



Information Governance Team

Postal Address:
Coventry City Council
PO Box 15
Council House
Coventry
CV1 5RR

www.coventry.gov.uk

E-mail: infogov@coventry.gov.uk

Phone: 024 7697 5408

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Dear Sir/Madam

Freedom of Information Act 2000 (FOIA)

Request ID: FOI586330792

Thank you for your request for information relating to Permit to Work in the Public Sector.

You have requested the following information:

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

Hot Works
Roof/Heights
Confined Spaces
Electrical

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

No, the process is manual.

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

Not applicable.

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

Facilities Management, Project Managers and Surveyors.

The supply of information in response to a FOI/EIR request does not confer an automatic right to re-use the information. You can use any information supplied for the purposes of private study and non-commercial research without requiring further permission. Similarly, information supplied can also be re-used for the purposes of news reporting. An exception to this is photographs. Please contact us if you wish to use the information for any other purpose.

For information, we publish a variety of information such as: [FOI/EIR Disclosure Log](#), [Publication Scheme](#), [Facts about Coventry](#) and [Open Data](#) that you may find of useful if you are looking for information in the future.

If you are unhappy with the handling of your request, you can ask us to review our response. Requests for reviews should be submitted within 40 days of the date of receipt of our response to your original request – email: infogov@coventry.gov.uk

If you are unhappy with the outcome of our review, you can write to the Information Commissioner, who can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or email icocasework@ico.org.uk.

Please remember to quote the reference number above in your response.

Yours faithfully

Information Governance