

22. UNIVERSITY ACCESS AND PERMITS TO WORK

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22.2.1 Aim: To describe arrangements for University of Edinburgh's Estates Department maintenance staff, EQUANS maintenance staff, contractors, sub-contractors and outside workers intending to gain access to commence work on University buildings on the Edinburgh bioQuarter site, and the Permit to Work schemes that operate for University buildings on the site.

22.3.1 Introduction: Somewhat different arrangements exist for building maintenance pertaining to each University building on the Edinburgh bioQuarter campus, with corresponding differences in Permit to Work schemes.

22.3.2 Maintenance of the Chancellor's Building is contracted to EQUANS, and for the QMRI and CRM buildings to the University's Estates Department.

22.4.1 Chancellor's Building: EQUANS employees are not required to apply to the Buildings Manager for Chancellor's Building for an Access Permit and Permit to Work, but standard operating procedures for EQUANS works teams dictate that they **MUST** provide advance notice to the Building Manager of their intention to work within the building and, before actually commencing work within the Bioresearch & Veterinary Services (B&VS) and laboratory areas, to make contact with and inform also the relevant B&VS and laboratory managers in charge of areas where they intend to work.

22.4.2 For subcontractors engaged by the University to work on any aspect of the Chancellor's Building that does not infringe upon the fabric, or M&E of the buildings, EQUANS do not need to see Risk Assessments and Method Statements (RAMS) nor issue Limitation of Access Permits (LOAP) or Emergency Permits (EP). EQUANS need to review and approve RAMS and issue LOAP/EP only if the works will impact upon the fabric or mechanical and electrical infrastructure of the building and/or a specific specialist permit is required to deliver the works (*i.e.* confined spaces, isolations, PSSR, LV/HV, working at height, excavations, hot works, heavy lifting, medical gases, *etc.* RAMS and Permit to Work requests are submitted to EQUANS via the e-permit system. This has taken over from a previous procedure to submit RAMS by emailing ENGIE Technical Services via Building or laboratory

managers. Requests should be submitted five working days in advance, but certainly no later than 48 hours in advance of the proposed commencement of work.

22.4.3 One important purpose of prior notification and Permits to Work (where applicable) is to ensure that B&VS and laboratory managers are aware beforehand of the intended presence of maintenance staff and contractors within their area, so that plans can be made for the safety of maintenance staff and contractors while they are present within the building.

22.4.4 It is also important that maintenance staff and contractors do not extend work beyond that which is explicitly covered by the Permit to Work without obtaining a new Permit, or a signed alteration to the original Permit, from an authorised member of building management.

22.4.5 EQUANS issue permits from their Permit Office within the Facilities Management Building. They will deliver induction training (with a qualification enduring for one calendar year only) to subcontractors *etc* at 09.00 and 14.00 from Mondays to Fridays only.

22.4.6 Additional permits, such as those required for hot working and electrical isolation, may require to be sought. (see Paragraph 22.4.2).

22.4.7 All contractors will sign in and out at the Chancellor's Building Reception. Supervisors may collect permits on behalf of all workers, but must inform the University and EQUANS daily of the numbers of workers present on-site. Supervisors will complete signing-in formalities for all of their staff and be responsible for them at all times, including during fire and security evacuations.

22.4.8 It is also imperative that any safety requirement, including the wearing of personal protective equipment specified in the Permit to Work (such as gloves, overalls, eye protection, *etc*), is properly adhered to by maintenance staff and contractors.

22.4.9 Contractors not complying with these requirements will be refused access. Contractors abusing the system or abusing building Security and Reception personnel will be refused access indefinitely.

22.4.10 Contractors engaged by EQUANS to work on any aspect of the Chancellor's Building are to use the contractors' car park maintained by EQUANS. Entrances must be kept clear of vehicles, and EQUANS will monitor unloading of materials.

22.4.11 Storage of materials and tools within the Chancellor's Building will be by prior arrangement with the Building Manager and in compliance with fire safety regulations.

22.4.13 University of Edinburgh Estates Department maintenance staff, EQUANS maintenance staff, contractors, sub-contractors and outside workers *not* complying with the above arrangements will be asked to leave the premises until proper prior-notification of the Building Manager and relevant laboratory managers has been done, and approval has been granted for the work to be commenced or continued

22.5.1 Other Buildings Occupied by University of Edinburgh Staff and Students on the Edinburgh bioQuarter Campus: It is imperative that maintenance staff and contractors work only to the Permit to Work system described in the University's Health & Safety web site (referenced in Paragraphs 22.4.4 – 22.4.5) in order to ensure that laboratory managers, for example, are aware beforehand of the intended presence of maintenance staff and contractors within their area and to plan accordingly for the safety of workers present within the building. The University form must be completed by lab staff in conjunction with the person/people proposing to undertake the work.

22.5.2 It is also important that maintenance staff and contractors do not extend work beyond that which is explicitly covered by the Permit to Work without obtaining a new Permit, or a signed alteration to the original Permit, from an authorised member of the laboratory staff.

22.5.3 Additional permits, such as those required for hot working and electrical isolation, may require to be sought.

22.5.4 All visiting Estates Department staff and contractors will sign in and out at the Reception desk for the building being visited. Supervisors may collect permits on behalf of all workers, but must inform the University daily of numbers of workers on-site. Supervisors will complete signing-in formalities for all of their staff and be responsible for them at all times, including during fire and security evacuations.

22.5.5 It is also imperative that any safety requirement, including the wearing of personal protective equipment specified in the Permit to Work (such as gloves, overalls, goggles *etc*), is properly adhered to by maintenance staff and contractors.

22.5.6 Storage of materials and tools within the building will be by prior arrangement with the relevant Building Manager and in compliance with fire safety regulations.

22.5.7 University of Edinburgh Estates Department maintenance staff, contractors, sub-contractors and outside workers *not* complying with the above arrangements will be asked to leave the premises until proper prior-notification of the relevant Building and relevant B&VS and/or laboratory manager(s) has been done, and approval has been granted for the work to be commenced or continued.

22.5.8 Special arrangements pertaining to the Advanced Care Research Centre, Building NINE and University-occupied areas of the Royal Infirmary of Edinburgh *etc* should be discussed in advance of works with the relevant building managers.

22.6.1 General Guidelines for Workers: The following guidance should be adhered to by workers in receipt of a Permit to Work:

- *Always* read and adhere to the safety requirements of the Permit to Work. You must *never* put your own health or safety, or that of others, at risk by deviating from the prescribed requirements;

- You should *always* work protected by coveralls when in laboratory areas and the Permit to Work will tell you if you require to wear disposable coveralls over your normal work-wear;
- If there has been the need for the wearing of disposable coveralls, these should be left with someone in the laboratory for disposal and should *not* be removed from the laboratory area by the maintenance worker or contractor;
- Where special gloves or eye/face protection is required to protect against a laboratory hazard, this should be specified in the Permit to Work. The laboratory area where the work is to be done will supply specialist types of personal protective equipment as required;
- *Never* extend work outwith the area or time covered by the Permit to Work without first gaining a new Permit; and
- If you accidentally knock over, spill, or break an item of equipment, inform a responsible member of the laboratory staff *immediately*. Under no circumstances should you attempt to deal with a spillage of laboratory material, no matter how small that spillage is.

22.6.2 By using basic hygiene precautions, allied to common sense, and following the simple rules in the Permit to Work, maintenance staff and contractors can carry out their work in laboratory areas safely.

22.7.1 Further information: Further information on the University's Permit to Work Scheme (which should be read by contractor, sub-contractors and outside workers), including a downloadable form, is available at:

https://www.ed.ac.uk/files/atoms/files/permit_to_work.pdf

22.7.2 See Section 27 of this Manual for more general information pertaining to health and safety for contractors, sub-contractors and outside workers visiting University buildings on the Edinburgh bioQuarter site.

22.7.3 Annex B to this Section contains a template for possible use in laboratory environments when a permit to work may be considered appropriate.



PERMIT No: _____ REQUEST FOR ACCESS/TECHNICAL PERMIT

This request for site access should be faxed to BBW on 0131 242 3998 no later than 5 working days prior to your arrival on site for all planned work activities. For emergency works, i.e. business critical/health and safety the notice period will not be enforced; however, submission of this form is still required prior to the contractor arriving on site.
Please present your completed copy of this form when you collect your access pass from FM Reception.

COMPLETED BY PERSON RESPONSIBLE FOR INSTRUCTING WORKS				
FROM: _____ (as Responsible Person) for ORGANISATION: _____				
Contact Telephone No: _____		Contact Fax No: _____		
Contractor/Company Name: _____				
DATE FAXED: _____		TIME FAXED: _____		
DATES OF WORK FROM: _____		TO: _____		
DETAILS OF WORK		Planned?	YES / NO	Emergency?
Description: _____				
Location: _____				
<i>Risk Assessment/Method Statements have been received by, viewed and verified by the named Responsible Person.</i>				
SIGNATURE OF RESPONSIBLE PERSON: _____				

H&S INSTRUCTIONS (TO BE COMPLETED BY CONTRACTOR)						
Does the work affect: (delete as appropriate)	Air	Water	Alarms	Electricity	Gas	Occupants
	YES / NO	YES / NO	YES / NO	YES / NO	YES / NO	YES / NO
<i>Risk specific method statement(s) and risk assessment(s) must be submitted with all Technical Permit Requests.</i>						
<i>Access request(s) may require specific method statement(s) and risk assessment(s) of the description of the Responsible Person and BBW.</i>						
SIGNATURE OF COMPETENT PERSON IN CHARGE OF OPERATIVES: _____			CONTACT TELEPHONE NO: _____			
Names of Operatives:						
1			5			
2			6			
3			7			
4			8			
<i>*NB Proof of Competence of Operatives carrying out works must be demonstrated on the day before Permit is issued.</i>						

TECHNICAL PERMITS WILL ONLY APPLY FOR A SINGLE DAY UNLESS OTHERWISE AUTHORISED (TO BE COMPLETED BY BBW)						
TECHNICAL PERMITS (delete as appropriate)	Electrical	Hot Work	Medical Gas	Roof Work	Lift Access	Working At Height
	YES / NO	YES / NO	YES / NO	YES / NO	YES / NO	YES / NO
AUTHORISED PERSON (TECHNICAL PERMITS): _____						
<i>Risk Assessment / Method Statements have been received by, viewed and agreed by the Authorised Person (BBW) prior to the issuing of the appropriate permit.</i>						
ACCESS PERMIT AUTHORISED: _____			TECHNICAL PERMIT AUTHORISED: _____			
DATE: _____			TIME REPLY FAXED BACK: _____			

Section A	Completed by person(s) responsible for instructing the works	Section B	H&S and Safety Instructions to be completed by Contractor(s)	Section C	To be completed by Authorised Person Balfour Beatty WorkPlace Ltd
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Permit to work for the University Maintenance Staff or Contractors Requiring Entry into Laboratories and/or Associated Areas

SECTION 1 – LOCATION AND JOB DETAILS	
Must be completed by laboratory staff or technical staff who have adequate knowledge of work in the area in conjunction with the person who will be undertaking the work, or in the case of teamwork, the team supervisor	
Job Number	
Room No. & Building	
Describe the work to be undertaken	
Areas to which access is required:	
Sinks and /or drains	YES / NO
Benches	YES / NO
Floors	YES / NO
Ceiling/high level	YES / NO
Fumehoods/Safety Cabinets	YES / NO
Other (if yes specify) YES / NO	
Does anything need to be moved or areas cleared to allow access? (If yes specify) YES / NO	

SECTION 2 – CONTROLS	
Must be completed by laboratory staff or technical staff who have adequate knowledge of work in the area and authority to confirm appropriate measures have been taken to allow access.	
Type of hazards in laboratory or area: <ul style="list-style-type: none"> • If biological state containment level • If radioactive state designation • If other, specify nature of 	Chemicals/Biological/Radioactive/Other 1 / 2 / 3 Non-designated/Supervised/Controlled

hazards	
Preparation in affected area: <ul style="list-style-type: none"> • Work with hazardous material has ceased • All hazardous material has been removed • Flammable/toxic/other gases shut off 	YES/NA YES/NA YES/NA
Decontamination requirements: <ul style="list-style-type: none"> • Clean/disinfect/monitor sink and drains • Clear benches and clean/disinfect/monitor • Clear floor and clean/disinfect/monitor • Clear/clean/disinfect/monitor equipment (if yes specify what equipment) • Other (if yes specify) 	YES / NO YES / NO YES / NO YES / NO YES / NO
Specific areas to be avoided or any additional special instructions (e.g. decontamination of work tools)	
Protective clothing required by tradesperson: <ul style="list-style-type: none"> • Normal overalls • Disposable coverall • Gloves (if yes specify type) • Eye/face protection (if yes specify) • Other (if yes specify) 	YES / NO YES / NO YES / NO YES / NO YES / NO
Name of person who will supervise work in a radiation Controlled Area / Containment Level 3 Laboratory:	
Name, position and telephone no. of person to be contacted in event of any queries or problems	
I confirm the area has been made safe prior to allowing workman/contractor access. Signature: Print: Date: Time:	
DURATION OF PERMIT TO WORK	From:..... h on(date) To: h on(date)

SECTION 3 - DECLARATIONS BEFORE WORK STARTS
By the person who will be undertaking the work, or in the case of teamwork, the team supervisor
I have read and understood this form and the additional information and rules provided and will work in / ensure that the work is in accordance with the conditions and requirements specified. Signature: Print: Date: Time:
By School Representative
I have issued the above permit to work and ensured the necessary precautions have been taken to allow the work to be undertaken. Signature: Print: Date: Time:

SECTION 4- DECLARATIONS ON COMPLETION OF WORKS
By the person who will be undertaking the work, or in the case of teamwork, the team supervisor
The works specified in the above Permit-to-Work have been completed and the area cleared/cleaned of all debris. The area where work was being undertaken, and to which this Permit relates, is now safe for return to normal School use and supervision. Signature: Print: Date: Time:
By School Representative
I have been informed by means of the above declaration that the works to which this Permit-to-Work relate have been completed, and by signing, dating and time notification, I hereby cancel this Permit-to-Work. Signature: Print: Date: Time:

**THIS PERMIT TO WORK MUST BE DISPLAYED AT
THE ENTRANCE TO THE WORK AREA TO WHICH IT
RELATES**

On completion of works this permit must be kept as a
record for a period of 12 months

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