

ESTATES SERVICES PROCEDURE		
Subject: IDENTIFYING AUTHORISING PERSONS FOR PERMITS TO WORK	ESP 23	Rev. 02
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	Owner: T Tomlinson	



TO BE READ IN CONJUNCTION WITH ESP 21 PERMIT TO WORK and RELEVANT TASK PROCEDURES

1.0 PURPOSE

This procedure identifies how the Estates Services 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)	Senior Compliance Officer	Compliance Officer
02	Work on live Fire Alarm Systems	Mechanical Maintenance Engineer Electrical Project Engineer	FM Contracts Manager Electrical Maintenance Engineer
03	Confined spaces	Senior Compliance Officer	Compliance Officer
04	Local Exhaust Ventilation	Senior Compliance Officer	FM Contracts Manager
	LEV, fumigation with Formalin	Senior Compliance Officer	Mechanical Maintenance Engineer
	Fume Cabinets only <i>* Required in Science Block</i> <i>** Required in Laser lab</i>	Senior Compliance Officer College of Science Technical Manager* Technician School of Engineering**	Compliance Officer

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Serial	Activity	Authorising Person	Deputy Authorising Person
05	HV Electrical	Electrical Project Engineer Mechanical Maintenance Engineer Senior Compliance Officer Electrical Maintenance Engineer	<i>For access only non HV work</i>
06	Hot Works	Compliance Officer Senior Compliance Officer	Mechanical Maintenance Engineer Electrical Project Engineer FM Contracts Manager
07	Permit to dig beyond 300mm	Senior Compliance Officer	Building Surveyor Compliance Officer
08a	Working at Height Ladders or steps up to 2.4m	Senior Compliance Officer Compliance Officer Head of Maintenance Project Manager	Mechanical Maintenance Engineer Electrical Project Engineer Building Surveyor Head of Projects Electrical Maintenance Engineer
08b	Working at Height from a cherry Picker or MEWP	Compliance Officer Senior Compliance Officer	Mechanical Maintenance Engineer Building Surveyor
08c	Working at height from a mansafe system	Senior Compliance Officer	Mechanical Maintenance Engineer Building Surveyor
09	Hand over site to Contractor control	Senior Compliance Officer	Compliance Officer

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5.0 RELATED DOCUMENTS

ESP 06 - Control of Contractors
 ESP 08 - Working with adjacent to Asbestos
 ESP 16 - Confined Spaces
 ESP 17 - Hot Works
 ESP 18 - Working on fire alarm systems
 ESP 19 - Digging on University
 ESP 21 – Permit to Work
 ESP 22 - Working with Electricity
 ESP 26 - Working at Height