

Permit To Work Policy			
Policy✓	Code of Practice...	Guidance...	Procedure...
Organisation-wide✓		Local...	
<i>Approved by the University Health & Safety Committee for Approval</i>			
<i>Chairman Mr Eliot Glover</i>	<i>Date 16th November 2022</i>	<i>Review date 2025</i>	
The purpose of presenting this documents to the University Health and Safety Committee			
Standard 3 year re-fresh✓	Changes in practice and/or legislation...	New Policy...	

Contents	Page
1 Introduction	2
2 Scope	2
3 Definitions and Competence	2
4 Responsibilities	3
5 Permit requirements for Brunel staff	4
6 Permit Requirements for Contractors	4
7 Points of Isolation	5

Appendix 1 Persons authorised by the Director of Estates Development and Infrastructure¹ to issue Permits to Work

Note:

The Permit-to-Work procedure and supporting documentation are under review and development supported by an external consultant. The review of this policy is based on the 'Transition Period Agreement' signed by the Head of Health, Safety & Environment and the Acting Director of Estates on the 2nd August, 2021.

¹ Director of Estates Development and Infrastructure until the appointment of University's Chief Engineer or nominated individual who fulfils this role

1 Introduction

Where proposed work is identified as high risk, strict controls are required. The work must be carried out against previously agreed safety procedures, a 'permit-to-work' system. The permit-to-work is a documented procedure that authorises certain people to carry out specific work within a specified time frame. It describes what work will be done and how it will be done; the latter can be detailed in a 'method statement'.

2 Scope

This policy applies to the University Campus Uxbridge, as a whole. To ensure that this policy is applied in a sensible way; outside the scope of this policy are low risks activities such as surveys and plant checks on specified buildings where roof access is required.

This requirement is subject to the individual(s) requesting access presenting evidence of competence in working at height to the Authorised Person (AP) and information on those buildings that this standard applies is available from the Estates Office.

3 Definitions and Competence

3.1 "Authorised" persons are:

- i. those who have been authorised by the Director of Estates Development and Infrastructure ² for one or more types of Permit (see Appendix 1);
- ii. for work managed by Estates, the internal or external person(s) managing the work on behalf of Estates. However, those who would otherwise be entitled to issue a Permit shall not do so in the case of any task in relation to which they are not confident of their relevant knowledge and experience. In those cases, the Permit shall be issued by a person authorised as in subparagraph 3.1.i. and
- iii. regarding electrical Permits to Work, those identified and outlined in the Estates Department "Low Voltage Electricity System Safety Rules and Associated Guidance".

3.2 Persons authorised by the Director of Estates Development and Infrastructure³ may issue Permits, within the limits of their authorisation, on any project. Others, as set out in sub-paragraph 3.1.ii, may issue Permits only on the projects which they themselves are managing.

3.3 Competence

The use of Competent Persons is a prime requirement of the Permit-to-Work system. The University defines those persons designated as *competent* to have had sufficient training and experience or knowledge as to enable him to assist in securing compliance, on the part of the employer, with the necessary safety legislation and University procedures.

² Refer to footnote 1

³ Refer to footnote 1

4 Responsibilities

4.1 Issuing a permit

A Permit is a safety document issued to a Designated Responsible Person (**Recipient**) who is competent to undertake the task [the “competent” person] by a **Permit Issuer** who has been authorised to do so [the “authorised” person].

The Permit specifically allows - or “permits” - named people, in the charge of the Permit, to carry out specified work at a specified location within a specified time period. In all cases, Permits shall be issued on the basis of implementation of control measures which are derived from job-specific risk assessments and which have been incorporated into appropriate method statements. The Permits, with those supporting documents, thus state what will be done, where, when, how and by whom.

Permits require declarations from both the **Permit Issuer** and the **Recipient** at the time of issue and when the task is completed, or is temporarily discontinued, at which time Permits will be cancelled with the work area restored to safe condition.

4.2 Communication and Compliance

Permits shall be issued only to the person in charge of the work on site - the senior person who will be present on the job throughout and who will keep the Permit in his or her possession and displayed at the place of work. No permit shall be issued for longer than 5 working days (Monday – Friday); if additional time is required the **Recipient** shall repeat the process with the **Permit Issuer**.

The **Permit Issuer** shall ensure that its requirements, and in particular all required control measures, are understood by **all** members of the working party. The **Recipient** shall then ensure that all members of the working party comply with its requirements.

The Permit Issuer shall ensure that the Permit is distributed to all interested parties are identified on the PTW Form, for example Security.

4.3 Monitoring the Work

As far as is reasonably practicable, the **Recipient** shall be responsible for monitoring the work, to ensure that the operatives are adhering to the conditions of the permit. The **Permit issuer** is responsible for its circulation as prescribed on the standard Brunel Form for the task concerned. While the task is in progress, he or she shall then visit at least once if of short duration, and at daily if more protracted.

4.4 Completed Work

When the work has been completed the **Recipient** will inspect the site to ensure that the works have ceased, all tools and equipment have been removed and the work area has been left in a satisfactory and safe condition. When the **Recipient** is satisfied that these conditions have been met the permit will be signed as completed/suspended and returned to the **Permit Issuer** who shall cancel the permit and keep copies filed with the contract documents (if appropriate) and in the Permit file. These permits should be kept for a minimum of 12months.

4.5 Out of Working Hours

Whenever possible, work that requires a Permit-to-Work should be carried out only during normal working hours. However, there will be occasions when this is not possible and the **Recipient** must ensure that he is available to monitor contractor or staff compliance throughout the duration of the permit irrespective of when it takes place.

4.6 Site Visits

Before a permit-to-work is issued the **Permit Issuer** shall visit the location where the work is to be carried out, with a representative of the contractor or the member(s) of staff undertaking the work, to determine the tasks to be undertaken.

In the case of routine or re-occurring work, the **Permit Issuer** may not visit if they are fully conversant with the tasks involved and are satisfied that persons carrying out the work are suitably equipped to ensure a safe working system. If there is any doubt, a visit must be made

4.7 Cancellation of the Work

On completion or temporary discontinuance of the work, the site shall be left safe and the Permit cancelled as prescribed on the standard Brunel Form.

5.0 Permit requirements for Brunel staff

Brunel staff shall not carry out any of the following tasks without a relevant Permit:

- Work in confined spaces, including underground service ducts.
- Excavation.
- Hot Work and Work on roofs specified by the Assistant Director, Estates (Maintenance).
- Work in any other area specified by the Assistant Director, Estates (Maintenance), for example work in the vicinity of a roof outlet.
- Work on compressed air or high temperature/high pressure [HTHP] water systems.

6.0 Permit requirements for contractors

Contractors shall not carry out any of the following tasks without a relevant Brunel Permit:

Whether outside or inside the contractors' site confines

- Work which may affect Brunel gas, electrical, water, compressed air, or fire detection or alarm systems in use beyond site confines.
- Hot work in or immediately adjacent to Brunel-occupied areas.

When outside the contractor's site confines

- Work in underground service ducts.
- Other work in confined spaces.
- Excavation.
- Roof work or work at height (other than from ladders or trestles).

7.0 Points of Isolation

Where possible, taps, valves or switches turned off must be locked off and identified by a warning notice. Points of isolation (with the exception of electrical isolation) which cannot be locked off should be obstructed by warning tape and identified with a warning notice. In each case, the notice must indicate who has taken the action and when. When the supply is turned back on, the notice must be removed.

APPENDIX 1 - PERSONS AUTHORISED BY THE DIRECTOR OF ESTATES DEVELOPMENT AND INFRASTRUCTURE ⁴ TO ISSUE PERMITS TO WORK

AUTHORISED PERSON	Please note that IT staff must counter sign all PTW in Critical Infrastructures Centres TYPE OF WORK FOR WHICH AUTHORISED TO ISSUE PERMITS										
Name	Gas, Water, HTHP and Comp. Air Systems	Electrical Systems		Fire detection or alarm systems	U/G ducts	Other Confined Spaces	Other specified restricted areas	Excavation	Hot Work	Critical Infrastructure Centres	Roof Work, Access or Work at Height
		other than IT Rooms	IT Rooms								
Peter Clutterbuck	No	Yes	No	No	Yes	Yes	Yes	Yes	Yes	No	Yes
Chris Coysh	No	No	No	No	Yes	Yes	Yes	Yes	Yes	No	Yes
Trevor Edwards	Yes	Yes	No	No	Yes	Yes	Yes	Yes	Yes	No	Yes
Richard Harris	Yes	No	No	No	Yes	Yes	Yes	Yes	Yes	No	Yes
Richard Lyon	Yes	Yes	No	No	Yes	Yes	Yes	Yes	Yes	No	Yes
Nigel Mellett	Yes	No	No	No	Yes	Yes	Yes	Yes	Yes	No	Yes
Graham Thorpe	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes
Jim Sweeney	No	No	No	No	Yes	Yes	Yes	Yes	Yes	No	Yes
Simon Carroll	No	No	No	No	No	No	No	Yes -planting trees		No	Yes (tree work)
Oliver Grant	No	No	No	No	No	No	No	No	No	No	Yes (roof access)
Simon Furber	No	No	No	No	No	No	No	No	No	Yes	No

⁴ Refer to footnote 1