

<b>OPERATIONAL MAINTENANCE PROCEDURE</b>		
<b>Subject:</b>  IDENTIFYING AUTHORISING PERSONS FOR PERMITS TO WORK	E&CS23	Rev. 25
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**TO BE READ IN CONJUNCTION WITH E&CS21 PERMIT TO WORK and RELEVANT TASK PROCEDURES**

## 1.0 PURPOSE

This procedure identifies how the Estates & Commercial Facilities Department determines how a signatory is deemed to be competent in their particular field.

## 2.0 DEFINITIONS

### 2.1 Competency


To be competent, an individual must have:-

- a) Sufficient knowledge of the specific tasks to be undertaken and the risk which the work will entail; this can be proven by appropriate trade certification such as:
  - City & Guilds Awards (various awards & categories).
  - British Occupational Hygiene Society Certification (various awards & categories).
  - Higher national Certificate (various awards & categories).
  - National Examination Board in Occupation Safety & Health (General or Construction Certificate and/or National Diploma).
  
- b) Sufficient experience (minimum of 2 years experience at the level currently employed) and ability to carry out their duties in relation to the project, to recognise their limitations and take appropriate action in order to prevent harm to those carrying out construction work or those affected by the work.

## 3.0 GENERAL

Using the above criteria the persons listed in the accompanying table are deemed to be competent enough to recognise the health and safety risks within the fields listed, and have enough specialist knowledge to be able to identify the inherent risks with the task and how to effectively combat them.

In all cases the Authorising Person should be sought out first as they have the most knowledge in that field, however if they are not available a Deputy Authorising person has been listed where available and is also deemed to be competent.

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#### 4.0 PROCEDURE

An 'Authorising Person' has sufficient technical knowledge, training and practical experience of the processes and their associated hazards to undertake a risk assessment they have the following duties:

- 4.1 To assess the risks associated with the activity and its effect on the surrounding area and processes.
- 4.2 To decide whether or not a 'Permit to Work' is required for the task.
- 4.3 To issue the appropriate documentation to the 'Requesting Officer', agreeing the practicalities of the safety precautions and control measures required.
- 4.4 To ensure that on completion of the work the 'Requesting Officer' has left the area in a safe condition and then to cancel a permit issued.


Serial	Activity	Authorising Person	Deputy Authorising Person
01	Asbestos (both disturbing or working next to)	Chris Harrison	Simon Crampton
02	Work on live Fire Alarm Systems	Mark Skinner Phil Lawson	Chris Harrison* Chris Broome Paul Metcalf
03	Confined spaces	Chris Harrison	Simon Crampton Claire Collier
04	Local Exhaust Ventilation	Simon Crampton Claire Collier	Chris Harrison Chris Broome
	LEV, fumigation with Formalin	Chris Harrison	TBC
	Fume Cabinets only <b>* Required in Science Block</b> <b>** Required in Laser lab</b>	Chris Harrison <i>Julian Bartrup*</i> <i>Andrew Hayden**</i>	Claire Collier Simon Crampton

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Serial	Activity	Authorising Person	Deputy Authorising Person
<b>05</b>	HV Electrical	Phil Lawson Mark Skinner Simon Crampton Paul Metcalf	<i>For access only non HV work</i> Claire Collier Chris Harrison
<b>06</b>	Hot Works	Chris Harrison Simon Crampton Claire Collier	Mark Skinner Phil Lawson Chris Broome
<b>07</b>	Permit to dig beyond 300mm	Chris Harrison	Simon Crampton Steve Holt
<b>08a</b>	Working at Height Ladders or steps up to 2.4m	Chris Harrison Simon Crampton Kevin Forth Claire Collier Peter Harrison Bevan Adams	Mark Skinner Phil Lawson Steve Holt Kevin MacDonald Paul Metcalf Chris Broome
<b>08b</b>	Working at Height from a cherry Picker or MEWP	Chris Harrison Simon Crampton	Mark Skinner Claire Collier Steve Holt
<b>08c</b>	Working at height from a mansafe system	Chris Harrison Simon Crampton	Mark Skinner Claire Collier Steve Holt
<b>09</b>	Hand over site to Contractor control	Chris Harrison	Simon Crampton

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## 5.0 RELATED DOCUMENTS

E&CS06 - Control of Contractors  
E&CS08 - Working with adjacent to Asbestos  
E&CS16 - Confined Spaces  
E&CS17 - Hot Works  
E&CS18 - Working on fire alarm systems  
E&CS19 - Digging on University  
E&CS21 – Permit to Work  
E&CS22 - Working with Electricity  
E&CS26 - Working at Height