

# BHC-P-10.5 Permit to Work

## Contents

1.0	Purpose
2.0	Scope
3.0	Definitions
4.0	Main requirements
5.0	Guidance documents and references
6.0	Appendices

Revision register		
Date	Version	Description - reason for change
01/05/2015	1	New procedure
24/07/2019	2	Review and update following issue of v6 of BG Standards to include requirements of current legislation, best practice and updated versions of BHC-P-08.5 Excavation and BHC-P-08.6 Confined Space procedures.
15/01/2020	3	4.6 updated to confirm Permit requirements as detailed in latest version of the PtD F-10h
20/01/2021	4	4.6 - Permit to break ground to be issued by the Under Ground Services Coordinator.

Item	Details	Reference	Responsibility
1.0	<b>Purpose</b>		
1.1	To ensure that specified high risk activities are planned and managed under a permit to work system that verifies the activity is undertaken safely, without risk and in compliance with Group Standards BGCS04, BGCS11, BGCS12, BGCS14 and BGCS34.	BGCS04, BGCS11, BGCS12, BGCS14, BGCS34.	
2.0	<b>Scope</b>		
2.1	This procedure applies to all construction projects where BHC occupy the role of Client or Principal Contractor and where risk assessment has determined that additional checks must be undertaken and permission formally granted before specific high risk activities including excavation, confined space works, hot works and work in the public domain can take place.		
3.0	<b>Definitions</b>		
3.1	PTW                      Permit to Work  CAT & Genny           Cable avoidance tool and signal generator used to identify the route of buried services		
4.0	<b>Main requirements</b>		
4.1	<b>Construction activities</b>  The Project Manager shall ensure: <ul style="list-style-type: none"> <li>Any PTW requirements are detailed in the Construction Phase Health and Safety Plan, including the close out or cancellation process for permits;</li> <li>If required, a PTW board is erected within the Project office;</li> <li>The Project Management team are briefed on the procedures for issuing Permits to Work, including the Guidance to Use the Permit to Work Board.</li> </ul> Contractors shall ensure that PTW requirements and associated controls are detailed within their risk assessments and method statements.	BHC-F-10b	Project Manager       Contractors
4.2	<b>Permit issue</b>  Where identified as a control measure for their works the Contractor Supervisor requests an appropriate PTW. Before the specified works commence each day, the Site Manager will ensure that a PTW is issued, as detailed in the project Construction Phase Health and Safety Plan, and signed by all relevant parties.  The permit holder (usually the Contractor Supervisor) shall: <ul style="list-style-type: none"> <li>Ensure all the conditions of the PTW are complied with;</li> <li>Be issued with a permit tag and/or a copy of the permit while a copy must be held in the site office;</li> <li>Instruct operatives on the control measures detailed within the PTW, including the requirement for any additional equipment;</li> <li>Where necessary, issue each named individual with a permit tag;</li> </ul>	BHC-F-10b	Contractor Supervisor/ Site Manager       Permit Holder

Document Title	Permit to Work	Document Number	BHC-P-10.5
Author	BHC Heads of H+S	Version Number	4
Approved for Authorisation by	BHC Heads of H+S	Approval Date	20/01/2021
Page	1 of 4	Implementation Date	20/01/2021

Item	Details	Reference	Responsibility
	<ul style="list-style-type: none"> <li>Ensure named persons have understood the requirements of the method statement for the activity.</li> </ul>		
4.3	<b>Permit to work register</b>  The Project Manager shall maintain a register as a means to record the permits issued.	BHC-F-10e	Project Manager
4.4	<b>Permit close out</b>  At the end of the work/day/shift, the permit holder will collect back each tag, confirm that all of the checks outlined in the specific permit have been completed and return the tag to the Site Manager.  The permit holder and the Site Manager will both sign the PTW close out/ sign off and return the tags to the permit to work board.  Failure to follow this process and close out all live permits by the end of the day/ shift may result in disciplinary action being taken against the permit holder.		Permit Holder  Permit Holder/ Site Manager
4.5	<b>Permit compliance monitoring</b>  The Berkeley Project Manager shall: <ul style="list-style-type: none"> <li>During the weekly site safety inspection regime, monitor compliance with the PTW procedure including the close out process;</li> <li>Use the permit board as a guide to monitor compliance of the close out process;</li> <li>Ensure a check is carried out at the location covered by the permit before cancelling it;</li> <li>Investigate any failure to comply with the permit procedure.</li> </ul>		Project Manager
4.6	<b>Permit to penetrate/ break ground (BHC-F-10h)</b>  A Permit to penetrate/ break ground shall be signed and issued by BHC Underground Services Coordinator on a daily basis to authorise breaking the ground, only once the following has been confirmed: <ul style="list-style-type: none"> <li>An As-built Combined Service Drawing showing of the location of the works area and all known buried services must be attached to the permit;</li> <li>Photos of the known service locations can also be included in the permit to dig.</li> <li>A CAT &amp; Genny scan must be performed prior to breaking ground with calibrated equipment by a trained and competent operative (and repeated every 250mm) and all services marked up.</li> <li>Known services have been appropriately identified on site using marker spray to highlight their location.</li> <li>No mechanical digging is permitted within 500mm of a known service. An encroachment zone, 500mm either side of the line identifying the service location must also be identified using marker spray;</li> <li>The number and location of trial holes to be dug by hand in order to identify the depth and route of the known services;</li> <li>Insulated tools must be used when hand digging in proximity with live services.</li> </ul> A permit tag board must be used as a visual reminder of current permits and records/copies of permits must be kept in the site office.  A permit tag and/or a copy of the permit shall be provided to the groundworks Supervisor and a copy must be held in the site office; <ul style="list-style-type: none"> <li>The groundworks Supervisor shall be responsible for the briefing, operation and close out/ sign off of the permit; in accordance with the requirements of the permit to work.</li> </ul>	BHC-P-08.5  BHC-F-10h	Site Manager/ Underground Services Coordinator
4.7	<b>Hot Works permit (BHC-F-10f)</b>  A Hot Works Permit shall be signed and issued by BHC Site Management for any operation requiring the use of open flames, grinding, welding, the local application of heat (e.g. heat gun) or generation of sparks, only once the following has been confirmed: <ul style="list-style-type: none"> <li>Ensure that all movable combustible materials are removed from the area, and those, which cannot be removed, are covered with a suitable LPS1207 compliant non-combustible material;</li> <li>Ensure flashback arrestors are fitted to gas cylinders;</li> <li>Fire fighting provision is readily available;</li> <li>Means of raising the alarm in emergency identified;</li> <li>A continuous fire watch is carried out for a defined period on completion of the works;</li> <li>Works to finish 1-2 hours before the end of the day (as determined by the hot work permit) so that additional fire checks can be made at regular, defined intervals by the contractor's supervisor.</li> </ul>	BHC-P-15.2  BHC-F-10f	Site Manager
4.8	<b>Permit to enter a confined space (BHC-F-10i)</b>		

Document Title	Permit to Work	Document Number	BHC-P-10.5
Author	BHC Heads of H+S	Version Number	4
Approved for Authorisation by	BHC Heads of H+S	Approval Date	20/01/2021
Page	2 of 4	Implementation Date	20/01/2021

Item	Details	Reference	Responsibility
	<p>A Permit to enter a confined space shall be signed and issued by BHC Site Management for all category 1-3 confined spaces, only once the following has been confirmed:</p> <ul style="list-style-type: none"> <li>The supervisor has the knowledge, experience and familiarisation with the relevant processes to supervise the permit to work and the confined space team;</li> <li>The number of people required in the confined space team, and the requirements for atmospheric monitoring, emergency rescue and respiratory protection are in line with the BHC confined space category requirements outline in Appendix 2 of BHC-P-08.6;</li> <li>Where category 2-3 works are taking place, the health and safety department has assessed contractor competence, attend pre-start meetings and review submitted documentation;</li> <li>All individuals who enter a confined space must be trained and physically able to carry out the work in line with the relevant confined space category identified in the RAMS;</li> <li>Suitable arrangements are in place to ensure that the confined space can be accessed safely and without risk or injury;</li> <li>The confined space has been adequately ventilated and air/ gas testing undertaken by a trained, competent person to ensure that it is free from toxic and flammable vapours and to check oxygen levels are correct and the air is fit to breath;</li> <li>Any equipment used within the confined space must be suitable for its intended purpose and inspected/ tested before use.</li> <li>Any persons issued with breathing apparatus must be trained and competent in its correct use and fitting.</li> <li>The rescue arrangements detailed within the contractors RAMS are in place including the rescue and resuscitation equipment</li> </ul>	BHC-P-08.6 BHC-F-10i	Site Manager
4.9	<p><b>Permit to Work in the Public Domain (BHC-F-10j)</b></p> <p>A permit to work in the public domain shall be signed and issued by BHC Site Management for all works on or outside the site boundary, only once the following has been confirmed:</p> <ul style="list-style-type: none"> <li>The contractor undertaking the works has produce a risk assessment and method statement (RAMS) detailing the safe system of work, taking account of the risks to the public;</li> <li>All operatives involved in the works been briefed on the content of the RAMS and fully understand the safe system of work;</li> <li>Measures are in place to ensure the site remains secure throughout the day, during breaks and at the end of the shift;</li> <li>Plant and equipment is in a fit and serviceable condition and been inspected before being used in the public domain;</li> <li>Traffic management/ alternative pedestrian routes are in place in line with the requirements of the RAMS;</li> <li>All barriers, signage and lighting are in place, in the correct location as identified in the RAMS and are serviceable.</li> </ul> <p>All hoarding construction and adaption works must be undertaken under a Permit to Work in the Public Domain.</p>	BHC-P-08.10 BHC-F-10j	Site Manager
4.10	<p><b>General Permits to Work (BHC-F-10g)</b></p> <p>A Permit to Work shall be issued by BHC Site Management for other specific high risk activities, such as:</p> <ul style="list-style-type: none"> <li>Working on energised electrical systems;</li> <li>Working on or adjacent to water;</li> <li>Lone working in restricted access areas such as loft spaces;</li> <li>Works in controlled environments including lift shafts, risers where risk of fall, live plant rooms, etc.</li> </ul> <p>BHC Site Management shall only sign and issue the permit to work once the following has been confirmed:</p> <ul style="list-style-type: none"> <li>The contractor undertaking the works has produce a risk assessment and method statement (RAMS) detailing the safe system of work;</li> <li>All operatives involved in the works been briefed on the content of the RAMS and fully understand the safe system of work.</li> </ul>	BHC-F-10g  BHC-P-16.1 BHC-P-08.9	Site Manager
5.0	<b>Guidance documents and references</b>		
5.1	<p><b>Legislation and Guidance</b></p> <p>Construction Design Management Regulations 2015          Confined Space Regulations 1997          Regulatory Reform (Fire Safety) Order 2005          Provision and Use of Work Equipment Regulations 1998          HSG47 Avoiding danger from underground services          L101 Approved Code of Practice: Safe work in confined spaces.          HSG168 Fire Safety in Construction          Joint Code of Practice: Fire Prevention on Construction Sites          HSG85 Electricity at Work</p>		

Document Title	Permit to Work	Document Number	BHC-P-10.5
Author	BHC Heads of H+S	Version Number	4
Approved for Authorisation by	BHC Heads of H+S	Approval Date	20/01/2021
Page	3 of 4	Implementation Date	20/01/2021

Item	Details	Reference	Responsibility
5.2	<b>Berkeley Group Standards</b> BGCS04      Confined Spaces BGCS11      Excavations BGCS12      Fire Safety Management BGCS14      Gas Cylinders BGCS34      Public Protection <b>Berkeley Home Counties Procedures</b> BHC-P-08.5      Excavation, Groundworks and Drainage BHC-P-08.6      Confined Spaces BHC-P-08.10      Public Protection BHC-P-10.6      Gas Cylinders BHC-P-15.2      Fire Precautions BHC-P-16.1      Electrical Safety		
6.0	<b>Appendices</b>		
6.1	N/A		

Document Title	Permit to Work	Document Number	BHC-P-10.5
Author	BHC Heads of H+S	Version Number	4
Approved for Authorisation by	BHC Heads of H+S	Approval Date	20/01/2021
Page	4 of 4	Implementation Date	20/01/2021