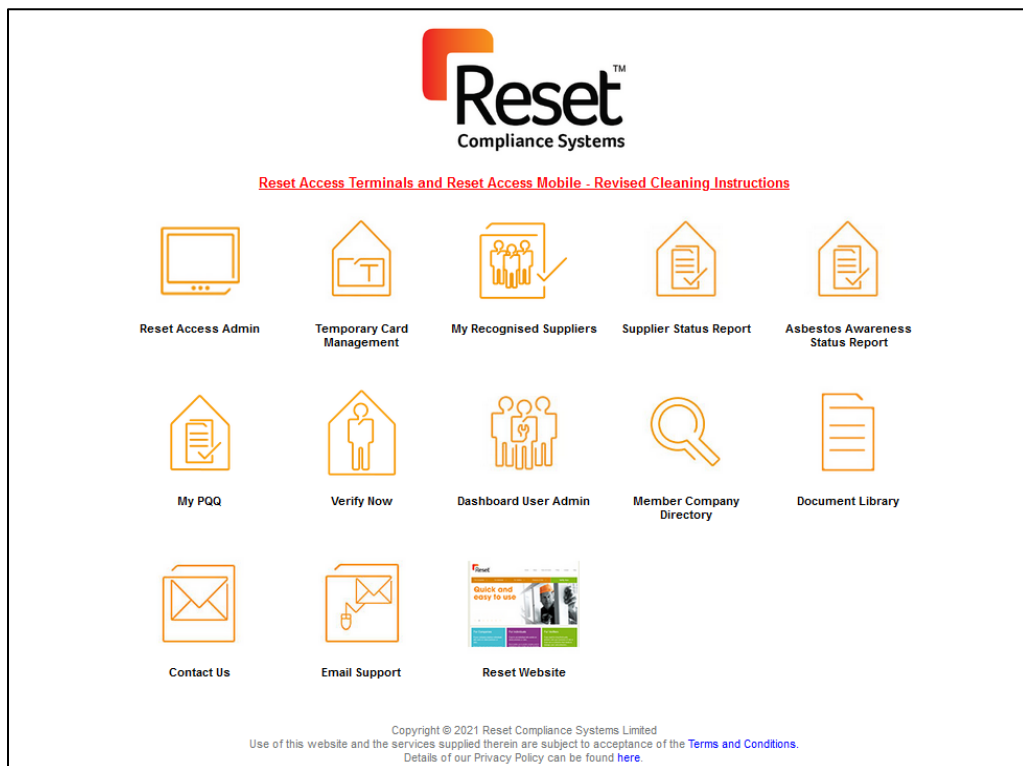
Appendix 5: Reset User Guide

Signing into your Reset Dashboard

You can access all your Reset services via your Reset Dashboard.

- Go to rcscard.co.uk and click 'My Dashboard' (top right) or navigate to www.rcscard.co.uk/dashboard
- Type in your Username and Password and click 'Submit'.
- Once logged in you will see your own personalised Dashboard like the one shown below.
- You can bookmark this website within your browser so you can easily navigate to your Dashboard any time you need to access Reset services.

If you require a Username or Password reminder, please email membershipsupport@rcscard.co.uk with your name and company and this will be emailed to you.



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Verifying a Cardholder or Company

You can check a cardholder profile by selecting the 'Verify Now' icon from your Reset Dashboard. Enter the last 8 digits on the front and then the last 3 digits (CVC) on the back of the individual card. Then click 'Verify'. To view a company, you can select the 'My Recognised Suppliers' icon on your dashboard. This will take you to a list of contractors linked to your site. Selecting a company will take you to their profile. To view a company not on your 'My Recognised Suppliers' you can go to 'Verify Now' and use the 11-digit membership number provided by the company.

Verify Now

To view a Reset Company member's details, or check the competence of a Reset Individual cardholder:

Enter the last eight digits from the front of the card and the last three digits (CVC) from the back

Card Number

CVC

[Not registered? Register now](#)

↓

Verify

Register with Reset for instant access to Reset Company members' details and Reset Individual cardholders' qualifications and training.

A traffic light indicator shows whether a company's accreditations, insurances and policies, or an individual's qualifications, are up-to-date.

Please complete our simple registration process [here](#).

- If you are verifying an individual card the cardholder's profile will appear showing their current qualifications, along with traffic lights indicating the status of the qualifications (valid, valid but with 28 days or less to the expiry date and expired). Included in the individual profile are also various notes and record sections, allowing you to make notes about an individual.
- If you are verifying a company the company profile will appear showing relevant information about the company, including insurance details. Documentation uploaded to the company profile with expiry dates also include traffic lights indicating its status.

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Below is an example of an individual profile.

To verify the competence of a Reset Cardholder, simply enter the number from the front of their Reset card and the CVC or scan the barcode


Card Number

CVC

Verify

Personal Profile

Printer Friendly Report



Reset
 2606 2128 1990 7158
William Slater
 Position: Approved Electrician
 Valid From: 02/18

Age Band: 25+

Company: Sparks (Yorkshire) Ltd, Leeds

Company Tel: 0113 212 3133

Sub Contracted To: 123 Electrical

Qualifications: ✘

COVID-19 Vaccination Status: ✘

Qualifications
COVID-19 Vaccination Status

Asbestos Awareness qualifications

Qualification	Completed	Provider	Expires	Certificate Image	Status
Asbestos Awareness	09/11/2020	Reset Training Ltd.	08/11/2021		✔

Time limited qualifications

Qualification	Completed	Provider	Expires	Certificate Image	Status
RCS TLDQ Cert	01/07/2020	Reset Training Ltd.	30/06/2021		✘
Health & Safety Assessment	09/09/2020	Reset Training Ltd.	09/09/2021		!
IPAF Mobile Vertical (3a) Boom (3b)	29/07/2021	IPAF	28/07/2022		✔

Lifetime qualifications

Qualification	Completed	Provider	Expires	Certificate Image	Status
C&G 2361 Pt 1 Electrical Installation	01/06/1985	City & Guilds	N/A		✔
C&G 2362 Pt 2 Electrical Installation	01/06/1986	City & Guilds	N/A		✔
* AM2	16/06/1987	JIB	N/A		✔
Completion Diploma - Electrician	03/07/1987	JIB	N/A		✔

Reporting


From the cardholder profile a PDF report can either be generated and saved as a record by selecting 'Printer Friendly Report' or emailed by selecting 'Email Report'. A sample report is on the next page.


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Reset Cardholder Report

Reset Compliance Systems
One card, one standard.





Verified Details of Cardholder

Name	William Slater
Position	Approved Electrician
Valid From	02/18
Age Band	25+
Company	Sparks (Yorkshire) Ltd, Leeds
Company Tel	0113 212 3133
Sub Contracted To	123 Electrical

Asbestos related qualifications

<u>Qualification</u>	<u>Completed</u>	<u>Provider</u>	<u>Expires</u>	<u>Status</u>
Asbestos Awareness	09/11/2020	Reset Training Ltd.	08/11/2021	✔ i

Time limited qualifications

<u>Qualification</u>	<u>Completed</u>	<u>Provider</u>	<u>Expires</u>	<u>Status</u>
RCS TLDQ Cert	01/07/2020	Reset Training Ltd.	30/06/2021	✘
Health & Safety Assessment	09/09/2020	Reset Training Ltd.	09/09/2021	i
IPAF Mobile Vertical (3a) Boom (3b)	29/07/2021	IPAF	28/07/2022	✔

Lifetime qualifications

<u>Qualification</u>	<u>Completed</u>	<u>Provider</u>	<u>Expires</u>	<u>Status</u>
C&G 2361 Pt 1 Electrical Installation	01/06/1985	City & Guilds	N/A	✔
C&G 2362 Pt 2 Electrical Installation	01/06/1986	City & Guilds	N/A	✔
* AM2	16/06/1987	JIB	N/A	✔
Completion Diploma - Electrician	03/07/1987	JIB	N/A	✔

Reset Compliance Systems Ltd. PO Box 4749, Sheffield, S35 5BT
T: 0845 519 5768 E: info@rccard.co.uk www.rccard.co.uk
Registered in England 6614285. Registered with the Information Commissioner's Office (ICO)
General Data Protection Regulation (GDPR) 2018 - registration no. 2228936

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Health Safety and Environment

Control of Third Party Risk

HS 1.19

Authority to Work

Checking if a Company is a Reset Member

You can check if a company is a Reset member or not by going to the 'Member Company Directory' from your Reset Dashboard. From there, you will be able to view all Reset member companies. A search box in the top right will allow you to search for member companies quickly. You can filter member companies using the search box by typing in detail about the company for any of the sections here. This includes the company name, sector (trade) and location.

Also displayed on the Member Company Directory is the Compass Group recognised supplier badge. The Compass group badge will appear on the right side of any Reset member company that is already registered with Compass Foodbuy procurement. The companies listed in this directory can be sorted based on this supplier badge by selecting 'Recognised Supplier' at the top of this section.

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