



Kent and Medway
NHS and Social Care Partnership Trust

Information Governance & Records Management Department

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Sent via email

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Dear [REDACTED],

Request for Information

I write further to your request FOI ID 42266 under the Freedom of Information Act 2000 regarding:-

Management of Permits to Work

Your request is set out below:

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

We have a PTW system in place that covers various types of work including hot work, work to our IT, Fire, Electrical and Water resilience. We also have a further PTW in place in our secure site to ensure safety of patients.

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

We currently have a paper-based system in place

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

N/A

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

Our Estates Managers are responsible and work with our dedicated Maintenance Provider to ensure PTW are completed as appropriate.

I confirm that the information above completes your request under the Freedom of Information Act 2000. I am also pleased to confirm that no charge will be made for this request.

We are proud to be smoke free

Trust Chair – Dr Jackie Craissati
Chief Executive – Helen Greatorex

If you have any questions or concerns or are unhappy with the response provided or the service you have received you can write to the Head of Information Governance at the address on top of this letter. If you are not content with the outcome of your complaint, you may apply directly to the Information Commissioner for a decision.

Yours Sincerely

On Behalf of
The Information Governance Department