

BBC Studioworks

Permit to Work Policy

Health and Safety Policy

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Permit to Work Policy

1. Purpose

A Permit-To-Work (PTW) system is a formal written system used to control certain types of work that are potentially hazardous. A PTW is a document which specifies the work to be done and the precautions to be taken.

Permits-To-Work form an essential part of safe systems for many maintenance and / or installation activities. They allow work to start only after safe procedures have been defined and they provide a clear record that all foreseeable hazards have been considered.

A permit is needed when work can only be carried out if normal safeguards are dropped or when new or specific hazards are introduced or present owing to the work. All Studioworks sites operate a permit to work system, whether the facilities are controlled by Studioworks or the Landlord. Permits are also required for certain types of works in / around the studios undertaken by Studioworks technical staff, Studioworks facilities staff, third party contractors and construction contractors (during construction phase).

2. Legislation

Section 2(2)(a) of the Health and Safety at Work Act 1974 requires the provision and maintenance of safe systems of work that are, so far as reasonably practicable, safe and without risks to health.

The Management of Health and Safety at Work Regulations 1999 Regulation 8 requires employers to establish and give effect to procedures to be followed in the event of serious or imminent danger to persons working in their undertakings, to nominate competent persons to restrict access to danger areas.

3. Health & Safety

Where proposed work is identified as having a high risk, strict controls are required. The work must be carried out against previously agreed safety procedures, a 'permit-to-work' system.

The PTW is a documented procedure that authorises certain people to carry out specific work within a specified time frame. It sets out the precautions required to complete the work safely, based on a risk assessment. It describes what work will be done and how it will be done; the latter can be detailed in a 'method statement'. Together these documents are known as 'RAMS'.

The PTW requires declarations from the people authorising the work and carrying out the work. Where necessary it requires a declaration from those involved in handover procedures or extensions to the work. Finally, before equipment or machinery is put back into service, it will require a declaration from the permit originator that it is ready to return to normal use.

4. Environment

In line with Studioworks environmental policy, all PTW's are issued with the understanding that all contractors will adhere to this and current legislative requirements.

5. Standards

Where Studioworks directly manages the site facilities, the Facilities Department will:

- Appoint competent members of staff as persons to authorise permits
- Ensure that the contractors receiving the permit have adequate information, instruction and have appropriate training to enable them to conduct the task and any tests prescribed on the permit in a competent manner
- Ensure that a thorough risk assessment and method statement are in place, supported by a suitable plan of work outlining the hazards, the methods by which they can be avoided and details of any residual risks that may occur
- Ensure that before commencement all contracts have a risk assessment and method statement in place for both the contracted works and for provision of remedial and call out work
- If necessary, inspect equipment to be used and ensure correct PPE is available where required to the contractor from their employer
- Studioworks will formally audit permit use on site. This will be achieved by the manager responsible for authorising PTW undertaking a review by checking and inspecting at least 10% of the PTW authorised each year, ensuring that they comply with the policy
- In addition, Studioworks shall review the permit operation periodically, modifying permits as necessary and implement follow-up

6. Authorisation

Studioworks PTW system is designed to ensure that those affected are consulted at the planning stage to check that all eventualities have been considered when organising such activities and are an important means of minimising any risks involved.

Only the following personnel are authorised to raise or authorise Permits to Work: -

- Facilities Manager
- Technical Services Manager
- Technical Services Supervisor
- Studio Manager (Kelvin Hall)

In their absence and for no other reasons than ill-health or annual leave; a deputy can issue a PTW, subject to knowledge of this policy, suitable understanding of the process and competence to review contractor risk assessments and method statements. Any person identified as a deputy must have their name recorded.

- The person who requests the PTW cannot be the named authorising person on the same permit.

The person who authorises the PTW must understand the nature of the approved work and have reviewed the relevant Risk Assessments and Method Statements prior to issue.

7. Definitions

The Permit to Work system controlled by Studioworks at Television Centre includes works that involve:

- Asbestos Containing Material (ACM's), or locations close to ACM's;
- Confined Space;
- Electrical H/LV;
- Mechanical;
- Hot Works;
- Lone Working;
- Working on Studio Grids;
- Roof Work (Managed by the Estate Landlord but coordinated via Studioworks);
- Filming Permits

The following activities fall outside of the permits so arrangements must be made individually;

- Excavations;
- Fire Alarms;
- Gas lines;
- Lifts;

Examples of tasks for which a permit should be issued include:

- Work or access to the studio grid area;
- Work within a confined space, as defined by the building management;
- Work in a location where the accidental or unauthorised starting of plant or machinery could cause harm;
- Hot works (e.g. welding, cutting, braising, soldering etc.);
- Electrical work on fixed installations (not temporary event power);
- Work on remotely controlled plant;
- Emergency maintenance;
- Work on roofs and at heights;
- Work on hot water systems;
- Work with asbestos;
- Work on lifts (classed as a confined space)

8. Permit to Work Procedure

Requestor:

- The requestor of the PTW must supply the details required to complete the PTW form to the person raising the permit.
- Studioworks PTW forms are available to download from the Health and Safety section of the Studioworks website. They can also be obtained by contacting the Facilities Office for the relevant site.
- A request under normal working conditions should be made as early as possible to allow the PTW, keys / access (grid) and parking arrangements to be made in advance of the expected start date.
- The requestor must submit relevant documentation with their request form.

Request Form:

A request for a PTW should be made in advance of the contractor attending the workplace wherever possible.

The person (contractor or employee) receiving the PTW shall sign it in the presence of the issuer and retain it for the duration of their work.

- The recipient of the PTW is responsible for reading it and ensuring that they work within the restrictions of their RAMS, are fully conversant with the nature of the work and is responsible for informing anyone under their supervision as to the extent of the work and sources of danger
- When the work for which the PTW has been issued is completed or suspended, the person who received it shall return it to the appropriate person to cancel the permit and ensure that all persons under the PTW have withdrawn from the work location

The contractor requiring the PTW will have:

Conducted a thorough risk assessment and determine who is at risk, what control measures are necessary to eliminate the hazards and the level of residual risk.

Prepare a Method Statement identifying the following:-

- The level of competence of all operatives and any specialist skills.
- Any Isolation / pre-work precautions.
- Any prohibited activities (communicate to others as necessary).
- Any Plant and Equipment required
- Any Personnel Protective Equipment to be used
- Any Sequence of events as planned with identified Hazards / residual risks and controls clearly defined.
- Emergency procedures for all foreseeable risks (ensure that procedures are conveyed to competent persons and fully understood).
- Brief those who will be required to operate under the permit-to-work on the hazards and controls necessary to avoid them being realised.

Ensure that those conducting the task know that the safe system must be followed in full, and that no other methods or sequence of work are allowed i.e. work must stop, all persons withdrawn and the safe system reviewed by the Authorised Person.

If the safe system is found to be incorrect then the Permit must be cancelled, the system of work reassessed, a new permit raised and those conducting the task re-briefed.

Retain the permit at the work site / isolation point and present it upon request by a member of the site Facilities or Security team.

Ensure that the work area is clean, tidy and that all safety devices have been replaced and are functioning correctly, prior to inspection by the Authorised person.

Please note the Authorised Person must not sign the completion section of the form until the area is in fact clean and safe.

9. Completion

On completion of the works that are covered by the PTW, the person who received the permit is required to return it back to the issuer for sign off.

It is the responsibility of the permit receiver to ensure that all works have finished and the area is safe.

All surplus materials relating to the works have to be removed from site and disposed of according to current legislation.

All isolation requests (electrical and mechanical) to be returned to the issuer for reinstatement or continued isolation for a later date.

10. Review

In order to ensure successful auditing of the permit system, records of the following must be kept:

- a) Details of issued permits.
- b) training provided — subjects covered, names of those trained and the levels of training given
- c) servicing and maintenance records relating to equipment used, e.g. protective clothing and rescue/emergency items, etc
- d) Incidents where permit procedures "failed" so that permits modifications can be considered

11. Summary

Permits to work will not prevent incidents unless:

- a) their need and use has been established
- b) their requirements are adhered to
- c) staff are aware and competent
- d) Appropriate equipment is available for testing, implementation and rescue

12. Isolation:

All isolation requests require a PTW.

PTW Process Map

