


ESTATES SERVICES PROCEDURE		 UNIVERSITY OF LINCOLN	
Subject: PERMIT TO WORK PROCEDURE	ESP 21		Rev. 02
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		Owner: T Tomlinson	

TO BE READ IN CONJUNCTION WITH ESP 23 AUTHORIZING PERSONS and RELEVANT TASK PROCEDURES

PLEASE ENSURE THAT YOU ARE REFERRING TO THE LATEST VERSION OF ANY PROCEDURE BY CHECKING IT AGAINST THE ESP 00 INDEX PAGE

1.0 PURPOSE

This permit to work system is required to control work on the building infrastructure, in hazardous areas and so prevent accidents.

It defines the process and actions of persons involved in hazardous activities.

It requires an assessment of any serious hazards to be documented.


2.0 GENERAL

This 'Permit to Work' procedure relates to construction, maintenance tasks including Small Works. To be carried out safely. All of the following are permit controlled tasks:

- * 1. **Working with or adjacent to asbestos (ESP 08)**
- 2. Work on the fire alarm systems. (ESP 18)
- * 3. **Confined spaces (ESP 16)**
- 4. LEV or fume cabinets, (including fumigation with Formalin) **(ESP 27)**
- * 5. High voltage electricity access to LV side of HV circuits (access to HV Circuits on a HV permit only) (ESP 30)
- 6. Hot works. (ESP 17)
- * 7. **Digging on University grounds (deeper than 300mm) (ESP 19)**
- 8. Working at height. Various degrees of authorisation exist. (ESP 26)
- 9. Handover control of a site/area to a contractor (ESP 06)

All of the above tasks require a risk assessment to be carried out on site, the tasks in bold require written, recorded method statements to be uploaded and attached to the P2W, the remainder are at the discretion of the authorising Person. Absence of an attached written method statement presumes a verbal method statement has been agreed.

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2.1 Definitions

'P2W' is the University abbreviation for a permit to work.

'Authorising Person' is a person competent to sign off 'Permits to Work' as defined in ESP 23 – Authorising Persons – Permit to Work.

A 'Contractor' performs any work or service.

'Support desk' is located in the Second floor of the Charlotte Scott Building in Estates Services It is manned during working hours by various members of the Estates admin support team.

'Requesting Person' is a member of the University of Lincoln staff requiring work that affects premises must do so through the Estates Services link.

'Working at height'

- a. Working from a ladder or step ladder up to 2.1m high can be authorised by any technical member of the estates department.
- b. Work from a MEWP or cherry picker can only be authorised by members of the maintenance section,
- c. Work from a mansafe system can only be authorised by the 5 members of the department trained to use a mansafe system.

If you are unsure whether a permit is required then request a permit issued to be issued or contact the procedure owner (Compliance officer) for clarification.

2.2 Scope


This procedure will apply to all the activities identified in 'ESP 23 – Authorising Persons – Permit to Work' on all University of Lincoln sites that are carried out by Estates Services (ES) personnel, contractors, consultants and tenants or leaseholders. Where a third party carries out an activity that affects the University of Lincoln, then this procedure will form part of the agreement to carry out those works.

The 'Requesting Person' seeks permission to carry out the work from the 'Authorising Person' and the 'Contractor' carries out the work.

The Authorising Person is responsible for compliance to these procedures, it cannot be delegated.

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2.2 Scope (Continued)

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A random visit to the site must be made, according to the degree of hazard/danger and a record of the visit recorded either by photo, signing into the site diary or an email to T Tomlinson confirming that the work is being carried out as per the agreed method statement.

The 'Authorising Person' must be competent to manage the contractor and the works or request that the estates department does it using a PIF.

The 'Authorising Person' agrees activities, risks and hazards and not quality.

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2.3 Initiating the Procedure

An application for a permit to work is made for all identified activities (ESP 23) by following <http://estates.lincoln.ac.uk/permits/> and in addition, any other activities that may be hazardous. It will be made ideally at least 1 day before the work is to be started. For an urgent response refer to section 3.4


- 2.3.1 The 'Requesting Person' will apply using the above button on the ES page.
- 2.3.2 It will be submitted to the estates help desk that will ensure that an appropriate person authorises or rejects the P2W as per the ESP 23 procedure.

2.4 Initiating the process

- 2.4.1 The 'Requesting Person' will identify the activity and confirm it requires a P2W with the estates department.
- 2.4.2 If an urgent response is required a phone call to the support desk on internal ext 6777 or from an outside line or mobile phone 01522 886777 can initiate the above procedure but it will be responded to with an email confirming authority has been given to issue the permit.

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- 2.4.3 The 'Contractor' will provide drawings, method statements, plant and equipment identifiers and risk assessments, as required, if they are appropriate and specific to the task then for all the tasks highlighted in bold in section 2.0 a written copy of the method statement must be attached (electronically) to the P2W.
- 2.4.4 The 'Authorising Person' will review these and agree any amendments with the 'Contractor'.
- 2.4.5 'P2W' will be authorised on the Universities CAFM system by the 'Authorising Person'.
- 2.4.6 'P2W Form' will be printed out and signed in box D by the 'Contractor'. The 'P2W must be signed by the 'Contractor'.
- 2.4.7 The permit will have a unique number and will be automatically registered in the Universities CAFM system P2W module.

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2.5 Completing the task in accordance with the 'P2W'

- 2.5.1 The 'Contractor' will complete the task in accordance with the 'P2W' (See 3.4 for diversions).
- 2.5.2 The 'Requesting person' will pass the Handover Documentation to the 'support desk' for incorporation into the H&S and O&M Manuals.
- 2.5.3 Section E of the office copy of the 'Permit to Work Form' is to be signed by the Contractor.
- 2.5.4 The 'Contractor' will remove the 'P2W' from the site of the task.
- 2.5.5 The completed form is to be returned back to the ES support desk to enable it to be scanned and attached to the original permit on planon the Universities CAFM system.
- 2.5.6 The completed, signed paper copy is to be handed back to the originator who will pass it to the appropriate support desk for uploading onto and attaching to the original electronic P2W.

3.4 Agreeing the method statement

- 3.4.1 It is up to the authorising person to agree the method used to carry out the work with the contractor. The method statement only needs to be written if the hazard is deemed serious.
- 3.4.2 If a written method statement is not attached to the permit then it is presumed that a verbal agreement has been reached.
- 3.4.3 Any specific control methods required must be referred to in the description of works box.

3.5 Works within an IT server room

- 3.5.1 If the area to be worked within contains any of the University Hard wired servers or Comms Rooms then it becomes the I.T departments responsibility to authorise the permit, depending upon the sensitivity of the equipment they will specify on the permit whether an escort is required.

The escort would be supplied from the I.T department.


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- 3.5.2 The permit is used in the same way except that section G would be filled in addition to the other sections.

3.6 Changes to the agreed 'P2W'

The 'P2W' will identify the scope of works, time limits, handover procedures and emergency controls.

Once a 'P2W' is issued there should be no change to the scope of works identified, if there is, an authorised change to the scope of works as a consequence of the works

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started then the agreed change must be shown on the 'P2W' and initialled by the Authorising Officer.

3.7 Shift Working

Shift changeovers are identified in the 'P2W' along with the name of the Shift Supervisor. To deviate from this will suspend the 'Permit to Work'.

3.8 Non-Completion

- 'Contractor' signs the 'P2W Form' in box E to confirm works have stopped and been left in a safe state.
- 'Authorising Person' will close the 'P2W' (See 2.5)
- 'Requesting Person' raises a new 'P2W' if required (See 2.4)

3.9 Emergencies

Emergency procedure to be agreed as part of the 'P2W' by the 'Authorising Person' and the 'Contractor' to include method of communicating with emergency services, university and the location of First Aiders or specialist equipment.

3.10 Emergency work, no Authorising Person "AP" present

In the event that emergency work needs to be carried out and a suitably qualified authorising person (AP) is not on site, then if contact to the "AP" is made and agreed via phone, then Requesting Officer/Security officer can pp the permit until they return then the "AP" who agreed the work can go ahead will countersign the permit on their return.

THIS PROCESS WOULD BE USED BY SECURITY IF NO P2W IS PRESENT.
In these instances an email would also be sent to the support desk to remind them a permit requires authorising.

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3.11 This procedure is to be used by the maintenance contractor for all necessary tasks carried out by either them or their subcontractors, special note must be made of who can authorise a P2W as certain permits they are not able to authorise themselves such as work with or around asbestos, work within a High Voltage environment or work with Formalin, in the named cases authorisation must be gained from the named people (ESP 23) within the Estates Services department.

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3.12 How long can a permit to work be issued for?


The answer to this is reliant upon individual work conditions/characteristics which change continually. However for the purposes of this procedure, the following guidelines will apply.

1. Working with or adjacent to asbestos – **(maximum 5 days)**
2. Work on the fire alarm systems – **(maximum 5 days**, providing system is returned to working order at end of each day)
3. Confined spaces – (daily)
4. LEV or fume cabinets - **(maximum 5 days)**
5. High voltage electricity access to LV side of HV circuits (access to HV Circuits on a HV permit only) - **(maximum 1 day)**
6. Hot works - (maximum 5 days)
7. Digging on University grounds (deeper than 300mm) - **(maximum 5 continuous days)**
8. Working at height (*Various degrees of authority required dependant on equipment being used*) **(maximum 5 days internal, daily external)**
9. Handover control of a site to contractor, this can be issued for as long as the University does not have any staff working from or sharing the area with the contractor.

3.13 Special note

5 days relates to 5 continuous days with no break (weekend) in between where the site has been left unmanned for longer than a night, On returning back to the site it is the contractors responsibility to check before commencing work that the site is still safe to work on.

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4.0 Related Documents

- ESP 01 - Access for non-hazardous work and authority to draw keys
- ESP 06 - Control of Contractors
- ESP 08 - Asbestos Management
- ESP 16 - Confined spaces
- ESP 17 - Hot works
- ESP 18 - Work on fire alarm systems
- ESP19 - Permit to Dig
- ESP 22 - Working with Electricity
- ESP 23– Authorising Persons – P2W
- ESP 26 - Working at Height
- ESP 27 - LEV Procurement, Installation and Fumigation
- ESP 30 – Working with Electricity (H/V)
- ESP 50 - Gas Safety Case

5.0 Main Related Legislation (as amended)

- Control of Asbestos at Work Regulations 2012
- Control of Substances Hazardous to Health Regulations 2002
- Management of Health and Safety at Work Regulations 1999
- Manual Handling Operations Regulations 1999
- Electricity at Work Regulations 1989
- Provision and Use of Work Place Equipment Regulations 1998
- Regulatory Reform (Fire Safety) Order 2005
- Working at Height Regulations 2005