

Standard Operating Procedure Permit To Work (Estates)

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VALIDITY – All local SOPS should be accessed via the Intranet

CHANGE RECORD

Version	Date	Change details
1.0	May 2019	New SOP
1.1	Jan 2022	Updated SOP. Approved Health & Safety Group 21-Feb-22

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1. INTRODUCTION

Permit To Work (PTW)

A Permit to Work (PTW) system is a formal recorded process used to control work which is potentially hazardous. Its aims are to ensure that appropriate consideration is given to the specific risks of a particular task of work, not only in terms of the safety of those individuals carrying out this work, but also to the site and location where this work is taking place, ensuring that all measures for safe working have been put in place. This will ensure that the risks are known and managed prior to work commencing, it is also an effective process facilitating appropriate communication between site, the Estates Management Team and those carrying out the work.

This SOP will cover guidelines, regulations, and duty of care for all staff and contractors undertaking work on Trust properties in relation to the use and operation of a Permit to Work. The SOP describes the commitment of the Trust to provide a safe environment for patients and staff.

This document shall be issued to all contracting companies as a part of their approval process and available by request from the Trust in electronic format. Contracting companies are expected to ensure that all personnel who are to be engaged in Trust work are trained on the requirements of this SOP. Non-compliance with Statutory Regulations or with Trust policies by a contracting company or any of its employees shall lead to the suspension of operations at no cost to the Trust.

Nothing within this Policy is to be construed as relieving a Contractor of any of their Statutory obligations under the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999, nor any other current and relevant Legislation, Regulations or Approved Codes of Practice.

2. SCOPE

This SOP lays down the mandatory requirements of the Trust and applies to all sites and premises under the control and management of the Humber Teaching NHS Foundation Trust Estates Department, at which new construction, refurbishment and maintenance work is undertaken.

As part of the Trust's duty of care, this SOP also applies to all Employees of the Trust, Agency staff, Students and persons affected by the Trust's safety arrangement, that is, patient, visitors, contractor's staff and anyone else who has cause to be on the Trust's sites.

This SOP outlines the guidelines, regulations and duty of care for all Contractors undertaking work.

Where the management of buildings/areas occupied by Trust staff and/or patients is carried out by others, the aims of this SOP remain applicable, although implementation of site-specific risk management requirements may be managed by others and their own local policies and procedures.

It remains therefore the Trust's responsibility, overseen by those recognised within this SOP, to ensure that these requirements are notified to and complied with by all other parties and their associated procedures for permits to work, wherever this is reasonable practical

(accepting that not all parties will be equally bound by specific requirements of permits reflected within Health Technical Memorandum (HTM) guidance).

3. DUTIES AND RESPONSIBILITIES

Duties under the Health and Safety at Work Act 1974.

It places responsibility on employers and others to:

- Identify and assess risks of complex systems;
- Implement and manage the scheme of precautions including the appointment of a person, or persons, to take managerial responsibility and to provide supervision;
- Keep appropriate records.

The Chief Executive (Duty Holder)

The Chief Executive is responsible for ensuring that there is a suitable management structure in place to manage the Permit to Work system and its associated procedures. Responsibility for this is delegated to the Executive Director of Finance

Executive Director of Finance/Senior Information Risk Owner

The Executive Director of Finance is accountable to the Chief Executive and Trust Board for ensuring that all who undertake work in connection with the development, maintenance or disposal of the Trust's assets do so in accordance with the requirements set out within this SOP. They are also responsible for ensuring services provided by external providers are appropriate, effective, efficient, safe and compliant with current statutory Legislation, Regulations, Codes of Practice and NHS Guidance.

Deputy Director of Estates and Facilities (DDEF)

The DDEF is accountable to the Executive Director of Finance for ensuring that procedures and systems are in place to ensure that all contractors' activities are conducted safely and in compliance with current legislation, regulations and good practice. The DDEF shall ensure that the Executive Director of Finance is kept informed at reasonable time intervals as to the effectiveness of the arrangements for the management of contractors and shall report any serious deviations as and when they arise. The DDEF shall ensure that regular audits are undertaken regarding the Permit to Work System, including regular checks on adherence to the Trust Policies and Procedures.

The DDEF shall ensure that a permit to work register is maintained, which will define all specific staff who can issue permits to work (Issuing Officers) and include names of relevant Authorised Persons (AP's), Responsible Persons (RP's), Competent Persons (CP's), and the systems they control.

Authorised Persons, Compliance Managers, Responsible Persons, Estates Officers, Projects Officers and Nominated Officers

These persons are most likely to commission staff and contractors in their day to day duties, and, as such, carry a responsibility to be aware of and familiar with the requirements of this SOP, for execution of the relevant procedures of the Permit to Work System.

They should make every endeavour to ensure that they, and staff under their control, comply with the relevant documentation. They all hold a responsibility to ensure that specific work undertaken by their Staff and Contractors is undertaken safely.

Issuing Officer

Employees of the Estates Department, once suitably trained and authorised in writing by the Executive Director of Finance (where such formal appointment is required), are thereby authorised to issue specific permits

The role of any person issuing a permit is generally defined within this SOP as an “Issuing Officer”. The Issuing Officer will be duly authorised to issue only those permits which they are competent and suitably qualified to issue.

Competent Person(s)

The Competent Person(s) (CP) shall be responsible for undertaking specified duties on the plant and apparatus and will be the person receiving the Permit to Work, the limits of these duties will be clearly defined in accordance with an Issuing Officer’s instructions. Whilst carrying out these duties the Competent Persons must ensure that all safety measures are taken to prevent danger, avoid injury and prevent damage to equipment.

Competent Persons shall be fully conversant with the nature and the extent of the work, and also instruct others under their charge to adhere to any conditions, instructions or limits specified on the safety documentation.

Safety and Information Manager

The Safety and Information Manager will work closely with those responsible for the Permit to Work System, in the provision of advice and practical assistance in all matters relating to fire safety and health and safety.

Local Security Management Specialist

The Local Security Management Specialist will work closely with those responsible for the Permit to Work System in the provision of advice and practical assistance in all matters relating to Security Management.

Infection, Prevention and Control Team

The Infection, Prevention and Control Team is responsible for providing advice on matters relating to infection, prevention and control and the risks which could arise as a result of construction work in clinical areas. The Infection, Prevention and Control Team will be responsible for performing audits in clinical areas during the construction/alteration work to ensure that the highest standards of infection, prevention and control are maintained throughout the work.

Contractors

Contractors are responsible for ensuring compliance with all Health and Safety procedures and legislative requirements. Non-compliance with any of these policies may result in termination of the contract. The Contractor must also ensure that they do not interfere with the day to day operation of the departments or site.

Project Leads (External Trust Representative)

For mid and larger scale projects where such appointments are warranted, the Trust's Representative (project lead) will be the first point of contact for the Contractor with respect to the identification of Permits that apply during the works. These should already be identified and consulted with Estates as part of the pre-commencement arrangements.

The awareness of this SOP must be communicated to all potential Trust Representatives by those who oversee their appointment, to ensure that the appropriate consultation takes place with the relevant Estates personnel. Should any clarification still be required for potential issue of Permits to Work, the Estates Department shall be consulted in all cases.

Whilst Risk Assessments, Method Statements and Safe Systems of Work are the responsibility of the Contractor, that said, and with specific relevance to this SOP and the Permit To Work System, in such cases a safe system of work must always be approved (and possibly specified) by the relevant Issuing Officer acting on behalf of the Trust, this may require review or amendment of the aforementioned assessments and method statements to meet this approval.

If the Main Contractor intends to use any other sub-contractors or self-employed individuals to provide services to the Trust, they must follow all instructions as required by the Trust for the Contractor and be approved by the Trust. The Contractor will also ensure their activities will not endanger members of the public or Trust employees working in the location of the works, and will ensure that all accidents or incidents are escalated appropriately and logged on the Trust's Datix reporting system.

4. PROCEDURES

Pre-Commencement

It is the responsibility of the person commissioning or managing the contractors to ensure that pre-commencement meetings are held prior to the start of any work. During the meeting the contractor must provide details of how they intend to carry out any work and the risks associated with that work, to ascertain whether any precautions need to be taken before or during the work.

Application

Permit to work systems may be required for some types of work, whose methods must be agreed and documented prior to commencement.

Each building or service manager on sites where contractors are working must be made aware of any hazards and risks presented by the work and relevant safety measures, similarly those managers must ensure that there is sufficient knowledge with respect to clinical risks that may be present in the area the works are being undertaken.

Where there is the potential for the work to impact on the delivery of patient care or where the work takes place in the proximity of a clinical area, advice must be sought from the Trust Infection, Prevention and Control Team.

Authorised Persons, Responsible Persons, Estates Officers, Projects Officers and Nominated Officers are collectively responsible for the practical implementation and operation for the Trust's Permit to Work system, with particular reference to the following:

- All work requiring a permit-to-work is identified.
- The permit contains a clear description of the work to be done, its location, start time and duration.
- Limitations on the timing and scope of the work are defined.
- All personnel engaged in the preparation of permits, and oversight of the work, are identified and competent.
- All personnel (including Competent Persons) within the permit system have sufficient knowledge and competence to carry out their duties.
- All hazards associated with the proposed job have been identified, suitably assessed, and either removed or suitable control measures put in place.
- All steps necessary to ensure the safety of the site or installation have been identified.
- Copies of all issued permits are displayed at an appropriate location and in a consistent arrangement so that site personnel can readily see and check which equipment is under maintenance and not available for operation.
- Any shift handover procedure is properly followed.
- Any precautions and isolations are withdrawn at the end of the job unless they are cross-referenced to other permit activity.

The safety documentation, permit and (where appropriate) safety lock off keys must all be retained in safe custody. In all cases the Issuing Officer and Competent Persons must correctly implement the required management procedure to achieve this.

To summarise, for Competent Persons, as the individuals undertaking the works for which the permit applies, that have the necessary knowledge, skills and training to do the works, the following will always be required:

- All individuals working at the site or installation should ensure that they are able to demonstrate a good understanding of the permit-to-work systems that are in operation within any of their work locations.
- They do not start work on any job requiring a permit until one has been authorised and issued, its content understood and precautionary measures undertaken.
- The conditions and precautions specified in the permits issued to them, or for work in which they will be involved, are fully implemented and will continue to be effective throughout the duration of work.
- All precautions and safety measures reflected within the permits (and associated documentation) are strictly followed.

Types of Permit and Notice Period

Types of Permit:

- Hot Working Permit (Soldering, Floor Welding etc -requires 48 Hrs notice).
- Fire alarm Isolation Permit (requires 48hrs notice).
- Medical Gases Pipeline Systems (MGPS) - (High & Low Hazard Permits)
Includes all work associated with the pipeline /plant and alarm systems.
(Minimum 1 week notice)
- Confined Spaces Permit (TBC – Site appraisals being planned).
- Excavation Permit. (minimum 1 week notice)

- Electrical Low Voltage LV Permit (minimum 1 week notice)
- Asbestos Permit (notice period needs to reflect management plan)
- Water Systems Permit (as per book 5 of Trust Water Plan, notice as required)

Please note, for specific works, there may be other tasks deemed pertinent for a Permit to Work, in addition to those listed above.

RELEVANT ROLES FOR ISSUING OFFICERS (SPECIFIC PERMITS TO WORK)

Role	Hot Work	Fire Alarm Isolation	Medical Gases	Confined Spaces (TBC)	Excavation Permit	Electrical Low Voltage	Asbestos	Water Systems
DDEF	✓	✓		✓	✓		✓	✓
Estates Operations Manager	✓	✓		✓			✓	✓
Estates Compliance Manger - Mechanical	✓	✓	✓					✓
Estates Compliance Manager - Electrical	✓	✓				✓		
Estates Officer (Projects)	✓	✓		✓	✓		✓	✓
Estates Officer (Building)	✓	✓		✓	✓		✓	
Estates Officer (Electrical)	✓	✓		✓	✓	✓		
Estates Officer (Mechanical)	✓	✓	✓	✓	✓			✓
Estates Representative (Site Supervisor)	✓	✓		✓	✓			

Commencement of Works

On arrival at site any Contractor must follow the Trust's Policy and Procedure for the Management of Contractors together with any local site inductions which may apply. Prior to starting work the Contractor must attend an agreed location in order to sign-in and obtain the relevant identification and any other information relating to their work, or their location of work.

Contractor or Staff who are deemed Competent Persons will be the party receiving the Permit to Work, upon issue of the permit and commencement of work, the Issuing Officer

signs that all the necessary precautions for achieving safety from the system have been complied with, and will be secure for the duration of the work activity.

Prior to this point, the Issuing Officer must have already completed a comprehensive assessment of all risks associated with undertaking a particular job at a particular time and the context of the work, to ensure that a controlled safe system of work is indeed in place.

Unforeseen Circumstances

If, during the course of work, an unforeseen hazard arises or is suspected, in all cases the planned works shall cease with immediate effect. The system(s) shall be left in a safe condition, as agreed with all relevant parties, until such time that a revised plan is in place to allow safe completion of the work. Whether these communications are oral or written, to comply with the requirements of this SOP, the situation must always be reported immediately by the Competent Persons to the relevant Issuing Officer.

Conditions For Issue (Permit to Work)

- There will be a general requirement for an Issuing Officer to attend site prior to the preparation of the PTW documentation, to ensure that all potential hazards have been assessed and considered.
In the case of routine or re-occurring work activities, the Issuing Officer may not be required to attend site (i.e. for simple and repetitive tasks such as fire alarm isolations during capital projects), so long as they feel suitably assured that all potential risks are known, and that the prospective Competent Person(s) are wholly familiar with the tasks and control measures.

- For out of hours, weekend or bank holiday work requiring the issuing of a PTW, the Issuing Officer may not be required to be present on site at the time of the works, so long as they feel suitably assured that all potential risks are known, and that the prospective Competent Person(s) are wholly familiar with the tasks and control measures.

(This will be established prior to work commencing and a PTW issued in advance). Please note the above will not apply for some Low Voltage and Medical Gas permits to work where site attendance will always be necessary.

- The Issuing Officer and the Permit User must never be the same person.
- For major incident or emergency situations pertaining to Low Voltage, Medical Gas or Water Systems, immediate actions and limited timescale may require works to be undertaken without the necessary preparation and issue of permits to work, however such works will always be overseen or guided by the relevant Authorised/Responsible Person.

(This is an accepted scenario within Dept of Health guidance, and is also recognised amongst the Trust's appointed Authorising Engineers, which in some cases may reflect completion of PTW documentation once the priority response to the emergency or incident has taken place).

- Where the work involves a number of associated tasks, a separate permit should be issued for each task and each permit should be cross referenced within the other permits being issued.
- Where more than one Estates Issuing Officer is involved in tasks of work, particularly so for works happening simultaneously, all such persons shall co-operate with each other and co-ordinate their activities to ensure that the appropriate number of permits-to work are issued and the activities of one contractor/member of staff does not prejudice the safety of another.
- On completion of the work, the Permit User shall sign off the original copy of the permit and return it to the Issuing Officer.
- The Issuing Officer who issued the permit-to-work must ensure that all persons who were working under the permit are clear of the area and that all equipment, brought in to do the work, is removed.
- For permits which are produced with a sole copy upon completion, the Estates Issuing Officer must take a photocopy of the original permit after the Competent Person has completed and signed it. The original permit should then be handed to the Competent Person, and the photocopy retained by the Issuing Officer for reference.
- The Competent Person in receipt of a PTW must be advised that the original permit is to be kept at the job location and produced by them if requested by the Issuing Officer or others who may have responsibilities on site.
- The Competent Person in receipt of a PTW must also be reminded of the responsibilities, conditions and precautions detailed in the permit, and of the requirement to return the permit to the Issuing Officer on completion of the work. (Whereupon the permits will then generally be destroyed, however specific HTM permits do require retention).

5. TRAINING

All Issuing Officers will be trained to standards appropriate to the discipline and in line with the appropriate Health Technical Memorandum HTM (where applicable) for specialist services and appointed in writing to perform the task of issue of Permits by the Executive Director of Finance.

6. MONITORING COMPLIANCE WITH THIS OPERATING PROCEDURE

What is being Monitored	Who will carry out the Monitoring	How often	How Reviewed/ Where Reported to
Compliance and Effectiveness of this Policy	DDEF Estates Compliance Managers	Annually	Action plan with timeline. to the Executive Director of Finance
Review of Policy	Estates Operations Manager Estates Compliance Managers	Yearly or when significant change to process	In consultation with DDEF Reports to Health and Safety Group
Monitor Approved Contractors	DDEF Estates Operations Manager Estates Compliance Managers Safety and Information Manager	Annually Ad Hoc	Action plan with timeline. to the Executive Director of Finance Report any issues to Estates managers and contractors
Monitor Competent Persons	Authorised Persons Responsible Persons Estates Officers Projects Officers Nominated Officers	Annually	Action plan with timeline. To the DDEF
Audit Permits	Senior Authorised/Responsible Person or AE for Discipline	6 Monthly	Action plan with timeline. To the DDEF

7. REFERENCES

Humber Teaching NHS Foundation Trust - policy and guidance documents, as below:

- Health and Safety Policy
- Water Policy
- Water Plan
- Asbestos Policy
- Asbestos SOP
- Electrical Safety Policy
- Fire Safety Policy
- Medical Gas Policy
- Lone Working Policy
- Waste Management Policy

HSE.GOV. (1997). Confined Spaces Regulations 1997. [ONLINE]
Available at: <http://www.hse.gov.uk/confinedspace/legislation.htm>

HSE.GOV. (2014). Construction (Design and Management) Regulations (CDM) 2015. [ONLINE] Available at: <http://www.hse.gov.uk/construction/cdm.htm>

HSE.GOV. (2014). Control of Asbestos Regulations 2012. [ONLINE] Available at: <http://www.hse.gov.uk/asbestos/regulations.htm>

HSE.GOV. (2014). Health & Safety at Work Act 1974. [ONLINE] Available at: <http://www.hse.gov.uk/legislation/hswa.htm>

HSE.GOV. (2015). Health and Safety (First Aid) Regulations 1981. Third edition. [ONLINE] Available at: <http://www.hse.gov.uk/pUbns/priced/l74.pdf>

HSE.GOV. (1999). Ionising Radiation regulations 1999. [ONLINE] Available at: <http://www.hse.gov.uk/pUbns/priced/l121.pdf>

HSE.GOV. (1998). Lifting Operations & Lifting Equipment Regulations (LOLER) 1998. [ONLINE] Available at: <http://www.hse.gov.uk/pUbns/priced/loler.pdf>

HSE.GOV. (1999). Manual Handling Operations Regulations 1999, (as Amended) (MHOR) [ONLINE] Available at: http://www.hse.gov.uk/foi/internalops/ocs/300-399/313_5.htm

HSE.GOV. (2015). Personal Protective Equipment at Work Regulations 1992. Third edition. [ONLINE] Available at: <http://www.hse.gov.uk/pUbns/priced/l25.pdf>

HSE.GOV. (2013). Provision & Use of Work/Equipment Regulations 1998. [ONLINE] Available at: <http://www.hse.gov.uk/pubns/indg291.pdf>

HSE.GOV. (2013). Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013. [ONLINE] Available at: <http://www.hse.gov.uk/riddor/>

HSE.GOV. (2015). The Electricity at Work Regulations 1989. [ONLINE] Available at: <http://www.hse.gov.uk/pUbns/priced/hsr25.pdf>

Legislation .GOV. (2014). Defective Premises Act 1972. [ONLINE] Available at: <http://www.legislation.gov.uk/ukpga/1972/35/section/4>

Legislation.GOV. (2002). Electrical Safety, Quality and Continuity Regulations 2002. [ONLINE] Available at: http://www.legislation.gov.uk/uksi/2002/2665/pdfs/uksi_20022665_en.pdf

Legislation.GOV. (2016). Electromagnetic Compatibility Regulations 2016. [ONLINE] Available at: http://www.legislation.gov.uk/uksi/2016/1091/pdfs/uksi_20161091_en.pdf

Legislation.GOV. (1972). Highly Flammable Liquids and Liquefied Petroleum Gases Regulations 1972. [ONLINE] Available at: http://www.legislation.gov.uk/uksi/1972/917/pdfs/uksi_19720917_en.pdf

Legislation .GOV. (2014). Management of Health and Safety at Work Regulations 1999. [ONLINE]

Available at: <http://www.legislation.gov.uk/uksi/1999/3242/contents/made>

Legislation.GOV.(2000). Pressure Systems Safety Regulations 2000 Pressure Systems Safety Regulations 2000. <http://www.legislation.gov.uk/uksi/2000/128/contents/made>

Legislation.GOV. (1998). The Noise at Work Regulations 1989. [ONLINE]

Available at: <http://www.legislation.gov.uk/uksi/1989/1790/contents/made>

Legislation.GOV. (2005). The Working at Height Regulations 2005. [ONLINE]

Available at: <http://www.legislation.gov.uk/uksi/2005/735/contents/made>

Legislation .GOV. (2014). The Workplace (Health, Safety and Welfare) Regulations 1992. [ONLINE]

Available at: <http://www.legislation.gov.uk/uksi/1992/3004/contents/made>

This list is not exhaustive and is the responsibility of Staff and Contractor to ensure that they are conversant with all relevant legislation.

8. EQUALITY IMPACT ASSESSMENT (EIA)

For strategies, policies, procedures, processes, guidelines, protocols, tenders, services

1. Document or Process or Service Name:

2. EIA Reviewer (name, job title, base and contact details):

Steven Leeman, Estates Operations Manager, Estates Dept, Mary Seacole Building, Willerby Hill. Tel: 07900 900 217

3. Is it a Policy, Strategy, Procedure, Process, Tender, Service or Other? **Procedure**

Main Aims of the Document, Process or Service

To ensure that a consistent process is in place for planned work on specific engineering systems across our building estate. This applies to both capital project and planned maintenance work, the document identifies the processes and individuals who have responsibilities and duties in this regard.

Please indicate in the table that follows whether the document or process has the potential to impact adversely, intentionally or unwittingly on the equality target groups contained in the pro forma

Equality Target Group 1. Age 2. Disability 3. Sex 4. Marriage/Civil Partnership 5. Pregnancy/Maternity 6. Race 7. Religion/Belief 8. Sexual Orientation 9. Gender re-assignment	Is the document or process likely to have a potential or actual differential impact with regards to the equality target groups listed? Equality Impact Score Low = Little or No evidence or concern (Green) Medium = some evidence or concern (Amber) High = significant evidence or concern (Red)	How have you arrived at the equality impact score? a) who have you consulted with b) what have they said c) what information or data have you used d) where are the gaps in your analysis e) how will your document/process or service promote equality and diversity good practice
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Equality Target Group	Definitions	Equality Impact Score	Evidence to support Equality Impact Score
Age	Including specific ages and age groups: Older people Young people Children Early years	Low	Independent audit of current practice. Historic permit records are retained. Procedure to be followed to ensure that buildings are safe, and that control measures are in place when works are carried out on specific engineering systems.
Disability	Where the impairment has a substantial and long term adverse effect on the ability of the person to carry out their day to day activities: Sensory Physical Learning Mental health (including cancer, HIV, multiple sclerosis)	Low	Policy applies for all groups and is applicable across all of our estate, irrespective of patient profile.
Sex	Men/Male Women/Female	Low	Independent audit of current practice. Historic permit records are retained. Procedure to be followed to ensure that buildings are safe, and that control measures are in place when works are carried out on specific engineering systems. Not gender specific.

Equality Target Group	Definitions	Equality Impact Score	Evidence to support Equality Impact Score
Marriage/Civil Partnership		Low	Independent audit of current practice. Historic permit records are retained. Procedure to be followed to ensure that buildings are safe, and that control measures are in place when works are carried out on specific engineering systems.
Pregnancy/ Maternity		Low	Independent audit of current practice. Historic permit records are retained. Procedure to be followed to ensure that buildings are safe, and that control measures are in place when works are carried out on specific engineering systems.
Race	Colour Nationality Ethnic/national origins	Low	Independent audit of current practice. Historic permit records are retained. Procedure to be followed to ensure that buildings are safe, and that control measures are in place when works are carried out on specific engineering systems. Covers all sites, not specific to any nationality or ethnicity.
Religion or Belief	All religions Including lack of religion or belief and where belief includes any religious or philosophical belief	Low	Independent audit of current practice. Historic permit records are retained. Procedure to be followed to ensure that buildings are safe, and that control measures are in place when works are carried out on specific engineering systems.
Sexual Orientation	Lesbian Gay men Bisexual	Low	Covers all groups
Gender Reassignment	Where people are proposing to undergo, or have undergone a process (or part of a process) for the purpose of reassigning the person's sex by changing physiological or other attribute of sex	Low	Not applicable

Summary

Please describe the main points/actions arising from your assessment that supports your decision.

This is an operational procedure document reflecting actions and procedures to be followed to ensure that control measures are in place whenever work is carried out on specific building engineering systems across the estate.

Consistent practice is in place between the Estates Operations and the Capital Project team. To achieve compliance with statutory legislation, published guidance and approved codes of practice, etc...

Humber Teaching NHS Foundation Trust have appointed Authorised, Responsible and Nominated Persons in place within each engineering discipline, and as reflected in the procedure.

The Trust is also subject to regular independent audit in this regard.

EIA Reviewer: Steven Leeman, Estates Operations Manager

Date completed: 19/01/2022

Signature:

