

UNIVERSITY OF BATH HEALTH AND SAFETY STANDARD

PERMIT-TO-WORK

Version Number	V5	Date of Approval	13 th September 2025	Review Date	Three years from acceptance by UHSC
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Aims	To provide a formal method for ensuring that safe systems of work are identified, planned, implemented and communicated to relevant people when defined high risk activities are carried out by, for, or on behalf of the University of Bath.				
Scope	<p>This standard applies to all high-risk work undertaken by University staff, contractors or anyone else who may be undertaking such works in University owned or managed buildings.</p> <p>This Permit to Work system will not apply to University owned property or areas where management responsibility has been handed over to a third party (for example, on construction sites where health and safety standards are under the sole management of a Principal Contractor). Although an area may be under the control of a third party, it would still be expected that the third party would liaise with the relevant University staff if their activities are likely to impact beyond the area they are controlling).</p> <p>This standard replaces the Permit to Work Policy 2015.</p>				
Relevant Legislation	Health and Safety at Work etc. Act 1974				
Definitions	<p>High Risk Works: The following are all designated as High Risk works:</p> <ul style="list-style-type: none"> • Asbestos Works; • Confined Spaces working; • Excavations / Ground Penetrations; • Electrical isolations (LV distribution systems); • High voltage electrical work; • Hot Work; • Isolation of Fire Alarm Systems or Devices; • Mains Gas Works; • Roof access; • Work on piped gas services • Work on high pressure systems; • Works on Lifts; • Breaking radiological containment, e.g. replacing drainage pipework <p>Department may identify other activities or hazards not on this list which in their judgement require a permit to work. However, the use of permits should be reserved for specific high risk works which could cause significant harm if not properly controlled.</p> <p>Where the works in question involve works on building fabric, services, or infrastructure then these can only be issued by the Department of Estates.</p>				
	Originator: Person commissioning works which require a permit. In the case of faults reported via the Estates Helpdesk, this will be the relevant team within Estates to whom the fault is allocated.				
	Permit Authoriser: Person who has been approved to issue specific permits to work. Permit Authorisers need to have the necessary competence (skills, knowledge and understanding) to issue the permits that they have been approved to issue. For example, if the person is issuing an asbestos permit then they should hold a relevant qualification and have experience of managing asbestos work.				
	Performing Authority: The Person, usually a manager or supervisor, who accepts a permit on behalf of the permit user(s). This could be a University employee (e.g. a Team Leader or Supervisor) or could be a contractor.				
	Permit User: The individual(s) who will physically be carrying out the work to which the permit relates.				
Responsibility for implementation	Director of Estates (for High Risk works on Building Fabric, Services or Infrastructure) Deans of Faculty and Heads of Department and Directors with responsibility for managing and/or undertaking defined high risk works.				

Training / Resources availability:	Advice on training requirements for specific permits is available on request from UHSE.		
Standard to meet:		Accountability	Reference documents and more information
1	Develop a permit to work template that can be adapted for specific high risk works by the relevant Schools, Faculties, Departments and Directorates.	Head of SHEW	Permit to work guidance is provided on the UHSE wiki Pages
2	Permit to Work systems are periodically audited to provide reassurance to the University that these are operating effectively and efficiently.		
3	A Permit to Work system operated for all planned “high risk” works falling under the control of the School, Faculty, Department or Directorate.		
4	Arrangements are established for the management and safe delivery of “emergency” high risk works. Where necessary, priority should be given to making areas safe until works can be properly planned.		
5	<p>The Permit to Work conforms with the requirements of IND(G)98 Permits to Work. Specifically, Permits will record:</p> <ul style="list-style-type: none"> • Permit title; • Unique Permit Number; • Location of Works; • Duration of the works; • Plant / Equipment to be worked on; • Description of Works to be carried out; • Hazards (both Residual and those associated with the work); • Precautions to be taken; • Personal Protective Equipment; • Authorisation (setting out date, time and signature of person authorising the works); • Acceptance (by company or team or individual(s) undertaking the work); • Extension / Handover procedures; • Cancellation procedures; and • Emergency procedures. <p>In the case of electrical works, permits should follow the guidance provided in HSG85 (third edition) Electrical Works-Safe Working Practices. Specifically, details should be provided of isolated circuits and limitations on any work.</p>		A model Permit to Work is provided on the SHEW Wiki pages. Department can adapt this model for specific high risk works.
6	<p>Sufficient resources are allocated to implement a permit to work system for defined high risk works. This will include:</p> <ul style="list-style-type: none"> • The appointment, in writing, of an appropriate number of Permit Authorisers to implement the permit to work system effectively. • Ensuring Permit Authorisers are provided with relevant training, including refresher training, to issue the permits that they are authorised to issue. <p>It is acceptable to appoint suitably competent external consultants / contractors as Permit Authorisers where adequate resources are not available in-house.</p>		Relevant Deans and Heads of Department and Directors.
7	A schedule of all appointed Permit Authorisers is kept. This schedule provides details of which permits each are appointed to issue.	A pro forma schedule is provided on the SHEW wiki pages	
8	The schedule of Permit Authorisers should be reviewed periodically to ensure that the number of appointed competent		

	Permit Authorisers is sufficient to enable the permit to work system to operate efficiently and effectively.		
9	Arrangements are in place to ensure that works, including any routine works, or other non-routine works that may be taking place in the same area are coordinated, communicated and controlled.	Director of Campus Infrastructure. Relevant Deans and Heads of Department and Directors.	
10	Periodic monitoring of the permit to work system is carried out to ensure that the system is working effectively and efficiently.		
11	Issues with the operation of the permit to work system are brought to the attention of the Head of UHSE as soon as is practicable.		
12	All work activities requiring a permit to work are identified.	Originator	
13	People who may be carrying out works that require a permit to work are aware of the University's permit to work system and the conditions for carrying out such works		
14	Risk Assessments and Method Statements (RAMS) are provided to the relevant Permit Authoriser in sufficient time to enable them to approve working methods (or to make recommendations for any changes) and to issue the required permit.		Normally risk assessments and method statements will be needed at least five working days prior to the issue of a PTW. More complex situations may require a longer period.
15	If a Permit Authoriser requires further information from the permitting authority or permit user then it is the responsibility of the originator to provide this.		
16	RAMS are reviewed, corrected and approved, as appropriate		
17	If work has to be delayed or cancelled because a permit cannot be issued for any reason, then the Permit Authoriser will notify the originator.		
18	Local/ operational hazards that may present a risk to the permit users are identified and are made safe. Note: Where the works will take place in an area controlled by someone else then the Permit Authoriser will need to liaise with the appropriate person(s) to ensure local hazards are identified and controlled. This may include seeking Authority to Work from Schools, Faculties, Departments, and Directorates if works will be taking place in defined hazardous / restricted areas.		
19	No Permit Authoriser will issue a permit for work they are directly performing.	Permit Authoriser	The Permit Authoriser must be sufficiently remote from the work such that his or her judgement is not affected by pressure to complete or progress the work.
20	Works covered by the permit are periodically monitored by Permit Authoriser to ensure the permit is followed.		The frequency of monitoring is left to the judgement of the Department managing the permit to work.
21	Suitable checks are made before a permit is closed down or suspended.		
22	All necessary isolations have been made prior to allowing the permitted work to be commenced.		
23	Records of permit monitoring are kept		
24	Records of permits issued (and monitoring) are kept for 3 years from issue.		Departments which issue permit should make its own arrangements to store them once completed.
25	Originators are provided with all required information to enable them to request that a permit be issued.		Performing Authority
26	Permit users are competent to carry out the work covered by the permit.		

27	Permit users understand the permit to work system and any conditions imposed by the permit.		
28	Permit users have been made aware of local / operational hazards and the control measures to be used to reduce associated risks to a tolerable level.	Performing Authority	
29	Works are monitored to ensure that the agreed RAMS are being observed.		
30	Corrective actions are taken where agreed RAMS are found to not be being followed.		
31	Checks are carried out to confirm that any required isolations have been made before any works are carried out.		
32	Permit conditions, such as agreed working times and locations, are observed.		
33	Permit Authorisers are advised of any issues relating to the permitted works that might impact the safe and/or timely delivery of those works.		
34	Will ensure that areas have been made safe / returned to use as agreed once the permitted works are complete.		
35	Works requiring a permit are not started until the permit to work has been approved.		
36	Permit to works are available at the work site and are displayed (where practicable).		
37	People carrying out works under a permit to work cooperate with originators, Permit Authorisers and Performing Authorities as relevant.		Permit users
38	All conditions associated with the permit to work (for example, any agreed safe working practices, RAMS, agreed access and egress requirements or similar) are followed.		
39	Advise the performing authority of any issues that may impact on the safe delivery of the permitted works.		
40	Work areas are made safe when the permit expires and/or when the works are complete.		

Permit-to-Work Standard Aide Memoire

