



Ymddiriedolaeth GIG
Prifysgol Felindre
Velindre University
NHS Trust



Pencadlys Ymddiriedolaeth GIG Prifysgol Felindre
Velindre University NHS Trust Headquarters
2 Cwrt Charnwood
Heol Billingsley
Parc Nantgarw
Caerdydd/Cardiff
CF15 7QZ
Ffôn/Phone : (029) 20196161
<https://velindre.nhs.wales>



Date: 27th March 2024
Ref: CORP 2024 - 032

Dear xxxxx

Freedom of Information request: Information on Permit to Work in the NHS (CORP 2024 - 032)

Thank you for your request for information which the Trust received (clarification) on 11th March 2024.

Your Request:

Could you kindly provide details on the following:

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

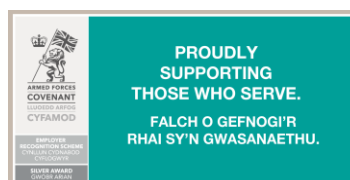
This applies to COSHH / permits for work being applied safely on site, such as maintenance work.

Please find the Trust's response below:

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

- Work involving open flames or producing heat and/or sparks – Hot Works Permit.
- Work involving access to the roof – Roof Access Permit.
- Work involving drilling – Permit to Drill
- Work which may involve asbestos – Asbestos Permit
- Work involving decontamination of surgical equipment – Welsh Health Technical Memorandum (<https://nwssp.nhs.wales/ourservices/specialist-estates-services/specialist-estates-services-documents/whtms-library/whtm-01-01-decontamination-of-surgical-instruments-medical-devices-used-in-acute-care-part-a-management-and-provision-pdf/>)

Mae Ymddiriedolaeth GIG Prifysgol Felindre yn hapus i dderbyn gohebiaeth yn y Gymraeg neu'r Saesneg.
Velindre University NHS Trust is happy to receive communication in Welsh or English.





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Gwasanaeth Gwaed Cymru
Welsh Blood Service

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Canolfan Ganser Felindre
Velindre Cancer Centre

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

The Trust does not utilise a software platform for this purpose.

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

This is not applicable to the Trust

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

The Trust has a legal obligation to comply with the Data Protection Act 2018 and the retained EU GDPR 679/2016 (known as UK GDPR). As you have requested information about someone other than yourself, the Trust has applied an Absolute Exemption under Section 40(1) and (2)(a) of the Freedom of Information Act 2000 which states:

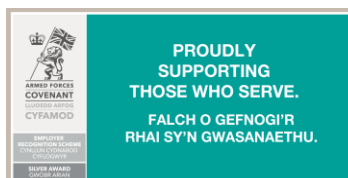
- (1) *Any information to which a request for information relates is exempt information if it constitutes personal data of which the applicant is the data subject.*
- (2) *Any information to which a request for information relates is also exempt information if -*
 - (a) *it constitutes personal data which does not fall within subsection (1)*

I trust this answers your request for information, however, should you not be satisfied with the information supplied or the process of supplying it, you have a right to complain and request a review. Please note that you must submit a request for a review within 40 days of the date of this letter.

You should forward your complaint to:

Mr Ian Bevan via FOI.VUNHST@wales.nhs.uk
Head of Information Governance
Velindre University NHS Trust
2, Charnwood Court
Heol Billingsley
Parc Nantgarw
Cardiff, CF15 7QZ

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Velindre Cancer Centre

Should you wish to take your complaint further, if you are still unhappy with the decision after review, you can contact the:

Information Commissioner's Office - Wales
2nd Floor,
Churchill House,
Churchill Way,
Cardiff, CF10 2HH
Telephone: 0330 414 6421/ email: wales@ico.org.uk

Yours sincerely

Lauren Fear
Director of Corporate Governance and Chief of Staff
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2 Charnwood Court
Heol Billingsley
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Cardiff
CF15 7QZ

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