

<b>Reference:</b>	FOI.13800.24
<b>Subject:</b>	Permits to work
<b>Date of Request:</b>	12 February 2024

**Requested:**

1. Which types of work require a Permit to Work to be completed on your sites?
2. Does your organisation utilise a software platform to issue, record, and provide evidence of completed works that require a permit?
3. If a software platform is used, please specify the name or type of software utilised to complete and evidence work permits.
4. Who within your organisation is responsible for the issuance, sign-off, and provision of evidence for Permits to Work?

**Response:**

1. Hywel Dda University Health Board (UHB) confirms that it requires a Permit to Work to be completed for low and high voltage electrical work, medical gases, decontamination, steam shutdowns, confined spaces, working at height, hot works and fire works.
2. The UHB confirms that it does not use a software platform to issue, record, and provide evidence of completed works that require a permit.
3. Not applicable.
4. The UHB confirms that each acute and community site has an appointed authorised/responsible person that is responsible for the issuance, sign-off, and provision of evidence for Permits to Work.