

4 April 2024

Permits to Work

I am writing to make a Freedom of Information (FOI) request to obtain information regarding the Management of Permits to work (PTW) on your sites. Could you kindly provide details on the following:

Which types of work require a Permit To Work to be completed on your sites?

- High Voltage Systems
- Low Voltage Systems
- Medical Gas Piped Systems
- Decontamination Systems
- Excavations
- Hot Works
- Water/Steam systems
- Fire Alarm Systems

Does your organisation utilise a software platform to issue, record, and provide evidence of completed works that require a permit?

The Trust does not currently utilise an electronic permit to work system but has a new system at the initial stages of rollout

If a software platform is used, please specify the name or type of software utilised to complete and evidence work permits.

The software is SpidexOrb

Who within your organisation is responsible for the issuance, sign-off, and provision of evidence for Permits To Work?

Permits are issued by the system duty Authorised Person or the Works Controller. Evidence to support the permit provided by the party carrying out the work.