

ESTATES AND FACILITIES AUTHORISATION TO WORK PROCEDURES

Background

The Estates and Facilities Committee, in response to new legislation, decided in 2011 that no work should be carried out on University owned or occupied property without the prior approval of Estates and Facilities (E&F). The system has generally worked well but the procedure was not clear on the extent of those works. This update seeks to add clarity and limit the work by the schools to minor work which requires no E&F supervision. All other works will need to be managed by E&F and funded accordingly.

This revised document explains the procedures under which building occupants will seek authorisation from E&F for any work they plan to undertake without E&F supervision, which might disturb the fabric of the building.

Authorisation Procedure

When staff, students or other building occupants plan to carry out any work which might disturb the fabric of the building the attached 'Authorisation to Work' request form should be completed and submitted to E&F. The request should be sent to Estates and Facilities Help Desk.

E&F will review the proposed work to determine whether it can safely be carried out without E&F supervision. Under normal circumstances E&F will aim to process these requests within 5 working days and issue a written response. **No work should be commenced until it has been authorised, in writing, by E&F.**

These procedures do not apply to any work being undertaken directly by Estates and Facilities.

Assessment Criteria

The criteria listed on page two of the 'Authorisation to Work' request form will be used to determine whether work can be undertaken without E&F supervision. As a general guide, work of a complex nature, which interferes with the building fabric or any engineering service, or which requires any input from a contractor, will need to be managed by E&F. In addition any work which involves disturbance of asbestos-based materials or other hazards, affects fire safety or has any other legislative implications shall be undertaken by E&F..

Carrying Out Authorised Works

When work has been authorised to proceed without E&F supervision, it is important that, should any problem subsequently be encountered that was not originally identified, the work is referred back to E&F for advice. Particular attention should be paid to the following areas, which will require remaining works to be managed by E&F and for which funding will be required:

Asbestos: The person responsible for supervising the work should be aware that the asbestos surveys are not 'intrusive' and will not, therefore, show details of any concealed asbestos-based materials. Should you have reason to believe that materials encountered whilst carrying out the work might contain asbestos they should be presumed to do so and in which case the work must cease immediately and the University Asbestos Co-ordinator informed.

Buildings Structure & Engineering Services: Should it prove necessary, when carrying out the works, to disturb the structure of the building or any engineering services, works must cease and E&F notified.

Fire Safety: Under no circumstances should any work be carried out which interferes with fire detection systems, fire compartmentation or the means of escape from the building.

External Contractors/Consultants: Should it be found that external contractors or consultants are required in order to undertake the proposed works then E&F must be advised so that E&F can manage the work, which will require funding.

E&F AUTHORISATION RECORD	
	<i>(For Estates and Facilities Use)</i>
<u>BUILDING & ENGINEERING</u>	
Please list any asbestos containing materials (ACMs) that are known to be present in the working area:	
Is the proposed work likely to disturb the ACMs	YES/NO
Intrusive asbestos survey required?	YES/NO
Other hazards identified?	YES/NO
Structural implications?	YES/NO
Building fabric adversely affected?	YES/NO
Fire safety / means of escape affected?	YES/NO
Disability Discrimination Act non-compliance?	YES/NO
Electrical / IT systems affected?	YES/NO
Heating / ventilation affected?	YES/NO
Water / waste services affected?	YES/NO
Other piped services affected?	YES/NO
<u>CONTRACT & FINANCIAL</u>	
Will contractors be used to carry out any part of works?	YES/NO
Will consultants or other specialist advice be used?	YES/NO
Will any materials be obtained from non-approved suppliers?	YES/NO
<u>HEALTH & SAFETY</u>	
Will specialist risk assessment be required?	YES/NO
Will method statement be required?	YES/NO
Notes	
1. <i>If the work is to take place in a radiological or containment laboratory please seek advice from H&SS before considering approval.</i> 2. <i>E&F staff should note that if the answer to any of the above questions is 'Yes' then the project should not be authorised to proceed & shall be managed by E&F, subject to the provision of adequate funding.</i>	
Authorisation Checks by:	
Name: _____ Signed: _____ Date: _____	
Asbestos Co-ordinator: _____ Signed: _____ Date: _____	

NOTES FOR CLIENTS UNDERTAKING WORK**Asbestos**

Estates and Facilities (E&F) has checked the Asbestos Register for the working area(s) identified and found no recorded asbestos. You should be aware that E&F's records are the result a non-intrusive survey. Although every effort has been made to identify asbestos-based materials, it cannot be guaranteed that all such materials have been identified. Asbestos-based materials may well be concealed within the fabric of the building.

Should you have reason to believe that any materials encountered whilst carrying out the proposed work contain asbestos they should be presumed to do so and in which case work must cease immediately and the Asbestos Co-ordinator informed.

Fire Safety

Under no circumstances should any work be carried out which interferes with fire alarm & emergency lighting systems or the means of escape from the building. E&F should be consulted should you have any doubts about the proposed works in relation to fire safety.

Buildings Structure & Engineering Services

No work shall be carried out that involves interference with the structure of the building or any mechanical, electrical and other building services.

External Contractors/Consultants

Should it be found that external contractors or consultants are required in order to undertake the proposed works then E&F must be advised so that E&F can manage the work, which will require funding.