

# Permit To Work Policy

**Starfish 9 Ltd. Permit to Work Policy-2021-Issue 1**  
(Last Review Jan 2021 - Next Planned Review Jan 2022)

# Permit To Work

## What this policy covers

Permits to work are an important means of fulfilling Starfish 9 Ltd.'s general duty to ensure the health and safety of employees under section 2 of the Health and Safety at Work Act 1974. Non-routine work, such as electrical, confined spaces, hot works etc, can produce health and safety risks over and above those normally encountered in the workplace. To control these risks a "permit-to-work" system shall be implemented in accordance with a suitable and sufficient risk assessment.

Hot Work Permit is required for any work that involves burning, welding, cutting, brazing, soldering, grinding, using fire- or spark-producing tools, or other work that produces a source of ignition.

Confined Space Permit must address the specific requirements of the Confined Spaces Regulations.

Electrical Work Permit, must be issued for all work on installations which poses a hazard from electrocution, fire and explosion.

Permit to Dig, any excavation work, this permit is required to ensure no underground services pose a risk to those working and to preserve the structural integrity of nearby structures.

Working at Height Permit, this permit is required for access to fragile roofs or where the roof has no safety edge protection or parapet, when works require other trades (non-roofing trades) to work at height.

The permit to work system applies to all the above work conducted by Starfish 9 Ltd, it's employees, contractors and all visitors are expected to comply with the requirements of any permits that are in force.

Should employees experience any problems with the operation of permit to work systems, they should immediately inform their line manager so that the company can investigate and rectify the situation.

**Name:** John Jessimer

**Signed:** 

**Position:** Managing Director

**Date:** 7 January 2021

