

Health and Safety Permits Policy

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.

This Permits Policy applies to and within all buildings across the University's campuses, including Gibbet Hill, Westwood and Wellesbourne. The Policy also applies to all activities managed by the University at off-campus accommodation 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.

Under the provisions of Ordinance 18, 'Health and Safety in the University', it shall be a duty of all staff, students and others working in the University to comply, as far as it is appropriate, with 'The Statement of Health and Safety Policy', together with any other rules and guidance that may apply. This Policy, together with supporting arrangements, instructions and guidance, form part of the rules and guidance issued pursuant to 'The Statement of Health and Safety Policy'.

Core Principles

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:

- Work at height
- Hot works
- Confined spaces
- Excavation work
- Work on fire alarm or detection systems
- Isolation of Services (non-electrical including gas and pressure systems and pipelines)
- Work on or adjacent to a highway
- Use of a drone

Specialists Permits (requiring specific risk assessments and control measures):

- Electrical Isolation and electrical Live Working

Access Permits:

- Roofs and roof spaces
- Substations, electrical intake or switch rooms
- Plant rooms and lift motor rooms

2. The University's Permit Officer oversees the use of all permits listed 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.

3. 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 must be followed and the Permit Officer consulted accordingly.

4. Where any department wishes to carry out work which does not involve fixed assets, access to certain restricted areas or work on the building fabric (such as research activities or the use of a working platforms) then special dispensation may be given in writing (by the Health and Safety Department) for departmental arrangements to be deployed, which will include activity based risk

assessment, safe operating procedures and local 'authorisation to work' arrangements as necessary.

5. The minimum competence requirements of all involved in permitting, especially the Authorised Person and the Competent Person must be determined and documented.
6. 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.
7. 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.
8. Copies of Permits issued must be kept for at least three years, either in paper version or electronic copy.

Responsibilities

The Director of Estates is ultimately 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 Access Permits for Laboratories/Workshops and some server rooms) and any related arrangements, instructions and guidance.

The Permit Officer is responsible (via the Compliance and Assurance Manager to the Director of Estates) for the day-to-day operation of the University's permit system, as defined in points 2 and 3 above, and for keeping the associated arrangements up to date and operational.

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 Officer, that high risk work activities carried out as per 4 above 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.

All staff within departments must comply with this Policy and the associated arrangements, instructions and guidance.

The Director of Health and Safety is responsible for 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 carried out to provide assurance that activities are being carried out in compliance with this Policy.

Review

This policy is dated March 2018. The policy will be reviewed at least annually.

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