Request

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:

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

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

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

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

Response

a) The definition of a "permit to work" can vary depending on the nature of the legislation concerned and the definition of "sites" and who controls them.

For example; permit to work system on the multi storey flats in Scholes which prohibits access to specific work areas such as the roof, lift motor room or service risers. The purpose of this permit is to control the risks involved with the works in these " high risk " areas and protect the health and safety of those workers undertaking the works.

Other Council Departments such as Highways also issue permits to work related specifically to works on highways. These permits aim to minimise disruption and promote the better co-ordination of all works and to ensure that disruption to local communities and road users is reduced. Conditions are applied to a permit to undertake works on the highway to ensure that the information on those works is maximised, and the impact of the works on the traveling public is minimised. This ensures the network is managed as effectively as possible and enables works to be undertaken efficiently.

There are also permits to dig relating to safe excavation works mainly related to utilities, hot works permits and "wayleave agreements which may be required for anyone wishing to undertake works on, below or above council owned land/property.

b) Wigan Councils compliance section is currently reviewing PTW software monitoring requirements. At the moment permits will be logged and inputted individually onto existing software by individual departments such as planned works/Highways.

c) As answer b

d) This will to some extent depend upon the complexity of the permit and the amount of risk involved in the works in question. Individual project managers will normally assess PC's RAMS to ensure suitable control measures are in place including permits to work if necessary in order to ensure compliance with a safe system of work/individual site rules.

For low risk repetitive works such as routine inspections to risers more junior team members can allow access and issue/close off the permits.