UNIVERSITY OF BATH HEALTH AND SAFETY STANDARD

Construction and Maintenance Works in Higher Risk Areas

Version Number	2.3	Date of Approval	13th September 2022	Review Date	Three years from acceptance by UHSC
Author and Lead	Chris Young HR Deputy Director: Safety and Wellbeing Services				
Aims	To protect University staff and external contractors who may be carrying out construction and/or maintenance works in defined high-risk areas.				
Scope	This standard applies to all planned construction and maintenance activities in specified laboratories, workshops, research facilities and other areas with comparable hazards. It sets out the: • General requirements for such works to be verbally confirmed with local management before they are commenced; and • The specific requirements for written authorisation to be given by local management for such works in designated high-risk areas. The responsibility for approving and monitoring the actual works remains with the originator of the works **NOT** the Faculty / department authorising the works to take place within their area. Where access is required outside of working hours then access should be arranged through designated departmental emergency contacts. In some circumstances, this may mean that any works are restricted to "making safe" or reducing loss (e.g. by isolating services in the event of a flood) until appropriate information can be provided by those in control of an area. Other information, such as Asbestos logs should be consulted as necessary before an area is accessed.				
Relevant Legislation	Health and Safety at Work etc. Act 1974 Management of Health and Safety at Work Regulations 1999 Control of Substances Hazardous to Health Regulations 2002 Construction (Design and Management) Regulations 2015				
Definitions	High Risk Areas will include: • Containment level 2 laboratories (and any works that will impact on CL2 being achieved – e.g. shutdown of any systems, such as microbiological safety cabinets, providing the required containment); • Specified chemical / biological research laboratories (to be identified by faculties or departments); • Liquid nitrogen facilities; • Laser laboratories; • Strong Magnetic fields (NMR etc.); • Specified Engineering workshops, laboratories and research facilities (as defined by the faculty or department); • Hazardous waste & chemical stores; • Laboratories handling radioisotopes • X-Ray facilities Faculties, Departments & Directorates may deem other areas as requiring written authorisation before any works may be carried out there. This could include for reasons other than health and safety (e.g., due to the sensitivity of any research, security reasons and potential business continuity issues).				
Responsibility for implementation	Director of Campus Infrastructure (for works managed or supervised by Campus Infrastructure) Relevant Deans, Heads of Department, Directors of Technical Services				
Training availability:	Local training (induction training) is available from Faculty Technical Services Directorates and/or Area or Department Safety Coordinators. This training is available for relevant estates staff and any term contractors routinely working in science and engineering facilities.				

Standard to meet:		**Accountability**	**Reference documents and more information**
1	A generic system is devised to enable written authorisations for works in high risk areas to be recorded and monitored. The written system will set out: • Agreed work location, • Times and dates when the authorisation is in force; • Steps taken to manage residual risks within the area • Required control measures to manage any residual risks within the high risk area; • Required PPE • Any other relevant information (such as action to take in an emergency).	HR Deputy Director: Safety and Wellbeing Services	**Authorisation for Works in Hazardous / Restricted Areas**
2	The Director of Campus Infrastructure is provided with lists of all areas where: • Advanced notice of working is required; • Written authorisation is required before works are carried out.	Deans, Heads of Department, Directors of Technical Services.	Written authorisations should be limited to specific locations where the hazards and risks are such that people unfamiliar with these areas would not reasonably be expected to know what control measures may be required.
3	The Director of Campus Infrastructure is provided with contact details for people appointed to approve works in particular facilities.		
4	All construction and/or maintenance works in high-risk areas, managed, or directly carried out by Department of Campus Infrastructure staff, are notified in advance to the nominated Departmental or Faculty Technical Services staff.	Director of Campus Infrastructure	
5	Construction and/or maintenance works (including those directly carried out or managed by the Faculty or Department) will not be permitted to start until the agreed level of authorisation has been given.	Director of Campus Infrastructure, Deans, Heads of Department, Directors of Technical Services.	
6	The written system for authorising **all** construction and maintenance works (except those carried out by authorised Technical Services and/or Departmental technicians within their own Faculty or Department) in high risk areas developed by SHEW is operated.	Deans, Heads of Department, Directors of Technical Services.	
7	Those issuing written authorisations liaise with other appropriate staff where relevant to ensure appropriate control measures have been put in place to manage residual risks. For example, the local Radiation Protection Supervisor and /or the University Radiation Protection Officer will be consulted where works are proposed in laboratories handling radioisotopes.		
8	People carrying out the work are provided with suitable and sufficient information and instruction and training (e.g. local induction) to comply with the written authorisation.		
9	The contractor works are periodically monitored.		
10	Once the authorised works are complete, the authorisation is cancelled.		

11	If a permit expires before works are complete, then the authorisation is cancelled and a new authorisation raised.		
12	Records of Authorisations will be kept for a minimum of three years.		

Additional Resources:
Authorisation for Works in Hazardous / Restricted Areas

Authorisation for Works in Hazardous / Restricted Areas

Authorisation Number:

1. Work Details

(*For completion by University representative overseeing / managing the works)*

Name / Signature				
Contact Details				
Building name:				
Location of work:				
Description of work:				
Start Date & Time:	Date:		Time:	
End Date & Time:	Date:		Time:	

2. Significant Risks in Area (to be completed by nominated person in control of the area where works will take place).

Area Hazards / Risks	Tick Y/N	Comments:
Containment Level 2 / Works on fume cupboards or other containment system		
Chemical/biological research Laboratory		
Liquid Nitrogen facility		
Workshop		
Laser Laboratory		
Strong Magnetic Fields		
Restricted Engineering Research Facility		
Hazardous Waste Stores		
Laboratory (high-risk biological agents)		
Laboratories handing Radioisotopes		
Other (specify)		

Identify necessary controls and confirm if in place	Tick Y/N	Comments
Safety briefing and information given to contractor by Technical Services		
Work with hazardous material has ceased in the work area		
All hazardous material has been removed from equipment or work area		
Flammable/toxic/other gases shut off where required		
Hazardous equipment isolated or access prevented		
Sinks / drains / pipe work have been cleaned/disinfected /decontaminated/monitored		
Benches have been cleaned /disinfected/decontaminated/ monitored		
Equipment has been cleared/cleaned/disinfected/decontaminated/monitored		
PPE required (state in comments)		

Specific safety requirements before work is commenced:

Details of any emergency procedures to be followed:

Declaration: The item(s) of equipment and/or area(s) of laboratory stated above have been, to the best of my knowledge and capability, decontaminated and/or made safe. They have also been taken out of use (delete clause if not applicable).

Issued By name *(Block Capitals)*		Signature		Date	

3. RECEIPT *(To be completed by person responsible for carrying out the work. This to be completed prior to the work commencing)*

I understand the scope of work and precautions to be taken. All people working under this authorisation have been made aware of the safety precautions and emergency arrangements to be followed when working in this area.

Name *(Block Capitals)*		Signature		Date	

4. COMPLETION / CLEARANCE *(To be signed by both parties when work has stopped)*

The area has been left in a safe condition, equipment and work materials have been removed.

Signed for those undertaking the work		Date		Time	

The authorisation is now cancelled. All additional works will require a new authorisation to be issued. The work area will now be returned to normal service.

Authorised person signature		Date		Time	