

DO NOT USE THIS POLICY IN PRINTED FORM WITHOUT FIRST CHECKING IT IS THE LATEST VERSION

Current versions of University policies are available online. If you are reading this document in printed form, please check that the version number and date match the most recent version. Approved policies are valid for use after their approval date and remain in force beyond any expiry of their review date until a new version is available.

Permit to Work Policy

Document Control:

Policy Owner:	Director of Health & Safety, or equivalent position
Policy Author(s):	Allan Steel Graham Hakes - Communication and Operationalisation.
Effective Date:	24.09.2026
Approving Body:	Policy Oversight Group
Equality Impact Assessment Date:	27/08/26
Version Number:	V2.4 28/04/26
Date of Next Review:	April 2029

Amendment History:

Version Number:	Effective Date:	Summary of Amendments:	Author:
V1 22 03 17	22/3/17	Initial version of document	John Phillips
V2 05 03 18	05/03/18	Clarification of responsibilities	John Phillips
V2.1 05 03 18	05/03/18	Annual Review – no changes	John Phillips
V2.2 21 11 22	30/11/22	Review – Minor administrative changes	John Phillips
V2.3 23 05 23	23/05/23	Published location amended	John Phillips
V2.4 28 04 26	24/09/26	Transfer to new template and minor amendments, addition of RACI and roles and responsibilities.	Allan Steel

1. Purpose

- 1.1 The Management of Health and Safety at Work Regulations 1999 are relevant to all activities carried out on the University campus. The regulations set minimum standards for the protection of individuals from risks related to work activities and require suitable and robust risk controls to be implemented where there are particularly high-risk areas or activities. ‘Permits to Work’ are typically used to control particularly high-risk activities, and ‘Access Permits’ are used to control access to particularly high-risk areas.

2. Scope

- 2.1 This Permits Policy applies to and within all buildings across the University’s campuses, including Gibbet Hill, Westwood and University of Warwick Innovation Campus, Stratford-upon-Avon. The Policy also applies to all activities managed by the University at off-campus properties. This Policy is supported by arrangements, instructions, and guidance on the management of permits, which are available on the University’s Health and Safety web pages.
- 2.2 Under the provisions of Regulation 26, Safety Regulations and associated University Health and Safety Policy document, it is the duty of all staff, students and others working in the University to comply with this Policy, together with any other instructions, rules and guidance that may apply.

3. Responsibilities

The table below outlines the key responsibilities associated with this Policy and should be read alongside the detailed role responsibilities set out in the [Leadership and Management of Health and Safety at the University of Warwick](#) document.

Role	Responsible for
The Director of Health and Safety or equivalent position	Advising on the standards and regulations that must be achieved in order to meet legal requirements; for keeping the University's Health and Safety website up to date with the related policy documents; and for ensuring that spot checks and audits are undertaken to provide assurance that activities are being carried out in compliance with this Policy.
Heads of Departments	Heads of Departments are responsible for the implementation of this Policy in ensuring that contractors appointed by them are issued with all of the appropriate permits by the Permit Office, that high risk work activities carried out as per the policy statement (section 4) below are managed through the use of appropriate control measures, and/or for issuing Access Permits to Laboratories/Workshops. The latter permit shall be issued by departmental staff to maintenance staff or contractors requiring access to 'high hazard' spaces, or spaces which could impact the safe operation of such spaces, and for its communication to their staff as appropriate.
Departmental Senior Administrative staff	Supporting Heads of Department in meeting the expectations placed on them in relation to delivering the requirements of this Policy.
Estates Director supported by the Director of Business Services	Responsible for the implementation of this Policy with regard to permits that could affect fixed assets, the fabric of the buildings/infrastructure and/or those issued for Estates led activities (which would exclude a permission to access for Laboratories/Workshops and some server rooms) and any related arrangements, instructions and guidance.
Appointed Permit Approvers	Responsible (via the Head of Assurance, Risk and Property to the Estates Director) for the day-to-day operation of the University's permit system, as defined in section 4 below, and for keeping the associated arrangements up to date and operational.
Supervisors & Managers (including academic staff e.g. Principal Investigators)	Ensuring that all people, activities, and research projects they lead are planned, conducted, and supervised safely. This includes ensuring that appropriate risk assessments are completed, that staff and students working under their supervision are competent, trained, and supported, and that all safety requirements relevant to their work are implemented and followed.
All staff	Complying with this Policy and the associated arrangements, instructions and guidance.

RACI Matrix	
Responsible	Director of Health & Safety or equivalent Estates Director Director of Business Services (Estates) Appointed Permit Approvers Heads of Department or equivalent
Accountable	Vice Chancellor Group Finance Director
Consult	Departmental Senior Administrator Supervisors Technical Services Manager Health and Safety Services Officers and Advisers
Inform	Managers (including Academic staff e.g. Principal Investigators) All staff

4. Policy Statement

- 4.1 'Permits to Work' and 'Access permits' are formal, documented safe systems of work used to control high risk activities or access to high-risk areas, and are used across the University to control the following activities:
- Working at height
 - Hot works
 - Work or access in confined spaces
 - Excavation work/ground penetrations
 - Work on fire alarm or detection systems
 - Isolation of services (non-electrical including gas and pressure systems and pipelines)
 - Work on water systems
 - Use of a drone (certificate)
- 4.2 Specialists Permits (requiring specific risk assessments and control measures):
- Electrical isolation and electrical live working
- 4.3 Access Permits:
- Roofs and roof spaces
 - Substations, electrical intake or switch rooms
 - Plant rooms and lift motor rooms
 - Local departmental permits e.g. Laboratory access permits where used
- 4.4 The University's Permit Office oversees the use of all permits listed (with the exception of local departmental access permits) above in relation to Estates led activities on university premises. These are issued by the Permit Officer or an appointed Authorised Person and received by a Competent Person. Local Managers must be informed of the commencement and completion of such work.
- 4.5 Where a contractor is employed by a department, or where a department wants to work on fixed assets, gain access to certain restricted areas or work on the building fabric, the Estates led permit process should be followed and the Permit Office

consulted accordingly. Certain exemptions to this will apply and would need to follow the process identified below in 4.6.

- 4.6 Where a department wishes to undertake **work that does not** involve work on, fixed estates assets, access to restricted areas, or alterations to the building fabric, the Health and Safety Department may grant written dispensation allowing departmental arrangements to be used instead of the formal permit-to-work process.

To obtain this dispensation, departments must provide evidence of the following:

- Competent staff with the necessary skills, knowledge, training, and experience to undertake the work.
- Suitable and sufficient task-specific risk assessments and supporting safe operating procedures.
- Appropriate emergency response arrangements.
- Relevant maintenance, inspection, or certification records, where required.
- Defined local authorisation-to-work arrangements.

- 4.7 The minimum competence requirements of all involved in permitting, especially the Authorised Person and the Competent Person must be determined and documented.
- 4.8 Permits must stipulate the hazards, the risk control measures required (linking to the Method Statement as appropriate), the supervisory arrangements, the time limits/duration of the work, and the arrangements for checking work is complete and all has been 'made good' before a permit is closed.
- 4.9 There must be sampling in place to ensure that the work is being carried out in accordance with the Method Statement during the work, and that the correct people (especially the designated Competent Person) is still on site and supervising the work.
- 4.10 Copies of Permits issued must be kept for at least three years, either in paper version or electronic copy.

5. Associated Documents and Links

UOW [Permit to Work](#)

[HSE Permit to Work](#)