

Safety Note 58

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LABORATORY AND WORKSHOP PERMIT TO WORK

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SUMMARY

This Permit to Work (PTW) system provides a formal, robust and auditable process for controlling high-risk activities carried out within laboratories, workshops, glasshouses and associated support areas.

The system applies to contractors or visitors undertaking non-routine, hazardous or safety-critical work.

An additional Permit to Work is required for Hot-Works, Roof Access, Confined Space, Electrical Works, Working at Height as well as Permit to Dig.

1 SCOPE OF A LABORATORY /WORKSHOP PERMIT

The laboratories and workshop permit-to-work is intended for use by those planning work in laboratories/workshops, and require approval from the person(s) in charge of that space, whom will as part of their agreement, ensure that the space is decontaminated and safe for work.

A Permit-to-Work is designed to enable control of routine access to their areas and to identify hazards and risks within the area that could place those at risk that undertake: maintenance, cleaning, servicing activities staff and other contractors who may need to enter, at risk.

It is not intended that other risks associated with the work, such as electrical isolation or roof access are identified within this permit. These are dealt with by Estates and will be controlled using separate Estates Permits.

It is essential however, that Estates are made aware of the effect that any of their works might have on laboratory or workshop operations, before work starts.

2 WHEN A LABORATORY OR WORKSHOP PERMIT IS REQUIRED

A PTW is mandatory for high-risk, non-routine or abnormal work activities, including but not limited to:

Maintenance, intrusive work or modifications to experimental rigs

Work in areas where hazardous chemicals, biological agents or gases are in use.

Isolation, override or bypass of safety-critical systems

Contractor-led work within laboratories or workshops

3 PERMIT TO WORK PROCEDURE

Procedure for issuing a permit to work for laboratory or workshops

1. Permit Initiation

A Permit-to-Work (PTW) must be prepared and issued by the Estates representative responsible for planning and coordinating the work.

2. Submission for Approval

The PTW must be provided to the Building Facilities Officer (BFO), who will arrange for review by the relevant Laboratory Manager, Facility Manager, or other responsible person.

3. Laboratory Review and Preparation

Prior to approval, the Laboratory Manager must identify any laboratory-specific hazards and confirm the control measures required to protect personnel, research activities, and contractors.

The Laboratory Manager must verify that the work area will be appropriately decontaminated, isolated, secured, or otherwise made safe before work commences.

4. Permit Authorisation

Once approved by the Laboratory Manager, the completed PTW must be returned to the BFO (or Security for out-of-hours works) and the Estates representative responsible for the works.

5. Contractor Induction and Access

On arrival, contractors must report to the BFO (or Security for out-of-hours works) and must not enter laboratory areas unescorted unless specifically authorised.

The BFO will brief contractors on any local hazards, restrictions, emergency arrangements, and conditions specified within the PTW.

6. Verification of Controls

Before work commences, the BFO will verify, so far as reasonably practicable, that the precautions and control measures detailed in the PTW have been implemented.

7. Acceptance of Permit Conditions

The contractor's responsible person must sign the PTW to confirm understanding and acceptance of all permit conditions, precautions, and restrictions.

8. Display of Permit

The PTW must be displayed prominently at, or adjacent to, the work area throughout the duration of the work to inform occupants and contractors of the authorised activities and applicable restrictions.

9. Changes to Scope or Conditions

If the scope of work changes, additional hazards are identified, or the specified control measures cannot be implemented, work must cease and the PTW must be reviewed and re-authorised before continuing.

10. Suspension of Work

Work must not commence, or must be suspended immediately, where permit conditions have not been met, the work area has not been made safe, or there is uncertainty regarding the required precautions.

11. Completion of Work

Upon completion, the contractor's responsible person must sign the PTW to confirm that:

- the work has been completed;
- all tools, equipment, and materials have been removed;
- any services or isolations have been reinstated where authorised; and
- the area has been returned to a safe condition.

12. Final Inspection and Handover

The BFO will undertake a final inspection of the area to verify that the work has been completed satisfactorily, the area has been left clean and clear, ceiling tiles and other fixtures have been reinstated where applicable, and all waste and debris have been removed.

13. Permit Closure

Following satisfactory inspection, the BFO will formally close the PTW and notify the Laboratory Manager and Estates representative that the area has been returned to normal operation.

14. Record Retention

Completed PTWs must be retained by the BFO for a minimum period of four years, or longer where required by university policy or legal requirements.

PERMIT TO WORK FOR LABORATORIES AND WORKSHOPS

This permit is required for all maintenance, servicing and non-routine cleaning work in the University laboratories and workshops. The permit must be issued by the person responsible for the area or a designated individual who has adequate knowledge of the area where the work is to be performed and will be retained on file for a minimum of four years.

Date issued:		Unique Permit Number:	
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SECTION A. For Completion by Estates or Contractor

Contact Details of person carrying out the work

Name:

Company:

Mobile Number:

Email address:

Name of Estates contact (where works are being carried out by contractor)

Permit issued for (purpose/nature of work) NOTE: *This is a single space permit*

Impact on building users:

Concorto

Number:

**Location/Building
name /Number:**

**Room
number:**

Period of validity

**From Time &
Date:**

**To Time
& Date:**

A further permit will be required if the work is not completed within this time

Section B: RESPONSIBLE PERSON- to complete All Hazards present in the area

	Details	Precautions
Biological	n/a	n/a
Chemical	☒ Flammable ☒ Oxidising ☒ Corrosive ☒ Health hazard ☒ Environmental hazard	Hazardous work has ceased ☐ YES ☒ NO All hazardous material removed ☐ YES ☒ NO Sinks & drains cleaned/disinfected: ☐ YES ☒ NO Benches cleaned/disinfected: ☐ YES ☒ NO Equipment cleaned/disinfected: ☐ YES ☒ NO Fume cupboards cleaned/disinfected ☐ YES ☒ NO

Radiation	n/a	n/a
Compressed gases or cryogenics	☒ Piped ☒ Cylinders Compressed Air, Argon, Nitrogen	Hazardous gases shut off: ☒ YES ☐ NO
Workshop equipment	n/a	n/a
Other	Slip and trip hazards. Obstructing objects (lab furniture, equipment, containers, etc.).	All slip and trip hazards removed: ☒ YES ☐ NO Obstructing objects relocated: ☐ YES ☒ N/A
Further details		

Declaration – Before work can begin			
I, (Responsible Person) responsible for the area/designated individual issue this permit and have ensured that the necessary precautions have been implemented			
Signed	Print name	Date	Time
Zone BSO Notified Permit is ready: YES ☐ NO ☐			
Signed	Print name	Date	Time
I, the person (University Maintenance Operative or Contractor) conducting/responsible for the works (contractor/engineer/Estates/cleaning etc) have read and understood this form and received additional information (where necessary) and agree to the conditions and requirements specified			
Signed	Print name	Date	Time
On completion of work			
The person University Maintenance Operative or Contractor (contractor/engineer/Estates/cleaning etc) confirm the work specified has/has not been completed; I understand a further permit will be required for subsequent access.			
Signed	Print name	Date	Time
The person (Responsible Person) or the area/designated individual hereby cancel this permit as all necessary procedures have been completed			
Signed	Print name	Date	Time

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