

## Freedom of Information Request

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**Reference Number:** [EPUT.FOI.24.3368](#)  
**Date Received:** [12.02.2024](#)

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### Information Requested:

My request is in relation to permits for building works to be completed on Trust sites, e.g. work at heights, hot works, confined spaces, specified electrical work, excavations, hazardous works, etc.

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?  
[All works defined by the HSE that require permits to work.](#)
  2. Does your organisation utilise a software platform to issue, record, and provide evidence of completed works that require a permit?  
[No, we use an internal electronic system and permit books such electrical permits.](#)
  3. If a software platform is used, please specify the name or type of software utilised to complete and evidence work permits.  
[N/A](#)
  4. Who within your organisation is responsible for the issuance, sign-off, and provision of evidence for Permits to Work?  
[In an effort to ensure that the Trust does not receive unsolicited communications and/or any potential malicious malware, the Trust does not routinely publish the names or contact details of staff other than those publicly available through our Trust website. Any staff details disclosed will be at senior level only and should not be used for the purpose of unsolicited communications or marketing purposes \(in accordance with The Privacy and Electronic Communication Regulations, PECR\) as well as ICO \(Information Commissioner's Office\) guidance.](#)
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### Publication Scheme:

As part of the Freedom of Information Act all public organisations are required to proactively publish certain classes of information on a Publication Scheme. A publication scheme is a guide to the information that is held by the organisation. EPUT's Publication Scheme is located on its Website at the following link <https://eput.nhs.uk>