

Activities requiring a permit to work

The Campus Division issues permits to work for all activities carried out to the buildings and infrastructure of the University estate where works fall into the following categories:

Isolation Permit Type	Condition when permit to work is required
Electrical Services	<p>Any isolation of electrical services outside of the scope of the project e.g. work in a lab requires the isolation of electrical supply to a whole floor for the work to be undertaken safely.</p> <p>Carrying out the safe isolation process includes cutting off the supply and isolation. In most cases for low voltage, both requirements are completed by the same action, such as turning off an isolator or switching off an MCB, but on high energy circuit breakers and on high voltage systems, cutting off the supply and isolation are two distinct operations, and the system cannot be regarded as being safely disconnected until both have been completed.</p>
High Voltage isolation	Work on high voltage (>1000V) electrical system
Low Voltage isolation	<p>Work on or near energised electrical conductors less than 50 V AC or 120 V DC (Extra low voltage electrical system) -</p> <p>Work on isolated electrical equipment within safe approach distance of other energised components less than (</p>
Mechanical Services	<p>All mechanical isolations involving the removal or blocking of energy sources from an item of plant or equipment, to prevent danger from mechanical, electrical, hydraulic and/or stored energy hazards.</p> <p>All isolation and removal of safety critical equipment if associated with equipment that will remain in service. Includes any work that requires the by-passing or over-riding of critical protective devices e.g., isolating a section of a piping, removal of pressure/thermal relief valves, isolating emergency shutdown components that render equipment or machinery inoperable etc.</p>
Local Exhaust Ventilation and fume cupboards	Any activity resulting in the isolation of or affecting the normal operation of a local exhaust ventilation system or fume cupboard. The temporary shutdown of LEV or fume cupboard that may give rise for the building to be put out of use or a process to be halted until such time the equipment has been brought back into use
Water	Any isolation of the water supply.
Gas	Any isolation of LPG and natural gas services.
Fire Alarm System isolation <ul style="list-style-type: none"> • Bagging off smoke detector heads. • Panel / zone isolation 	Any isolation of fire detection system either by bagging off detector heads or isolation or any part of a fire detection or firefighting system.
Building Management System (BMS).	Any isolation or disabling of the Building Management System.

Lifts	Any isolation or disabling of a passenger or goods lift system or its controls.
Hazardous Activity Permit Type	Condition when a permit to work is required
Hot Work (max. duration 1 day only)	Any work that requires using open flames, applying heat or friction, or may generate sparks or heat such as, but not limited to welding, soldering, cutting, brazing burning and the use of powder-actuated tools or similar fire producing operations
Confined Space	Any entry into a confined space as defined by the Confined Space Regulations 1997
Excavations	Any operation that penetrates, lowers or disturbs the existing ground level to a depth greater than 300mm
Asbestos	All activity involving work with asbestos or asbestos containing materials.
Asbestos – ceiling void	All work in any ceiling void labelled as containing asbestos material.
Working at Height including: <ul style="list-style-type: none"> • roof access • scaffold erection/dismantling • Use of tower scaffold 	All work activities undertaken from height as defined in the Work at Height Regulations 2005, excluding short duration work from a ladder
Use of mobile elevated working platform (MEWP)	Any use of a mobile elevated working platform.
Scaffold erection, modification and striking	Any work to erect, modify or strike a scaffold structure.