

Date: 08/03/2024
Your Ref:
Our Ref: 8424

Enquiries to : Richard Mutch
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Dear

FREEDOM OF INFORMATION – PERMIT TO WORK

I write in response to your request for information in relation to Permit To Work.

Question:

- a. Which types of work require a Permit To Work to be completed on your sites?

Answer:

Working at height, hot works, low voltage, high voltage, medical gas pipeline systems, ventilation, pressure systems, confined space, excavation

Question:

- b. Does your organisation utilise a software platform to issue, record, and provide evidence of completed works that require a permit?

Answer:

No, these are recorded in our appropriate log books and / or permit books as per SHTMs where relevant and SSOW documents.

Question:

- c. If a software platform is used, please specify the name or type of software utilised to complete and evidence work permits.

Answer:

Not applicable.

Question:

- d. Who within your organisation is responsible for the issuance, sign-off, and provision of evidence for Permits To Work?

Answer:

Relevant appointed authorised persons for each discipline and each area as per the duty structure and SHTM compliance where relevant

I hope the information provided helps with your request.

If you are unhappy with our response to your request, you do have the right to request us to review it. Your request should be made within 40 working days of receipt of this letter, and we will reply within 20 working days of receipt. If our decision is unchanged following a review and you remain dissatisfied with this, you then have the right to make a formal complaint to the Scottish Information Commissioner within 6 months of receipt of our review response. You can do this by using the Scottish Information Commissioner's Office online appeals service at www.itspublicknowledge.info/Appeal. If you remain dissatisfied with the Commissioner's response you then have the option to appeal to the Court of Session on a point of law.

If you require a review of our decision to be carried out, please write to the FOI Reviewer at the email address at the head of this letter. The review will be undertaken by a Reviewer who was not involved in the original decision-making process.

FOI responses (subject to redaction of personal information) may appear on NHS Lothian's Freedom of Information website at: <https://org.nhsllothian.scot/FOI/Pages/default.aspx>

Yours sincerely

ALISON MACDONALD
Executive Director, Nursing, Midwifery and AHPs
Cc: Chief Executive