

 WARWICKSHIRE POLICE		POLICY
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Disclosable under Freedom of Information Act 2000	Yes	

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DIRECTORATE	ENABLING SERVICES
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EQUALITY ANALYSIS	LOW
TIER	3

Warwickshire Police welcome comments and suggestions from the public and staff about the contents and implementation of this policy. Please e-mail policiesandprocedures@warwickshire.police.uk

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1.00 POLICY

1.01 Policy Statement

Warwickshire Police are committed in so far as reasonably practicable to ensuring the health safety and welfare at work of all its staff, visitors and members of the public, to minimise any risk presented to our staff, other persons on site, the public and the environment, and to provide such resources, information, training and supervision as is needed for this purpose.

It has been identified that certain areas of the Force require controlled access due to the health and safety risks identified or potential to impact critical operational activities. This document sets out the procedure for the application and operation of Permits to Work and areas of Restricted Access for various activities within the Force.

Warwickshire Justice Centres – For the Avoidance of Doubt

This policy does apply to the Warwickshire Justice Centres as Warwickshire Police has responsibility for the running and maintenance of both Leamington and Nuneaton Justice Centres.

1.02 Compliance

The policy has been prepared considering existing legislation and the working practices of the force. New legislative requirements or changes in current legislation may necessitate a review of this policy.

1.03 Equalities

The policies of Warwickshire Police are intended to promote equality, eliminate unlawful discrimination and actively promote good relationships regardless of:

- Age
- Disability
- Gender Reassignment
- Race
- Religion or Belief
- Sex
- Sexual Orientation
- Marriage & Civil Partnership
- Pregnancy & Maternity

1.04 Equality Impact

The policy has been assessed as having a LOW potential impact using the equalities impact assessment template, by incorporating equality considerations into the policy process, has allowed the force to identify any actual or potential equalities and reduce them as much as possible, by applying the policy differently or looking for alternatives.

1.05 Freedom of Information

On behalf of Warwickshire Police and Crime Commissioner, the Enabling Services Directorate maintains a list of owned and leased property. Inappropriate disclosure of such information has the potential to undermine the effectiveness of the service in its provision of law enforcement

and to jeopardise the Health and Safety of staff and the public. Disclosure of this detail will only be made to authorised personnel.
(Freedom of Information Act 2000, sections 31 and 38)

2.00 PURPOSE OF THE POLICY

2.01 Summary

There are several locations and activities across the forces that are potentially dangerous.

2.02 In these situations it is necessary to identify the hazards to which staff may be exposed. It is preferable to develop a safe system of work to eliminate the risk or, as a last resort, to ensure it is recognised by staff so that personal precautions against possible injury can be taken.

2.03 In these circumstances effective control can be achieved by means of either a formal written Permit to Work System or alternatively it may be considered that the risk will only apply to untrained or inappropriately skilled staff in which case it is sufficient to restrict access to only authorised, competent staff.

2.04 With both Permit to Work and Restricted Access situations it will be necessary to have written Safe Systems of Work / Method Statements.

3.00 IMPLICATIONS OF THE POLICY

3.01 The Estates and HSQE Manager and the Head of Digital Services will be required to make provision from within their respective Services budgets for the implementation of a Permit to Work System.

3.02 The Estates, Facilities Management and Health and Safety team will provide advice and guidance on Permits to Work and Safe Systems of Work

3.04 Occupational Health can provide advice on communicable diseases.

3.05 If the need is identified, external consultants will provide specifically targeted training and advice.

3.06 Legal

The legal basis for this policy is found in the following legislation:

- The Health and Safety at Work Act 1974
- The Management of Health and Safety at Work Regulations 1999
- The Control of Substances Hazardous to Health Regulations 2002 (as amended)
- The Work at Height Regulations 2005
- Personal Protective Equipment at Work Regulations 1992.
- The Confined Spaces Regulations 1997
- The Electricity at Work Regulations 1989
- The Control of Asbestos Regulations 2012
- The Provision and Use of Work Equipment Regulations 1998
- The Fluorinated Greenhouse Gases Regulations 2009

Underpinned by:

- INDG98 HSE “Permit to Work Systems

3.07 Financial

There are additional financial implications for the Police and Crime Commissioner of Warwickshire Police in applying this policy.

Staff will require the relevant training and re-fresher training to apply this policy as a Responsible Person.

A Permit to Work Management Database will need to be implemented to ensure audit and control measures are implemented.

3.08 Staff / Training

To ensure the competency of the Enabling Services Directorate’s representative(s) to effectively manage the procedures of this policy and in respect to the management and implementation of this policy and Health and Safety requirements, the Estates and HSQE Manager shall identify and coordinate the relevant training required via the Force Learning & Development Department.

3.09 Bureaucracy

The minimal additional bureaucracy created by this policy is necessary to safeguard police premises and persons working on or those visiting those premises.

4.00 CONSULTATION

- 4.01 The draft policy was circulated for consultation, prior to consideration by the Joint Negotiating Consultative Committee (JNCC). Consultation included all interested groups, and their comments were addressed and where appropriate included in the policy.

5.00 DOCUMENT HISTORY

- 5.01 The policy will be subject of an annual review.
- 5.02 The history of the policy will be recorded using the chart below:

Date	Author / Reviewer	Amendment(s) & Rationale	Approval / Adoption
Nov 2013	Kim James	Harmonisation	JNCC 27/11/2013
Feb 2015	Kim James	Reviewed - No changes due to JPV in 2016	05/02/2015
Feb 2017	Clive Griffiths	Updated to take into account role of PPL –replacing Estates v1.1	February 2017
May 2018	C Griffiths	Review – No changes	May 2018
October 2021	Helen Minett	Updated to reflect the end of the Alliance and PPL	

June 2023	Helen Minett	Review – update reference to the Estates, Facilities & Health and Safety Manager and the Facilities Manager to reflect the changes to their job titles – Senior HSEQ & Facilities Manager and HSEQ & Facilities Manager	
Nov 2023	Helen Minett	Review – update references to Senior HSQE & Facilities Manager – change to Strategic HSQE & Facilities Manager	Jan 2024
Feb 2025	Shane Wilton	Review – change references to Strategic HSQE and Estates Manager to?	
Nov 2025	Nathan Moore & A Roede ARK H&S	Title change to Estates and HSQE Manager and compliance check	Approved by Business Area Manager 27/11/25. Republished 17/12/25 by Policy Officer.
May 2026	Mandy Harvey	Section 1.01 amended to include both Justice Centres.	Republished 23/06/2026

6.00 GUIDANCE

6.01 Works requiring a Permit to Work:

- a) Working in confined spaces
- b) Hot Works
- c) Working at Height
- d) High Voltage Electrical Work
- e) Excavations
- f) Working with Asbestos or where asbestos is known to be present
- g) Buildings or areas of buildings where a permit to drill procedure applies

6.02 Areas designated as Restricted or Controlled Access:

An area where there is a need to manage access for Security, Operational or Health and Safety reasons, permits to work will only be issued for work within the categories defined in section 6.01 or where the risk is assessed to impact on security or operational activities by the Responsible Person.

- a) Boiler Rooms
- b) High voltage areas - Electrical Intake rooms, Switchgear rooms and substations
- c) Plant Rooms
- d) Lift Motor Rooms
- e) Electrical and Mechanical Service Risers
- f) ICT Data Rooms
- g) Forensic Laboratories
- h) Cellars
- i) Access Tunnels
- j) Operations and Communications Centre
- k) Confined Spaces

- 6.03 Only authorised staff/contractors can enter an area designated as Restricted or Controlled Access.
- 6.04 Only authorised persons will issue Permits to Work. The authorised person should sign the Permit to say it is safe for work to commence and sign to cancel the permit.
A list of Force appointed authorised persons will be maintained and made available on the Forces Intranet.
- 6.05 The person carrying out the work should sign the permit signifying that they understand the tasks and the precautions to be taken and the method statement has been agreed where applicable.
- 6.05 Permits to Work will not be issued to contractors operating within a secure and clearly identified site from which staff and non-authorised visitors are excluded and for which the Contractor is deemed to be entirely responsible.
- 6.06 Areas designated to have restricted access shall be locked off with a suited key held by Facilities Staff or other authorised staff.
- 6.07 A notice shall be fixed at the point of entry advising whom to contact to arrange access.
- 6.08 Departmental Line Managers shall determine the appropriateness of other persons requiring access and provide Safe Systems of Work as necessary or alternatively an authorised person may accompany the person who wishes to gain access.

7.00 ISSUING A PERMIT TO WORK

A permit to work should be issued as an effective way of reinforcing control over hazardous activities. It is a formal written means of making sure that the risks associated with potentially dangerous jobs are properly assessed and the work is carried out using appropriate safety measures.

The maximum length of time that a permit can be issued for is **5 working days**¹. Following the expiry of **5 working days** the works should be re-assessed and a new permit issued.

- 7.01 The following procedures should be followed when issuing a permit to work:
- A permit should be issued by the authorised person and its number logged. Every permit will have a unique number.
 - The Authorised person should ensure that no other permits have been issued that will have an impact on the one required.
 - The permit to be completed correctly with all the relevant information regarding the work to be carried out, including the exact location and the nature of the work.
 - All copies to be signed by the relevant authorised person and the person carrying out the work. The authorised person must satisfy themselves that the people carrying out the works understand the implications and conditions listed on the permit.
 - The correct copy of the permit is to be displayed prominently at the workplace where practicable, however, if not displayed the permit must be available for inspection.
 - The precise time limits for which the permit is valid are to be indicated and always observed.
 - If issued to a contractor or consultant the company name is to be included.
 - If issued to a contractor, the contractor's supervisor is to be identified.

- Except for limitation of access and Roof works, all permits must be signed at work location.
- No one can issue a permit to themselves.

¹ For Hot Works refer to Section 13.07

7.02 Confined Spaces

**There must be no entry into a confined space unless there is an emergency rescue plan in place that is known to all involved.
All emergency procedures should be suitable and sufficient for the hazards identified in the risk assessment.**

Accounts need to be taken not only of accidents arising from a specified risk, but also any other accident in which a person needs to recover from a confined space, for example, incapacitation following a fall.

Arrangements for emergency rescue will depend on the nature of the confined space, the risks identified and the likely nature of an emergency rescue.

Emergency procedures must include:

- how to raise the alarm
- first aid and/or resuscitation if appropriate
- the provision of suitable rescue equipment, which must be fitted and in place every time someone enters the confined space
- training in the use of communication systems and rescue techniques

There must be sufficient staff to ensure that at least one member of the team is always outside the confined space.

8.00 MONITORING THE WORK

- 8.01 As far as is reasonably practicable the authorised person shall be responsible for monitoring the work at intervals, to ensure that the competent person is adhering to the conditions of the permit.

9.00 PERMIT TIME EXPIRED

- 9.01 Permits are only valid for the dates and times as indicated on the permit. The authorised person shall ensure the person in charge of the works is aware of the limitations of the permit.

On permit expiry, the works supervisor shall be responsible for:

- Instructing the operatives to stop working and withdraw from the works area.
- Returning the display permit to the originating authorised person.
- Signing the relevant section of the display permit indicating whether the works are complete or not and confirming that all the works have ceased and all operatives have withdrawn from the area.

Where the contractor's supervisor indicates that the works are incomplete, the authorised person shall accompany the supervisor to the works area to ensure that:

- Works have ceased
- The area has been left in a satisfactory and safe condition

When the authorised person has confirmed that the above have been satisfied, they shall:

- Sign the permit to acknowledge cancellation
- Inform necessary parties that the permit has been withdrawn
- Forward completed permit (display copy) to the responsible person for filing.
- File their copy of the permit (**Permits should be kept for at least twelve months**)

The authorised person shall then be required to issue another permit for the works if required.

10.00 COMPLETED WORK

10.01 When the work has been completed the authorised person will inspect the site to ensure that:

- The works have ceased
- All tools and equipment have been removed
- All rubbish has been removed
- The works area has been left in a satisfactory and safe condition
- The permit is signed and closed
- Forward completed permit (display copy) to the responsible person for filing.
- File their copy of the permit (Permits should be kept for at least twelve months)

11.00 OUT OF HOURS WORKS

11.01 Whenever possible, work that requires a permit to work should be carried out only during normal working hours. However, there may be occasions when this is not possible, and the authorised person must ensure that they are available to monitor the contractor or staff throughout the duration of the permit irrespective

12.00 MANAGEMENT RESPONSIBILITY

The Office of the Police and Crime Commissioner for Warwickshire Police – will delegate to the Deputy Chief Constable the overall responsibility to ensure that this policy is implemented and that appropriate funding is made available.

In practice the Duty Holder will delegate the day-to-day implementation of the policy to the nominated Responsible Person.

12.01 Deputy Chief Constable – The Duty Holder

The Chief Officer has functional responsibilities for Estates, building and Information Communications Technology matters and staff training.

- Responsible for implementation of Force policy and procedures.
- Responsible for implementation of relevant Health and Safety policies.
- Responsible for the provision of adequate resources for training.

12.02 Estates and HSQE Manager / Head of Digital Services

The relevant person within Estates and Facilities and the relevant senior manager within Digital Services will appoint Responsible Persons to manage the day-to-day issues of complying with the forces procedures on Permit to Work & Restricted Access and maintaining the Force appointed authorised persons register database.

12.03 The Responsible Person

The person who is appointed by the duty holder to manage the day-to-day issues of complying with the Permit to Work Policy, co-ordinating and administering the area for which they have been appointed, they will act as the focal point for the authorised persons within their area. They will know exactly what the work is to be done and should have previously identified all possible hazards, where necessary in conjunction with the appointed tradesmen, specialist or contractors. He or she should also be aware of all the relevant procedures and precautions that are in place and are applicable to the task.

12.04 Competent Persons

The use of Competent Persons is a prime requirement of the Permit to Work system. Although competency has never been defined in either the case or statute law, the Health & Safety at work regulations define a person as being

Competent when that person:

“Has sufficient training and experience or knowledge as to enable them to assist in securing compliance, on the part of the employer, within the necessary safety legislation and maintenance procedures”

Warwickshire Police expect that persons designated as Competent to have had:

- Valid and certificated training, where this is deemed necessary, including an element of health and safety appreciation, relevant to the permit issued.
- Experience of the work to be carried out.
- Knowledge of Permit to Work procedures.

12.05 Facilities Staff

When maintenance and facilities staff need to carry out work that requires a permit, it will be issued and signed by the relevant authorised person. A suitable and sufficient risk assessment and a method statement are required for the works to be undertaken.

12.06 Contractors (including Consultants)

When a contractor requires a permit they shall provide the relevant Estates and FM / Digital Services Responsible Person with a suitable and sufficient risk assessment and a method statement for the works to be undertaken.

This information should, whenever possible be submitted at least 2 working days before the start of the work and will allow the authorised person sufficient time to assess the work in detail.

The exception to this will be 4 working days for confined space access requests. For work involving service maintenance contractors, method statements shall be provided for specific tasks at the beginning of the contract and reviewed and re-issued annually.

13.00 WORKING PRACTICES GUIDE – PERMIT TO WORK DESIGNATIONS

13.01 Working at Height including roof access

A permit to work will be required for specific tasks conducted at height, and cases where the risk assessment process identifies that the work is high risk and additional level of control is required.

The Policy for Working at Height Code of Practice must be adhered to at all times.

A permit to work is required for the following specific tasks conducted at height:

- Roof Access
- Work on fragile surfaces
- Work conducted at high levels in communal areas

Please refer to the Working at Height Code of Practice for the circumstances where a comprehensive Work at Height Rescue Plan will apply.

Note: A working at heights permit to work confer a right to work at height, they do not give permission or rights to carry out works that are subject to other permits to work, e.g. hot works.

13.02 Limitation of Access

All works within plant rooms, service ducts and risers shall be subject to a limitation of access permit.

Plant rooms etc. are under the control of the maintenance section and any works carried out by contractors either directly for maintenance services or via projects will require a limitation of access permit.

This limitation of access permit will allow job specific entry to plant rooms, services ducts and other service areas to undertake the works detailed on the permit.

The Contractor taking control or working in the plant rooms agrees to take responsibility for returning it to the maintenance staff in a clean and tidy condition which includes removal of all rubbish and waste, this will include the issue of waste transfer certificate as required.

The following procedure should be used when issuing limitation of access permits.

- Inspect plant room jointly with contractor and Estates Officer and agree conditions of plant room.
- Take photographs if necessary.
- Issue Permit.
- On completion of the works, inspect plant room with the contractor.
- Sign permit off as works complete.

13.03 Confined Spaces

All access to and works within a confined space are subject to a permit to work procedure.

Where works are to be undertaken within the confined space, a job specific risk assessment is required to be developed that will provide the necessary information for a safe system of work to be put in place to significantly reduce and manage any residual risk.

It is to be noted that entry into a confined space requires the preparation of suitable and sufficient rescue arrangements. The use of emergency services is not suitable as the primary arrangement in this respect.

The regulatory definition given for a Confined Space is *"any place, including chamber, tank, vat, silo, pit, trench, pipe, sewer, flue, well or other similar space in which, by virtue of its enclosed nature, there arises a reasonably foreseeable specified risk"*.

The **"specified risk"** means a risk of serious injury to any person at work arising from a fire or explosion

- The loss of consciousness of any person at work arising from an increase in body temperature.
- The loss of consciousness or asphyxiation of any person at work arising from gas, fume, vapour or the lack of oxygen.
- The drowning of any person at work arising from an increase in the level of a liquid
- The asphyxiation of any person at work arising from a free flowing solid or the inability to reach a respirable environment due to entrapment by a free flowing solid.

All confined spaces and controlled areas on sites will be identified, risk assessed and included on a register of confined spaces.

These will have individual category and identification numbers; the category number will reflect the category of the space regarding the degree of risk represented by that space, the identification number will be used to reference the applicable risk assessment for that unique space.

The Confined Spaces categorisation of 1, 2, 3, and 4 is dependent upon several risk factors.

The four National Categories for confined spaces:

NC1 low risk shallow entry with adequate natural or mechanical ventilation, where access is simple and unobstructed and there is no likely risk of flooding e.g. meter pits, valve chambers, booster pumping stations, PRV chambers

NC2 Vertical direct unobstructed access with continuous attachment to a person riding hoist or similar mechanical rescue device.

NC3 when it is not possible to have persons permanently attached to a safety line. Usually, it will be a team entry which moves away from the entry point e.g. person entry sewers, utility

service subway tunnels, aqueducts and complex wet wells. Working without an attached rescue line and includes working away from the point of entry but on an unobstructed horizontal plane.

NC4 Complex access and egress that do not meet any of the classifications above or involving complex operations which introduce additional risks and require specific controls and rescue arrangements e.g. mechanical hazards, physical complexity of system introduced hazards, enhanced specific intrinsic hazards.

The regulations are clear and state that where reasonably practicable; entry into a confined space should be avoided if another method of achieving the purpose of the work is possible.

Therefore all staff and contractors working on behalf of Warwickshire Police will in the first instance explore and consider the possibility of completing their work without the need to enter any Police building confined space.

13.04 High Voltage

All works are to be completed by a specialist third party contractor.
Warwickshire Police staff are not to access HV areas.

13.05 Low Voltage

All works are to be completed by a specialist third party contractor.

13.06 Work Involving Excavations

All grounds work on Police sites shall be subject to a permit to dig, which shall only be issued by the authorised person. Excavations will be carried out in accordance with all relevant legislation, but in particular

- The Construction (Health, Safety & Welfare) Regulations 1996
- HSG 150 "Health and Safety in construction"
- HSG 185 "Health and Safety in Excavations: Be safe and shore"
- HSG 41 "Avoiding Danger from Underground Services"

13.07 Hot Work

Hot work is defined as work that involves temperature that could give rise to risks of fire and ignition of flammable substances and combustible materials and includes work where there is a naked flame or generation of sparks, smoke or fumes.

The following works shall be a permit to work on Police sites:

- Use of brazing and soldering equipment
- Bitumen Boilers
- Welding
- Grinding or cutting
- Sawing – if not cold cutting
- Hot Air Welding
- Any work that creates a flame, spark or heat

The duration of the permit to work will be no longer than a **maximum of one working day**, subject to the exceptions below:

- All work must cease at least 1 hour before the end of the working day, and the permits are location specific.
- Where work lasts for more than one day i.e. Re-roofing with a bitumen boiler, the authorised person signing on behalf of the Estates Services may issue a permit covering up to 5 consecutive weekdays.

Before the permit is signed, the authorised person shall inspect the working area for the following control measures:

- Area is adequately ventilated
- Gas cylinders are secured in a vertical position, and equipment is in a good condition
- Floors are clean and free from combustible materials
- All floor and wall opening are covered
- Suitable firefighting equipment is available

When hot work occurs in a confined space, a confined space permit will also be required to be issued when hot work occurs on a roof:

- Gas cylinders are sited at least 2 metres from the burner
- Heat insulated base is provided
- A permit to work roofs has been issued

Fire Control

The authorised person shall ensure the following general controls are in place:

- Suitable and sufficient fire extinguishers are in place
- Staff carrying out the work are trained in their use
- Adjacent smoke heads are isolated and covered to prevent false alarms and uncovered and reinstated when the works are finished
- All fire doors are closed
- Arrangements are in place that hot work is not left unattended during tea/lunch breaks
- Staff carrying out the works are aware of the emergency telephone numbers and has means to contact them.
- Arrangements are in place to carry out a check of the area at least 1 hour before the cessation of the work each day
- That the contractor's staff are fully aware of the fire procedures for the area in which they are working
- Lone working procedures are in place

13.08 Asbestos

A permit to work is required for any work on Asbestos Containing Materials (ACM) or where there is a risk that ACM may be disturbed during any works.

(Note: The Asbestos survey and asbestos database must be consulted prior to starting any work). Any contractor or subcontractor working with ACM must have the appropriate industry recognised insurance and training.

Copies of these documents must be issued to Warwickshire Police prior to any work starting.

Warwickshire Police employed personnel are not authorised to work on Asbestos Containing Materials.

Consultants acting on behalf of Warwickshire Police to project manage the removal or work on ACM must also have the appropriate industry recognised insurance, training and provide evidence of this prior to starting work.

The person responsible for delivering the project or issuing an instruction for the work will be responsible for issuing the Permit to Work.

Before a permit is issued the following must be in place (see Permit to Work with Asbestos for detailed requirements):

- An appropriate risk assessment has been carried out
- The asbestos survey and database information must be consulted to identify any further locations of ACM in the area that may pose a hazard to the contractor whilst carrying out the work
- There is an acceptable written plan of work in place
- A Licensed contractor must be used for licensable work
- All affected parties have been informed

Only Force pre-approved contractors will be allowed to carry out any works to Asbestos Containing Materials, any work must be carried out with an independent analyst in attendance. Prior to any refurbishment or demolition work a survey will need to be undertaken prior and the results made known prior to any works being carried out.

13.09 Lift Shafts & Lift Motor Room

The following works carried out on lifts, or in lift shafts and lift motor rooms located on Police sites shall be subject to permitting work:

- Any work requiring entry into a lift shaft or motor room, for the purposes of working on the lift;
- Any work that requires unlocking or opening a lift landing door when the car is not at its normal position.

Emergency work to release trapped passengers does not require a permit-to-work but must be carried out either by a competent person who has received formal emergency release training for that lift system, or by the emergency services.

Appendix A: Glossary

1.00 THE POLICE & CRIME COMMISSIONER

A legal entity, enabled to contract with other legal entities. Owns and maintains all property used by Warwickshire Police.

The Police & Crime Commissioner for Warwickshire Police has a portfolio of approximately 28 buildings providing accommodation from which it delivers policing services to the communities of Warwickshire.

2.00 THE FORCE

Warwickshire Police

Warwickshire Police cover the 764 square miles of Warwickshire, it serves a population of 568,167 (2019) and employs 1060 police officers, 101 specials and 722 police staff, including 78 community support officers (accurate at the time of update).

3.00 CONTRACTOR / SUBCONTRACTOR / SERVICE PROVIDER

Any person or undertaking or other legal entity entering; or involved with a contract with the organisation for the supply of goods or services, including sub-contractors (hereafter called contractors) and staff employed by the Force carrying out unsupervised work.

4.00 STAFF / POLICE OFFICERS / SPECIALS / VOLUNTEERS

Any person employed by the PCC / Force or its contractors
Any person not specifically referred to above

5.00 DUTY HOLDER

The Duty Holder as the person with overall responsibility for the force's premises must appoint someone competent to ensure that the force comply with its health and safety duties to be responsible for managing the risks

6.00 RESPONSIBLE PERSON

The Responsible Person should have sufficient authority, competence and knowledge, to ensure that all operational procedures are carried out in a timely and effective manner. The Responsible Person should have a clear understanding of their duties and the overall health and safety management structure and policy in the organisation.

7.00 COMPETENT PERSON

A person recognised by the Duty Holder as having sufficient technical knowledge and experience to enable them to carry out the control measures and strategies and should be suitably informed, instructed and trained. Competence is dependent on the needs of the

situation and the nature of the risks involved.

8.00 **PERMIT TO WORK**

A Permit to Work is a formal system of controls, using documentation and supervision, that is intended to safeguard the health and safety of workers (and others) involved in particularly hazardous activities. Permits are introduced to bring formal and specific control to high risk operations and governed by legislation, by ensuring that the work site, equipment and procedures have been confirmed as being satisfactory before work commences and when the work is complete.

9.00 **METHOD STATEMENT**

A method statement is a method of control that is used after a risk assessment of an operation has been carried out. The method statement is always 'Site Specific' and is used to control the operation and to ensure that all concerned are aware of the hazards associated with the work and the safety precautions to be taken.

10.00 **SAFE SYSTEMS OF WORK**

The following components of a safe system are identified for guidance:

- Co-ordination of the work of different departments and activities.
- Layout of plant and appliances for special tasks.
- The method of using particular machines.
- The method of carrying out processes.
- The instruction of trainees and inexperienced staff in particular tasks beyond their normal experience.
- The sequence in which the work is to be carried out.
- The provision of warnings, notices and the issue of special instructions in particular cases.
- The procedure for introducing changes into normally accepted routines and practices, including explanations of why changes are necessary.
- A contingency plan to deal with foreseeable emergencies.
- An auditing or monitoring regime to ensure the system is working safely.

11.00 **ASBESTOS REFURBISHMENT / DEMOLITION SURVEY**

The Refurbishment / demolition Survey is required where the premises, or part of it, need upgrading, refurbishment or demolition. The Survey does not need a record of the Asbestos Containing Material (ACM) condition. Normally, a surveyor is needed for Refurbishment / Demolition Surveys.

A Refurbishment / Demolition Survey aim to ensure that:

- nobody will be harmed by work on ACM in the premises or equipment
- such work will be done by the right contractor in the right way

The survey must locate and identify all ACM before any structural work begins at a stated location or on stated equipment at the premises. It involves destructive inspection and asbestos disturbance. The area surveyed must be vacated and certified "fit for reoccupation" after the survey.

12.00 RESTRICTED ACCESS

An area where access and or egress is difficult or there is restricted working space which presents a hazard, or for other risks or reasons that require the Force to manage or control access.

13.00 CONFINED SPACE

A place which is substantially enclosed (though not always entirely), and where death or serious injury can occur from hazardous substances or conditions within the space or nearby (e.g. lack of oxygen, drowning or fire).