



Bwrdd Iechyd  
Addysgu Powys  
Powys Teaching  
Health Board

Information Governance Team  
Hafren Ward  
Bronllys Hospital  
Bronllys  
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Powys LD3 0LY  
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Tel: 01686 252159/01874 442071

Our ref: IG/FOI/24.R.081

15 February 2024

Sent via email to: [REDACTED]

Dear [REDACTED]

## Request under the Freedom of Information Act 2000

I write further to your request for information which was received on 12 February 2024, to confirm, in accordance with S.1(1)(a) of the Freedom of Information Act 2000, that Powys Teaching Health Board (PTHB) does hold the information that you require.

For ease of reference your request is set out below and our response follows:

### Your Freedom of Information (FOI) Request:

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?
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?

### Powys Response:

Q1. Powys Teaching Health Board (PTHB) operates a permit to work system. Permits are issued for high-risk works including:

- Working in Plant & Switch Rooms.
- Electrical works.

Pencadlys  
Tŷ Glasbury, Ysbyty Bronllys,  
Aberhonddu, Powys LD3 0LU  
Ffôn: 01874 711661



Headquarters  
Glasbury House, Bronllys Hospital  
Brecon, Powys LD3 0LU  
Tel: 01874 711661



- Work on medical gas systems.
- Asbestos work.
- Hot works.
- Working at height.
- Working on ventilation system or hazardous extraction.
- Excavation work.
- Confined spaces.
- Working on the building fabric, services, in risers or ceiling voids.

Q2. I can confirm that PTHB does not utilise a software platform to issue, record, and provide evidence of completed work that requires a permit.

Q3. Not applicable.

Q4. Within PTHB permits must be agreed and issued by either the Estates Manager, Supervisors, Capital Project Managers or Approved Person (AP), Responsible Person, Asbestos Manager, or other Competent Person prior to commencement of the work.

Under the terms of the Health Board's Freedom of Information procedure, individuals seeking access to recorded information held by the Health Board are entitled to request an internal review of the handling of their requests. If you would like to complain about the Health Board's handling of your request, please contact us directly at the address below or register your complaint via [powysfoi.foi@wales.nhs.uk](mailto:powysfoi.foi@wales.nhs.uk)

If after Internal Review you remain dissatisfied you are also entitled to refer the matter to the information commissioner at the Information Commissioner's Office (Wales), 2nd Floor, Churchill House, Churchill Way, Cardiff, CF10 2HH. Telephone Number: 0330 414 6421.

Yours sincerely



**Claire Madsen**  
**Director of Therapies & Health Sciences**

Rydym yn croesawu derbyn gohebiaeth yng Nghymraeg. Byddwn yn ateb y fath ohebiaeth yng Nghymraeg ac ni fydd hyn yn arwain at oedi.

We welcome receiving correspondence in Welsh. We will reply to such correspondence in Welsh and this will not lead to a delay