

## FREEDOM OF INFORMATION REQUEST

RF24-114

### 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:

1. Which types of work require a Permit to Work to be completed on your sites?
2. Does your organisation utilise a software platform to issue, record, and provide evidence of completed works that require a permit?
3. If a software platform is used, please specify the name or type of software utilised to complete and evidence work permits.
4. Who within your organisation is responsible for the issuance, sign-off, and provision of evidence for Permits To Work?

### Response:

We can confirm East Kent Hospitals University NHS Foundation Trust (EKHUFT) holds the information you have requested.

EKHUFT has outsourced the delivery of hard and soft facilities management services to 2gether Support Solutions Ltd who are present on each hospital site. Within 2gether the Estates department is responsible for management of permits to work that may be required for activities undertaken by sub-contractors who are directly engaged by 2gether.

1. Estates Permit to work are issued once a suitable Risk Assessment and Method Statement is received and reviewed by a competent person.
  - High Risk Permit
  - Low Risk Permit
  - Confined Space Permit
  - Hot Works Permit
  - Asbestos Permit
  - Excavation Permit
  - Ground Permit
  - Roof Access Permit
  - Working at Height Permit
  - Lone working Permit
  - Other Specialist Permits to works e.g. HTM 02 Medical Gases High and Low Hazard Permits, HTM 06 Limitation of Access and various Low Voltage permits to Work.
2. We currently use electronic versions and paper. Test results are recorded as evidence where required.
3. The electronic permit to work has been developed in house on Microsoft word.

4. A member of the Operational Estates Management or a suitably qualified Authorised Person depending on the type of Permit required.

**(DATE OF RESPONSE: 23 FEBRUARY 2024)**

